

Code No. **14 Y**

COMMERCE EXAMINATIONS
ENGLISH SHORTHAND
INTERMEDIATE GRADE – II Paper
(Principles, Transcription & Elaboration of Notes)

January, 2019

{ Time : 2 Hours
Max. Marks : 100

Instructions to the candidates :

1. Both parts are compulsory.
2. Do not write your name / register number anywhere in the answer paper.

PART – I

1. State by giving suitable examples the use of ST and STR loops. 8
2. Explain with suitable examples how Special Contractions are formed. 10
3. Write shorthand outlines (any six) : 6 × 1 = 6
 - a) Caused
 - b) Secret
 - c) Conspicuous
 - d) Puritan
 - e) Unavoidable
 - f) Hotly
 - g) Superior
 - h) Capitalism.

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[Turn over

4. Write correct phraseograms for any *six* of the following phrases : $6 \times 1 = 6$
- a) State of affairs
 - b) Those who have been
 - c) Upon their
 - d) In this city
 - e) Difference of opinion
 - f) Saturday Afternoon
 - g) Again and Again
 - h) I hope you will not.

5. Write the following passage in the phonographic style as per the shorthand principles : 20

We are not afraid to, nor do we run away from debate on the question of Aboriginal land rights. We will stand on our record, where we have constitutional responsibility, in regard to the land rights that have been implemented in Australia by this Government. When it comes to State Government responsibilities that is a matter for them to stand on their record. The fact is that Hon'ble Members opposite were not prepared to jump up and down in this place and talk about land rights. In South Australia when a Labour government was in office there, they were not prepared to jump up and down and talk about it as if we ought to be acting on the matter when there was a Labour government in South Australia. At the moment they are not jumping up and down about it in New South Wales where a parliamentary committee seems to be sitting on his hands in relation to a report that it could be bringing down on the question of Aboriginal land rights. We will all watch with interest to see that way in which our Labour lives up to its responsibilities when it has to make a decision.

6. Transcribe the following passage into Longhand :

20

The image shows a grid of 18 horizontal lines, each containing a line of handwritten musical notation. The notation is a shorthand system, likely Longhand, used for transcribing music. It features various symbols such as dots, lines, and curves, arranged in a structured manner across the lines. The notation is written in black ink on a white background.

PART – II
(Elaboration)

(Answer *all* questions.) 3 × 10 = 30

1. Divisional Commissioner and Chairman, Republic Day Celebrations Committee, Bengaluru, issues invitation for the Ceremonial Parade at Nine hours on Friday, Twenty Sixth January at Parade Grounds, Mahatma Gandhi Road, Bengaluru. Governor of Karnataka takes the salute.

PREPARE AN INVITATION. 10

2. Wanted an able Secretary of either sex to a Top Executive of Hindusthan Aeronautics Ltd., Airport Road, Bengaluru, Qualification - Degree of a recognized University : Passed in Senior Grade English Typewriting and Shorthand. Knowledge of Kannada essential. Mysorean by birth preferred. Age - below 40 years. Experience in Similar capacity will be an advantage for selection.

APPLY AS A CANDIDATE FOR THE ABOVE POST. 10

3. Karnataka State Tourism Development Corporation Ltd., Ground Floor, BMTC, Yeshwanthapura, Bengaluru invites application from interested candidates for appointment as Assistant Managers on contract basis. Eligible Candidates should fill their Bio-data in the prescribed form and submit along with documents of educational qualification, experience certificate on or before 31-10-2018. The required qualification and application format are available in the official Website.

PREPARE AN ADVERTISEMENT. 10

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