

**Model Paper "English Short Hand-II"  
For D.Com- Part-II  
Annual Examinations 2013 & Onward**

**Theory (Objective)  
Part-I**

Roll No. \_\_\_\_\_

**Time: 01:00 Hour**

**Marks: 40**

**Note:** All questions be attempted on this question paper. Cutting, overwriting and erasing are not allowed. Supervisory staff is requested to attach this paper with answer books.

Q.1 Write advance phraseography in shorthand of following words. (any ten) (10)

1. Agree with the \_\_\_\_\_
2. As fast as \_\_\_\_\_
3. On the other side \_\_\_\_\_
4. Those who are \_\_\_\_\_
5. You will probably \_\_\_\_\_
6. Any longer \_\_\_\_\_
7. As we may \_\_\_\_\_
8. This has been \_\_\_\_\_
9. You were note \_\_\_\_\_
10. I cannot be \_\_\_\_\_
11. Almost certain \_\_\_\_\_
12. Just been \_\_\_\_\_
13. As a rule \_\_\_\_\_
14. At the present \_\_\_\_\_
15. You will agree \_\_\_\_\_

Q.2 Write advance intersection in shorthand of following words. (any ten) (10)

1. Party government \_\_\_\_\_
2. Political party \_\_\_\_\_
3. Bank pass book \_\_\_\_\_
4. Careful attention \_\_\_\_\_
5. Town Council \_\_\_\_\_
6. Capital, as in \_\_\_\_\_
7. Capital charge \_\_\_\_\_
8. Captain of the \_\_\_\_\_
9. Entry form \_\_\_\_\_
10. Legal authority \_\_\_\_\_
11. National affair \_\_\_\_\_
12. National society \_\_\_\_\_
13. Liberal Party \_\_\_\_\_
14. Railway officials \_\_\_\_\_
15. Railway time \_\_\_\_\_

Q.3 Write special contraction in shorthand of following words. (any ten) (10)

1. Acknowledge \_\_\_\_\_
2. Capable \_\_\_\_\_
3. Description \_\_\_\_\_
4. English \_\_\_\_\_
5. Exchange \_\_\_\_\_
6. Govern-ed \_\_\_\_\_
7. Identical \_\_\_\_\_
8. Inform-ed \_\_\_\_\_
9. Maximum \_\_\_\_\_
10. Never \_\_\_\_\_
11. Reform-ed \_\_\_\_\_
12. Reformer \_\_\_\_\_
13. Telegram \_\_\_\_\_
14. Whatever \_\_\_\_\_
15. Yesterday \_\_\_\_\_

**P.T.O.**

Handwritten text in Urdu script on lined paper. The text is written in a cursive style and includes the year '1866' on the right side of the fourth line. The passage is partially obscured by a thick horizontal line at the bottom of the handwriting area.

A series of horizontal lines provided for transcribing the handwritten text into English.

**Model Paper “English Short Hand-II”  
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(Speed)  
Part-II**

**Time: 01.30 hours for Transcription**

**Time: 30 Minutes for Dictation**

**Total Time: 02:00 Hours**

**Marks: 60**

**INTRODUCTION FOR DICTATION**

Generally shorthand teacher of the institution is engaged to dictate examination passage. In case shorthand teacher is not available, the principal will nominate substitute. Half an hour before the start of examination dictation passage will be handed over, under supervision, to the dictator to become familiar with the content, phrasing and punctuation marks are also to be dictated.

**INSTRUCTION FOR THE CANDIDATES TO BE READ OUT  
BEFORE DICTATING THE SPEED PASSAGES**

1. The students will take dictation of the material on the answer book supplied by the center Superintendent.
2. Each passage is to be dictated in 5 minutes gap between every dictation.
3. All the dictation has to be completed before the end of 30 minutes.
4. The student will have to take down notes of all the dictation delivered by the respective teacher.
5. The student are required to transcribe only one passage and to cross out the short hand script of the remaining passages.
6. Only pitman shorthand system is acceptable.
7. Transcription can be written with a pen or typed. In case of typing, error will not be considered.
8. The student can consult English dictionary for spelling purpose, but are not allowed shorthand dictionary.

**INSTRUCTION FOR EXAMINER**

9. Time for transcription the passage is 1:30 Hours.
10. Short hand outlines carry 10 Marks. Deduct one mark for three errors.
11. Longhand carry 50 marks. 5% rebate is given to candidate, remaining errors deduct one mark for every two errors.

**Passage to be dictated at a Uniform Speed of 70 words per minute**

Too Many people seem to be content to spend their time in just carrying out the purposes of others. They work for nothing but the pay, they think more about the pay than the (1/2) purpose. Give them the pay, and some body else can have the purpose, for all they care. In this way millions of people live unhappy lives just because they do not have a purpose (1) you can and should have a purpose of your own. At the same time you can serve the purpose of another and serve it even better. You can still have the pay and yet be working (1½) out your own purpose. Remember that all good purposes tend in the same direction and go land in hand. Decide now that you will have a purpose, then your life will be the richer. (2) Your eyes will soon, begin reading all the copy you are typing by phrases or word groups. The words combine into a short chain. Every time your eyes see that chain (2½) of words, you set up a chain of acts that enable you to reproduce the word group. You see why you must always keep eyes on copy. Speed and accuracy in typing from copy lie at the base of success (3) but are not the entire story. As you make progress, you will get training in the various applications of typing skill. Right now you are (3½) one aims in to master those basic skills which are the foundation of success in typing.

Not long ago a great many businessmen we asked what factors or traits they liked most in their (4) secretaries. Here are four things that you should keep in mind as you type in the years to come. First, be sure to keep up good posture, bad posture will do more the cut (4½) your speed and cause errors than will anything else. Second, never let a week drift by without some drill work to hold your speed: skill slips when you do nothing to hold it or boost it. (5)

**Passage to be dictated at a Uniform Speed of 80 words per minute.**

It was June and country side was looking its best. The leaves were fully out but had not yet lost the sweet light colours of the early summer months. The scene was indeed beautiful because of its lovely colours, for the form of (1/2) the land itself was rather without interest. There were no high lands and no low lands to breakup the great plain which went on and on for many miles. The place was dependent upon the little things to make it interesting (1) and pleasing to the eye, having no great land masses to hold the eye and the attention.

All those little details were well known to the woman who watched from her window on that June day. She knew just how (1 1/2) much growth had been added to the plants under her window since June had last come and gone, she knew just what would appear from each part of the ground round the house, when to expect and how to care for it. (2) Her knowledge of the country side and off her own little piece of land had grown up naturally within her during the 20 years that she had lived in that old stone house. It was quite a beautiful house (1/2) with two rooms looking out on to the road and two bed rooms above. It was simple and plain but it met her needs and the needs of her small family. The heat of the day had been (3) such that even the houses seemed to be on fire. If you put out a hand to touch one of the old stones of which the houses were built you took your hand away quickly, feeling that it had been burned. (1/2) The air itself could be seen never still but moving upwards from the streets and the houses and the distant fields. It was not usual for the little town to be so very warm.

For some years past the summer (4) had been rather cold with poor weather, and the people kept to their warm dresses and did not trouble to spend time and money on buying light things which they might put on perhaps once only in a year, (1/2) Nature, however, has her own little ways of interesting herself and us, and she loves nothing better than to do something that is not expected of her. To give us a very cold day in January and a very warm one (5) in August is easy.

**Passage to be dictated at a Uniform Speed of 90 words per minute**

This is an interesting story which my friend sometimes tells on a short autumn evenings, as we sit together by the open window, finding pleasure in the sweet clear air after heat of the day.

"In those days I was an even better walker 1/2 than I am today, and as you know I still very much like a good, quick walk. Well, on that particular August morning. I set out quite early, before the day was too warm for easy walking. I carried with me enough food to (1) meet my small needs and was therefore able to keep away from towns of any kind. I was healthy in the way that the young are healthy, and I walked with quick easy steps, covering the first eight miles of the road in just under (1/2) two hours. But with the increasing warmth of the day my rate fell little by little, until in the full heat of the day I found that I was doing very little more than two and a half miles an hour. Even the small additional weight, (2) of the food I was carrying troubled me, and as it was by this time several hours since my last meal it seemed reasonable that I should look out for a place where I could rest and have a meal in peace.

After a time I (1/2) reached a point where the road comes very near to a small river, and I was pleased enough by that time to walk across the field and to find near the water some undergrowth high enough to offer me some cover from (3) the full light and heat of the open countryside river, and built a small fire upon some stones, and so made my simple meal. Such was the heat of the day that it (1/2) was as much as I could do to keep my eyes open, but, using all my will-power, I was about to clear away the rest of the food when I saw standing before me a little old woman. So, (4) lined was her face that it seemed to me there was no room left upon it for any personal expression or feeling, and her dress was as old as her face. Standing there, she appeared to me to be not of this day, not of yesterday, and not of tomorrow, but to (1/2) represent Time itself. But when she began to speak I found her words were common-place enough.

Sir, she said, 'Could you give me some bread and perhaps some milk.

"I immediately began to clean up the piece of ground (5) which had served as a table for me, making a place for the old woman to sit.