

**Model Paper “English Shorthand-I”
For D.Com-I Annual Examinations 2012 & Onward
Part-I (Theory / Objective)**

Roll No. _____

Time 01.00 Hour

Marks: 40

Note: This part is compulsory. It should be attempted on the question Paper and returned to the supervisory staff after the prescribed time. Cutting, overwriting is not allowed. Use of lead pencil is allowed only for shorthand outlines, Supervisory staff is requested to attach it with answer book.

Q.No 1. Choose the correct answer and encircle it. (MCQs) (10 x 1) = 10

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|-----|---|--------------------|-----------------|----------------------|
| 1- | How many places alongside a stroke: | (a) Two | (b) Three | (c) Twelve |
| 2- | In shorthand vowels are shown: | (a) By dot | (b) By dash | (c) By dot & dash |
| 3- | Second place horizontal stroke is written: | (a) Above the line | (b) On the line | (c) Through the line |
| 4- | When “R” ends a word use: | (a) Upward | (b) Downward | (c) Hook |
| 5- | A large final hook represents: | (a) Ses | (b) St | (c) STR |
| 6- | A large initial circle represents: | (a) S | (b) Stee | (c) SW |
| 7- | A third position half length stroke is written: | (a) Above the line | (b) On the line | (c) Through the line |
| 8- | A large final hook represents: | (a) N | (b) F or V | (c) Shun |
| 9- | A large initial hook prefixes to represents upward “L”: | (a) W | (b) KWA | (c) Wh |
| 10- | “L” standing alone or with only a final S circle is doubled to: | (a) tr | (b) dr | (c) thr |

Q. No. 2. Write the correct outline of the following short forms. (10)

- | | |
|---------------------|-------------------------|
| 1. lord _____ | 2. difference _____ |
| 3. whose _____ | 4. several _____ |
| 5. influenced _____ | 6. satisfactory _____ |
| 7. remarkable _____ | 8. representative _____ |
| 9. yesterday _____ | 10. distinguish _____ |

Q. No. 3. Write correct phrases of the following. (10)

- | | |
|-------------------------------|--------------------------------|
| 1. are you _____ | 2. if he should _____ |
| 3. as early as possible _____ | 4. they were _____ |
| 5. this would be _____ | 6. this letter _____ |
| 7. I am sure there is _____ | 8. you were not _____ |
| 9. science department _____ | 10. under separate cover _____ |

Q. No. 4. Explain the following rules. (05)

1. Explain the “R” before t,d,chay,jay and ith. _____
2. Explain the “Ses” circle. _____
3. Explain the abbreviated “W”. _____
4. Explain the “N” hook to curves. _____
5. Explain the f or v hook to curves. _____

Q. No. 5. Write correct shorthand outlines of the following passage. (05)

As far as we know, the case should reach you as soon as this note, that is, today or tomorrow. We feel that the result of our new policy is most satisfactory. If you wish to make sure that you will advance in your business career, you should strive to develop the habit of accuracy from the beginning of your training. If you like, we can dispatch the book to you for your approval, and if you decide to return it, you may do so without any obligation. We have returned the stamps which you enclosed with your inquiry. We are informed that the natural gas industry is a wonderful future. Will you kindly forward instructions concerning the transfer of your stock certificates?

**Model Paper “English Shorthand-I”
For D.Com-I Annual Examinations 2012 & Onward
Part-II (Speed)**

Time 02.00 Hours

Marks: 60

INSTRUCTIONS FOR DICTATION

1. Normally, the teacher of shorthand at the Institute will be employed to dictate the examination passage. If shorthand teacher is not available, the Principal will nominate a substitute.
2. The passage of dictation shall be handed over to the dictator under supervision 30 minutes before the start of the examination in order that he may familiarize himself with contents, practice in phrasing and pronunciation of difficult words, if any.
3. All the punctuation marks should be dictated in the dictation.
4. The dictator should dictate a paragraph other than the examination paper so that the students familiarize with the voice and pronunciation.

INSTRUCTION FOR CONDIDATES

TO BE READ OUT TO THE CANDIDATES BEFORE THE EXAMINATION STARTS.

1. Shorthand outlines are of 10 marks while transcription consists of 50 marks.
2. The students shall taken dictation on the supplied answer book, and transcribe on the same. Shorthand notebook or papers thereof are not allowed.
3. The students should take down all the passages that are dictated.
4. Out of the three passages dictated at the speed of 50, 60 and 70 words per minute, the candidates will be required to transcribe only one passage, which they like.
5. Shorthand notes of the speed not transcribed should be crossed and also be returned with the worked paper.
6. No alteration by erasing or over-writing should be made in the original shorthand notes but the candidates may indicate in the margin the correct outlines if a mistake has been made in the original notes.
7. Shorthand notes may be taken with pen or pencil but the transcription must be written either with pen or done on typewriter. Transcription (Longhand) with pen will not be allowed. Typographical error in the typed transcription will not penalize.
8. The use of an eraser will be permitted in the type written part of the examination. No transcription should be started until all the passages had been dictated.
9. The students may use an English Dictionary (Not Shorthand English Dictionary) during the examination.
10. The candidates are required to transcribe only one passage in the prescribed time of 1.30 hours as mentioned above. However, dictation time is not included in it.

PARAGRAPH No. 1 (TO BE DICTATED AT THE SPEED OF 50 WORDS PER MINUTE)

This is a scientific age. The inventions of science have changed out (1/4) life. So much that if a person of one hundred years ago (1/2) happens to be in some city, he may think our world a (3/4) land of with craft. The same work as the people did with their (1) hands some years ago is now being done by the machines. Every (1/4) country of the world is progressing. Man has used science for good purposes (1/2_ with its help, he has made many useful things. But man has (3/4) also used science for the purposes those are not good. A journey, (2) which took years and months in the past, is now covered in (1/4) days and hours. Now man has reached moon and other planets, too. Some (1/2) day, a regular series of traffic may begin between our world and (3/4) our moon.

I think that only one man out of one thousand (3) knows the art of living the life. Most of us spend fifty nine (1/4) minutes out of one hour in thinking of the past. During this (1/2) time,

we regrets on the loss of joys and we express grief on (3/4) our failure. Both these two attitude are useless and these weaken our (4) feelings, or, we think of the future which we long for (1/4) or of which we are afraid. The right way of living the (1/2) life is that we should think of every minute a miracle.

Great (3/4) men work round the clock for the welfare and development of human beings. (5)

PARAGRAPH NO. 2 (SPEED 60 WORDS PER MINUTE)

It seems to me that there are three principal ways in which we can learn (1/4) to do things or to understand things looking, reading, or hearing. We can watch (1/2) done by other people, and copy their movements and actions. This is the ways in which (3/4) we learn when we are very young. Babies, and other young animals, of course (1), are very quick to copy the acts of their mothers, and in this way they (1/4) learn a very great amount in a remarkably short time (1/2) We continue throughout our lives to learn in this way, for we are always seeing others do certain (3/4) things in certain ways and then making some attempt to carry out like acts ourselves. When we (2) grown up, however, we are able to make observations within much wider limits, and we (1/4) are free to learn great numbers of things simply by watching. Not only can we (1/2) see the life going on round about us, but we have also brought right (3/4) into the home the moving picture and the TV set. There is, perhaps, no more (3) interesting and successful method of learning about other countries than to watch moving pictures (1/4) that have in those places. Most of us find it much easier to remember (1/2) what we have seen than to remember what we have read in a book or have (3/4) been told. . Even a very good writer, telling us of scenes and doing in (4) far off-lands cannot bring to our minds so clear a picture of those countries(1/4) as can a quite short moving picture. That is why many schools use both TV (1/2) and the moving picture in the course of instructions in subjects as different from (3/4) one another as history and science. In such subjects mere reading is not enough (5)

PARAGRAPH NO. 3 (SPEED 70 WORDS PER MINUTE)

My dear sir, I wish to thank you for the catalogue which you were good enough to Opost (1/4) to me recently. Several books listed on page 20 appear to be just what I am looking (1/2) for. I have marked them on the attached.

Although I think that these books should be (3/4) useful to me in my work .I should like to inspect them to see if they would be (1) satisfactory. May any of the books be sent back to you, when I have looked at (1/4) them. I decide that they would not be satisfactory for my purpose? Thank you very much.

In (1/2) the belief that you would wish to stop at a simple but pleasant hotel we have sent (3/4) to you today a copy of our recently issued booklet. The total charge for a couple per (2) week is only ten dollars. This rate includes a double room. Single rooms are five dollars and (1/4) above. Our food is simple but good. People tell that our table is first class. They say (1/2) indeed, that it has no equal. We diybt tgat ut us yu beqyakkedm byt we di jbiw tgat (3/4) we use only the best foods and that our charges are quite reasonable. We make no charge (3) at all for golf and swimming.

We enclose a description of the building in spring street. We (1/4) think this building is an extremely valuable piece of property. And we strongly urge you to buy it(1/2) It is quite close to the new south road. You can buy it today for a (3/4) small outlay, abnd we have no doubt that in few years it will increase in value (4).

I know I shall beat you, unless you are faster this year. I speak for myself, because I (1/4) know myself. I can say a great deal on this subject, and I usually do so. (1/2) You ask why I have stayed away so long. The answer is business keeps me away. When (3/4) would you like me to come? The best of luck to you and to the rest of the family. (5)