

Code No. **14 Y**

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

**January/February, 2020**

{ 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. Define the application of Stroke S & Z with suitable examples. 10
2. Define the uses of Medial Semi Circles with suitable examples. 8
3. Write correct shorthand outlines ( any six ) : 6 × 1 = 6
  - a) Reinforce
  - b) Supplementary
  - c) Magistrate
  - d) Intensify
  - e) Refunded
  - f) Concession
  - g) Grinders
  - h) Powered.

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4. Write correct phraseograms for any *six* of the following phrases :  $6 \times 1 = 6$
- a) First class fare
  - b) In the country side
  - c) Aware of our
  - d) My first duty
  - e) Rest of the state
  - f) Official language
  - g) In spite of the
  - h) Felt that the.

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

The right to health for all people means that everyone should have access to the health services they need, when and where they need them, without suffering financial hardship. No one should get sick and die just because they are poor, or because they cannot access the health services they need. Good health is also clearly determined by other basic human rights including access to safe drinking water and sanitation, nutritious foods, adequate housing, education and safe working conditions.

The right to health also means that everyone should be entitled to control their own health and body, including having access to sexual and reproductive information and services, free from violence and discrimination. Everyone has the right to privacy and to be treated with respect and dignity. Nobody should be subjected to medical experimentation, forced medical examination, or given treatment without informed consent. When people are marginalized or face stigma or discrimination, their physical and mental health suffers. Discrimination in health care is unacceptable and is a major barrier to development.

But when people are given the opportunity to be active participants in their own care, instead of passive recipients, their human rights respected, the outcomes are better and health systems become more efficient.



**PART – II**  
**( Elaboration )**

( Answer *all* questions. )

3 × 10 = 30

1. The Managing Director of Herbal Life Food Product India Limited, No. 13, Commissariat Road, Bangalore-25, write a letter on 13th September, 2018 to Messrs. Safezone International Pvt. Ltd., Peenya Industrial Area, Bangalore regarding supply of edible fat coated food packing papers. He states supply different gauges of packing and palletized papers of 0.67 and width 5 metres for product, each plastic paper roll should be four with one-ton weight, also states that severe damages noticed in previously supplied packing paper due to rain water during its transit and it will be returned to them through their vehicle after unloading present ordered goods.

**PREPARE A BUSINESS LETTER.**

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2. The Proprietor of Chandan Bakes & Condiments announces his pleasure through reputed newspaper that he newly starts a bakery at Heart of the city of B. D. Road, Tumkur he offer to visit his bakery for tasty and healthy bakery products of Cakes, biscuits, chocolates, sweets and Haldiram's products. Invites Customers on bakery's inauguration day of 20-12-2018, his other service is catering facilities for happy occasions and freely taste about 200 grams of his bakery product.

**PREPARE AN ATTRACTIVE ADVERTISEMENT FOR PUBLICATION.**

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3. Dhanya Medicare Centre invites applications for the post of an Receptionist in the above Centre with Salary for Rs. 20,000 with other allowances. Qualifications essential any Degree with Nursing Education with fluency in English, Hindi and Kannada. Candidate should have minimum 3 years experience at any Primary Health Centre or private Hospitals as a nursing work. Age under 30 but relaxable in case of persons in service. Post non-pensionable but carries benefits of Provident Fund Scheme and shall provide quarters at Centre premises. Applications with all detailed and certified copies of testimonials to reach the Manager Dhanya Medicare Centre, Hampanakatte, Mangalore.

**PREPARE ADVERTISEMENT FOR JOB.**

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