



SET - (A)

Question Booklet No.

A

Subject Code : 10223/CST – HBE/RCE – EE

परीक्षा केन्द्राध्यक्ष की मोहर

Seal of Superintendent of Examination Centre

परीक्षार्थी द्वारा बॉल-प्वाइंट पेन से भरा जाए।

To Be filled in by Candidate by Ball-Point pen only.

उत्तर शीट का क्रमांक

Sl. No. of Answer-Sheet

अनुक्रमांक

Roll No.

घोषणा : मैंने नीचे दिये गये निर्देश अच्छी तरह पढ़कर समझ लिए हैं।

Declaration : I have read and understood the instructions given below.

वीक्षक के हस्ताक्षर

(Signature of Invigilator) .....

अभ्यर्थी के हस्ताक्षर

(Signature of Candidate) .....

पूर्णांक – 50

वीक्षक के नाम

(Name of Invigilator) .....

अभ्यर्थी का नाम

(Name of Candidate) .....

समय – 50 मिनट

प्रश्न पुस्तिका में पृष्ठों की संख्या :

Number of Pages in this Question Booklet : 8

प्रश्न पुस्तिका में प्रश्नों की संख्या :

Number of Questions in this Question Booklet : 50

## अभ्यर्थियों के लिए निर्देश

1. प्रश्न-पुस्तिका मिलते ही मुख पृष्ठ एवं अंतिम पृष्ठ में दिए गए निर्देशों को अच्छी तरह पढ़ लें। प्रश्न पुस्तिका में लगी सील को वीक्षक के कहने से पूर्व न खोलें।
2. ऊपर दिए हुए निर्धारित स्थानों में अपना अनुक्रमांक, उत्तर-पुस्तिका का क्रमांक लिखें तथा अपने हस्ताक्षर करें।
3. OMR उत्तर-शीट में समस्त प्रविष्टियां दिये गये निर्देशानुसार करें अन्यथा उत्तर-शीट का मूल्यांकन नहीं किया जाएगा।
4. सील खोलने के बाद सुनिश्चित कर लें कि प्रश्न-पुस्तिका में कुल पृष्ठ ऊपर लिखे अनुसार दिए हुए हैं तथा उसमें सभी 50 प्रश्नों का मुद्रण सही है। किसी भी प्रकार की त्रुटि होने पर 15 मिनट के अंदर वीक्षक को सूचित कर सही प्रश्न-पुस्तिका प्राप्त करें।
5. प्रत्येक प्रश्न हेतु प्रश्न-पुस्तिका में प्रश्न के नीचे दिए गए चार विकल्पों में से सही/सबसे उपयुक्त केवल एक ही विकल्प का चयन कर OMR उत्तर-शीट में सही विकल्प वाले गोले को जो उस प्रश्न के सरल क्रमांक से सम्बंधित हो काले या नीले बॉल-प्वाइंट पेन से भरें।
6. सही उत्तर वाले गोले को अच्छी तरह से भरें, अन्यथा उत्तरों का मूल्यांकन नहीं होगा। इसकी समस्त जिम्मेदारी परीक्षार्थी की होगी।
7. प्रश्न-पुस्तिका में 50 वस्तुनिष्ठ प्रश्न दिए गए हैं। प्रत्येक सही उत्तर हेतु 1 अंक आबंटित किया गया है तथा गलत उत्तर अंकित करने पर 1/4 अंक काटे जायेंगे।
8. प्रश्न-पुस्तिका तथा उत्तर-शीट में निर्दिष्ट स्थानों पर प्रविष्टियां भरने के अतिरिक्त कहीं भी कुछ न लिखें। अन्यथा OMR शीट का मूल्यांकन नहीं किया जायेगा।
9. परीक्षा समाप्ति के उपरान्त केवल OMR उत्तर-शीट एवं प्रश्न पुस्तिका की कवर पेज वीक्षक को सौंपनी है। उत्तर-शीट की कार्बन कॉपी तथा प्रश्न-पुस्तिका परीक्षार्थी अपने साथ ले जा सकते हैं।
10. स्टेनोग्राफी (अंग्रेजी) – 50 अंक

## INSTRUCTIONS TO CANDIDATES

1. Immediately after getting the booklet read instructions carefully, mentioned on the front and back page of the question booklet and do not open the seal given on the question booklet, unless asked by the invigilator.
2. Write your Roll No., Answer-Sheet No., in the specified places given above and put your signature.
3. Make all entries in the OMR Answer-Sheet as per the given instructions otherwise Answer-Sheet will not be evaluated.
4. After Opening the seal, ensure that the Question Booklet contains total no. of pages as mentioned above and printing of all the 50 questions is proper. If any discrepancy is found, inform the invigilator within 15 minutes and get the correct booklet.
5. While answering the question from the Question Booklet, for each question choose the correct/most appropriate option out of four options given, as answer and darken the circle provided against that option in the OMR Answer-Sheet, bearing the same serial number of the question. Darken the circle only with Black or Blue ball point pen.
6. Darken the circle of correct answer properly, otherwise answers will not be evaluated. The candidate will be fully responsible for it.
7. There are 50 objective type questions in this Question Booklet. 1 mark is allotted for each correct answer and 1/4 mark will be deducted for each wrong Answer.
8. Do not write anything anywhere in the Question Booklet and the Answer-Sheet except making entries in the specified places otherwise OMR sheet will not be evaluated.
9. After completion of the examination, only OMR Answer Sheet and cover page of question booklet is to be handed over to the invigilator. Carbon copy of the Answer-Sheet and Question Booklet may be taken away by the examinee.
10. Stenography (ENGLISH) – 50 Marks



**DO NOT WRITE HERE**

**Stenography (ENGLISH)**

1. By whom was the system of shorthand invented ?  
(A) Gregg  
(B) John Byron  
(C) Thomas Shelton  
(D) None of the above
2. What should be the length of strokes ?  
(A) 1/2" (B) 1/6"  
(C) 1/5" (D) 1/4"
3. Where there is a vowel sound, to provide a place for the vowel sign, there must be a  
(A) Stroke consonant  
(B) Phrase  
(C) S-S circle  
(D) None of these
4. Halving a stroke indicates the addition of \_\_\_\_\_ or \_\_\_\_\_.  
(A) T, D (B) MP, MB  
(C) R, D (D) L, R
5. Suffix-"Logical" is represented by  
(A) Joined Jay  
(B) Disjoined Jay  
(C) Both (A) and (B)  
(D) None of the above
6. Abbreviated 'W' is used before  
(A) AR (B) Kay  
(C) IMP/IMB (D) All of the above
7. What is the pronunciation of Stenography ?  
(A) Stenographic  
(B) Stenographer  
(C) Stenography  
(D) Steganography
8. The consonants are composed of  
(A) Vowels  
(B) Straight lines and curves  
(C) Hooks  
(D) Diphthongs
9. "ST" loop is represented by  
(A) Outside the curves  
(B) Right motion to straight strokes  
(C) Finally when followed by a vowel  
(D) Inside the curves
10. All double length downstrokes are written  
(A) On the line  
(B) Above the line  
(C) Through the line  
(D) Below the line
11. Which of the following is true for intersection ?  
(A) It is never vocalised  
(B) It can use circles to form plurals  
(C) If the intersection stroke comes before, it is written through or adjacent to the first stroke of the main outline  
(D) All of the above
12. Which of the following is represented by halved way or ray omitted the R ?  
(A) - Yard  
(B) - Logically  
(C) - Ship  
(D) All of the above
13. After an up straight stroke r, is written  
(A) Upward (B) Downward  
(C) Horizontal (D) Perpendicular

रफ कार्य के लिए स्थान  
**Space for Rough Work**



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| <p>14. The alternative form for representation of consonant “S” and “Z” is<br/>(A) By a small circle<br/>(B) By a big circle<br/>(C) By a loop<br/>(D) By a hook</p> <p>15. Inter-departmental means<br/>(A) Between more than one department<br/>(B) Within a particular department<br/>(C) Includes whole company<br/>(D) None of the above</p> <p>16. The beginning of shorthand is considered in<br/>(A) Greece (B) Egypt<br/>(C) India (D) Italy</p> <p>17. Initial con/com is represented by<br/>(A) A dot written at the right of the stroke<br/>(B) A dot written at the left of the stroke<br/>(C) A dot written at the head of the stroke<br/>(D) All of the above</p> <p>18. Which of the following is true for the “self” prefix ?<br/>(A) It is represented by a circle in 2<sup>nd</sup> place against the stroke<br/>(B) It is never omitted<br/>(C) The strokes of the outline are written after the circle<br/>(D) All of the above</p> | <p>19. In which kind of organizational structure problems are solved through collaboration ?<br/>(A) Tall<br/>(B) Flat<br/>(C) Vertical<br/>(D) None of the above</p> <p>20. Which of the following is an essential attribute for a good stenographer ?<br/>(A) Attention to detail<br/>(B) Good listening skills<br/>(C) Respect for rules<br/>(D) All of the above</p> <p>21. By what signs diphthongs are represented ?<br/>(A) Dot (B) Dash<br/>(C) Angular (D) None of these</p> <p>22. Diphthongs are written in _____ place.<br/>(A) I<sup>st</sup> and II<sup>nd</sup><br/>(B) II<sup>nd</sup> and III<sup>rd</sup><br/>(C) I<sup>st</sup> and III<sup>rd</sup><br/>(D) None of the above</p> <p>23. Large hook to ‘Kay’ or ‘Gay’ represents addition of ‘w’, thus<br/>(A) ‘kL’, ‘gL’<br/>(B) ‘kw’, ‘gw’<br/>(C) ‘kr’, ‘gr’<br/>(D) None of the above</p> <p>24. Initially a large hook inside ‘L’ stroke represents<br/>(A) w<br/>(B) kwa<br/>(C) wh<br/>(D) None of the above</p> |
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रफ़ कार्य के लिए स्थान  
Space for Rough Work



25. Which of the following shorthand systems are phonetic ?  
(A) Clement Pitman shorthand  
(B) Gregg shorthand  
(C) Both (A) and (B)  
(D) None of the above
26. While writing in shorthand which of the following is important ?  
(A) Speed  
(B) Understandability  
(C) Accuracy  
(D) All of the above
27. A frequently occurring word represented by a stroke is called  
(A) Logogram (B) Grammalogue  
(C) Contraction (D) Aspirate
28. The stroke H is written \_\_\_\_\_ when preceded and followed by horizontal strokes.  
(A) Downward (B) Upward  
(C) Horizontal (D) Perpendicular
29. In which of the following cases small final hook cannot be used ?  
(A) When N is the only stroke  
(B) When a final vowel follows the NF or V sound  
(C) When the N sound is preceded by a circle or loop  
(D) All of the above
30. Medially 'N' is represented by  
(A) Hook  
(B) Stroke  
(C) Both (A) and (B)  
(D) None of the above
31. A thick stroke is never written  
(A) Upward  
(B) Downward  
(C) Horizontal  
(D) Through upward
32. B is written with a \_\_\_\_\_ stroke.  
(A) Heavy  
(B) Light  
(C) Horizontal  
(D) Through horizontal
33. The \_\_\_\_\_ in the word determines the position of the outlines.  
(A) First sounded vowel  
(B) Second sounded vowel  
(C) Third sounded vowel  
(D) Final sounded vowel
34. Two short lines underneath an outline indicate  
(A) Initial capital  
(B) Final capital  
(C) Medial capital  
(D) Initial and medial capital
35. Final vowel sound after 'N', then 'N' is represented by  
(A) Hook  
(B) Stroke  
(C) Hook and Stroke  
(D) None of the above
36. Alternative forms are used  
(A) To obtain a better join  
(B) To indicate absence of initial vowel  
(C) Both (A) and (B)  
(D) None of the above
37. Continuants are called so, because  
(A) While pronouncing them outgoing breath is forced through barriers already closed  
(B) While pronouncing them the outgoing breath goes into a continuous stream  
(C) The outgoing breath goes out through nose  
(D) None of the above

रफ कार्य के लिए स्थान  
**Space for Rough Work**



38. Outlines used to represent grammalogues are called  
(A) Logograms  
(B) Phrases  
(C) Contraction  
(D) Advanced phrases
39. How many long and short vowels are in Phonography ?  
(A) 14 (B) 18  
(C) 16 (D) 12
40. An open sound as distinguished from a consonant is called a  
(A) Consonant (B) Grammalogue  
(C) Vowel (D) Phrase
41. Initially a large hook to curved strokes adds the sound of  
(A) L (B) R  
(C) Shun (D) N
42. Finally a small hook to curved stroke represents the sound of  
(A) F (B) V  
(C) N (D) Shun
43. Which of the following are written with horizontal strokes ?  
(A) G (B) K  
(C) M (D) All of the above
44. T and D are written with \_\_\_\_\_ angle.  
(A) 120° (B) 90°  
(C) 60° (D) 30°
45. Pitman shorthand is based on the Phonetic structure of  
(A) Sanskrit (B) Hindi  
(C) English (D) Others
46. In shorthand vowels are shown  
(A) By Dot  
(B) By Dash  
(C) By Dot and Dash  
(D) None of these
47. Why 'sher' and 'shel' could never be mistaken for each other ?  
(A) Because 'sher' and 'shel' could never be used upward  
(B) Because 'sher' is always written downwards and 'shel' is always written upwards  
(C) Because 'sher' is not a valid sound  
(D) Because 'shel' is not a valid sound
48. To all straight strokes at the beginning 'R' hook is written  
(A) By a clockwise hook written at the beginning of the stroke  
(B) By an anti-clockwise hook written at the beginning of the stroke  
(C) By both clockwise and anti-clockwise hook written at the beginning of the stroke  
(D) None of the above
49. Which of the following is true for medial semicircle ?  
(A) It is only used with Hooked strokes  
(B) It could be used initially or finally in an outline  
(C) It is always written with twin stroke, regardless of whether it replaces a thick or thin vowel sign  
(D) All of the above
50. Commonly occurring words that are represented in single outline are  
(A) Grammalogue (B) Logograms  
(C) Diphthongs (D) Contractions

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रफ़ कार्य के लिए स्थान  
Space for Rough Work



**10223/CST – HBE/RCE – EE**

रफ़ कार्य के लिए स्थान  
**Space for Rough Work**



उत्तर अंकित करने का समय : 50 मिनट  
Time for making answers : 50 Minute

अधिकतम अंक : 50  
Maximum Marks : 50



नोट :

1. स्टेनोग्राफी (अंग्रेजी) – 50 अंक

प्रत्येक प्रश्न 1 अंक का है। कुल 50 प्रश्न करने अनिवार्य है।

- प्रश्नों के उत्तर दी गई **OMR** उत्तर-शीट (आंसरशीट) पर अंकित कीजिए।
- गलत उत्तर अंकित करने पर  $1/4$  अंक काटे जायेंगे।
- किसी भी तरह के कैलकुलेटर या लॉग टेबल एवं मोबाइल फोन का प्रयोग वर्जित है।
- OMR** उत्तर-शीट (आंसरशीट) का प्रयोग करते समय ऐसी कोई असावधानी न करें/बरतें जिससे यह फट जाये या उसमें मोड़ या सिलवट आदि पड़ जाये जिसके फलस्वरूप वह खराब हो जाये।

Note :

1. Stenography (ENGLISH) – 50 Marks

Each question carries 1 mark. All 50 questions are compulsory.

- Indicate your answers on the **OMR** Answer-Sheet provided.
- $1/4$  mark will be deducted for each wrong Answer.**
- Use of any type of calculator or log table and mobile phone is prohibited.
- While using **OMR** Answer-Sheet care should be taken so that the Answer-Sheet does not get torn or spoiled due to folds and wrinkles.