

COMMERCE EXAMINATIONS
ENGLISH SHORTHAND
JUNIOR GRADE – II Paper
(Principles & Transcription)

January/February, 2020

{ Time : 2 Hours
{ Max. Marks : 100

- Note :* i) Answer should be brief and to the point.
ii) Figures to the right indicate marks allotted to the question.

Answer the following questions :

1. How 'I' and 'ow' are joined to strokes ? 8
2. Explain with examples when Circle 'S' is not used initially and finally. 8

OR

Discuss by means of suitable examples, the principles governing the use of Stroke 'S' and 'Z'.

3. How the Large Circle 'SW' and 'SS' and 'SZ' are used in Shorthand ? 8
4. Write short notes on any *three* of the following : 3 × 2 = 6
 - a) Terminated -ality
 - b) Prefix -accom
 - c) Doubling principle in phraseography
 - d) Past tense in halving principle
 - e) Dot H
 - f) Joined strokes :
5. Write correct shorthand outlines for any *five* of the following : 5 × 1 = 5

a) Impounder	b) Residence
c) Spurn	d) Powerful
e) Flicker	f) Coughing.

6. Write correct phraseograms for any *five* of the following : 5 × 1 = 5
- a) Above their
 - b) My dear fellow citizens
 - c) You should not be
 - d) I may not be
 - e) Brought forward
 - f) By and by.

7. Write the following matter in shorthand employing suitable phrases : 30
Friends,

The study and practice of shorthand has been pursued in our country almost wholly for its job opportunities. It is true that a good shorthand writer, even if he is only with average basic education, has better chances of a good career for himself than many people with higher academic qualifications. Administrators and business executives, who have to handle heavy correspondence without delay, depend on secretaries for the prompt execution of their work. Enormous work can be turned out by them if only they have the services of an efficient secretary. The latter can take down the instructions of the executive, type letters and keep them ready for signature. In an office where speed and promptness are required, a good secretary is a must, provided of course the administrator is alert, capable and has a sufficient command of the language and knows how to use the secretary to good purpose.

So far as the secretary is concerned, his close contact with the executive brings him advantages and opportunities not enjoyed by the other staff in the office. In addition to his technical skill, a secretary should have good personal qualities like pleasant manners, reliability, sense of duty, patience, etc. There have been instances of secretaries who began humbly and who rose speedily to become secretaries in Government Departments or Managers in big commercial concerns. All these considerations draw some of our young men and women who apply themselves to shorthand and typewriting and seek to qualify themselves as efficient secretaries and stake their chances on good luck attending their efforts.

