

1. Which of the following statements are correct?
 1. A small final hook struck by right motion adds 'M' to straight strokes.
 2. A small final hook struck by left motion adds 'F' or 'V' to straight strokes.
 3. A small final hook struck by left motion adds 'M' to straight strokes.
 4. A small final hook adds 'N' to curves.

(A) 1, 2 and 3 are correct (B) 2 and 3 are correct
 (C) 1, 2 and 4 are correct (D) 2, 3 and 4 are correct
 (E) Answer not known

2. Choose the correct stroke for the word 'Liberty'.

(A) 

(B) 

(C) 

(D) 

(E) Answer not known

3. When shun follows the circle S or circle nS, it is expressed by a _____ written on the opposite side to the circle and with the same motion.

(A) Small circle (B) Large circle
 (C) Small hook (D) Large hook
 (E) Answer not known

4. The circles S and Sw and St are prefixed to the straight strokes hooked for r by writing the circle or loop on the same side with the _____ motion.
- (A) Left (B) Right
(C) Left or Right (D) Straight
(E) Answer not known
5. 'Shr' is always written _____ and 'Shl' is always written _____
- (A) Downward, upward
(B) Upward, downward
(C) Through the line, middle of the line
(D) Above the line, below the line
(E) Answer not known
6. The hook n and downward r are used for representation of final syllable '-ner' when following
- (A) Straight upstrokes (B) Straight downstrokes
(C) Vertical strokes (D) Horizontal strokes
(E) Answer not known
7. The _____ form of 'h' is most commonly used.
- (A) Tick (B) Dot
(C) Upward (D) Downward
(E) Answer not known

8. For which of the following words, 'F' Hook is used in phraseography?

(A) Carried on

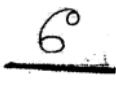
(B) Their own

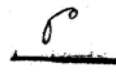
(C) Out of

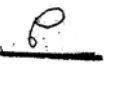
(D) Our own

(E) Answer not known

9. The word 'as well as' is written in phraseography as

(A) 

(B) 

(C) 

(D) 

(E) Answer not known

10. Match List I correctly with List II and select your answer using the codes given below :

List I	List II
(a) those	1. <u>6</u> -
(b) thus	2. <u>6</u> - -
(c) this	3. <u>6</u> - - -
(d) themselves	4. <u>6</u> - - -

	(a)	(b)	(c)	(d)
(A)	4	3	2	1
(B)	3	1	4	2
(C)	3	4	2	1
(D)	2	1	4	3
(E)	Answer not known			

11. The St loop may be used

- (A) Initially or medially (B) Medially or finally
 (C) Initially, medially or finally (D) Initially or finally
 (E) Answer not known

12. The 'ster' loop is never written at the

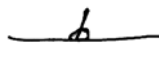
- (A) Beginning of an outline (B) Words ends with circle 'S'
 (C) End of a word (D) None of the above
 (E) Answer not known

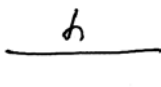
13. A large medial or final circle represents
- (A) S-S having a light or heavy sound
 - (B) S-Z having a light sound
 - (C) S-W having a heavy sound
 - (D) S-S having a light sound
 - (E) Answer not known
14. In 'SeS' circle, when a vowel other than 'ē' intervenes, it is indicated by
- (A) Writing the vowel sign at the beginning of the outline
 - (B) Placing the vowel sign within the circle
 - (C) Writing the vowel sign outside the circle
 - (D) Writing the vowel sign at the end of the outline
 - (E) Answer not known
15. 'SW' circle can be used only
- (A) Finally
 - (B) Medially
 - (C) Initially
 - (D) In phrases
 - (E) Answer not known
16. The best phraseograms are those which combine the qualities of
- (A) Facility, Lineality and Legibility
 - (B) Facility, Difficulty and Lineality
 - (C) Facility, Readability and Lineality
 - (D) Facility, Clarity and Difficulty
 - (E) Answer not known

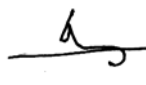
17. Phraseography is the writing of
- (A) a single word
 - (B) two or more words together
 - (C) a light sounded vowel word
 - (D) a negative word
 - (E) Answer not known
18. The resulting outline of a Phraseography is called
- (A) Grammalogue
 - (B) Diphthong
 - (C) Logogram
 - (D) Phraseogram
 - (E) Answer not known
19. Which among the following is true?
- (i) Phraseogram should be easy to write
 - (ii) Phraseogram shall ascend too far above the line
 - (iii) Phraseogram should descend too far below the line
 - (iv) Phraseogram shall not maintain lineality
- (A) (i) only
 - (B) (ii) and (iii) only
 - (C) (iii) and (iv) only
 - (D) (iv) only
 - (E) Answer not known
20. Shorthand characters of Grammalogues are called :
- (A) Contractions
 - (B) Phrases
 - (C) Logograms
 - (D) Special contractions
 - (E) Answer not known

21. Grammalogue for the word 'Justification'

(A) 

(B) 

(C) 

(D) 

(E) Answer not known

22. In shorthand full stop is indicated by

(A) a dot

(B) a dash

(C) a small cross

(D) an interrogation

(E) Answer not known

23. State which category the following words belong to in shorthand?

(1) any

(2) because

(3) however

(4) member

(5) circumstance

(6) principle

(A) Grammalogues

(B) Contractions

(C) Phraseography

(D) Intersections

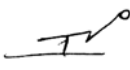
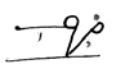
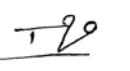
(E) Answer not known

24. L is written downward after the strokes

- (A) 'CH' and 'D'
- (B) 'M' and 'ng'
- (C) 'N' and 'ng'
- (D) 'K' and 'ng'
- (E) Answer not known

25. Choose the correct outline

'coherence'

- (A) 
- (B) 
- (C) 
- (D) 
- (E) Answer not known

26. _____ is always written up at an angle of 30° from the horizontal line.

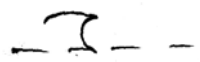
- (A) Chay
- (B) Ray
- (C) Gay
- (D) Kay
- (E) Answer not known

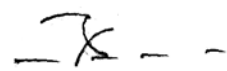
27. Triphones represent
- (A) 2 vowels is one sign
 - (B) 3 vowels is one sign
 - (C) 4 vowels is one sign
 - (D) 5 vowels is one sign
 - (E) Answer not known
28. Which of the following statements are true in respect of consonants Chay and ray
- (i) Chay is always written down
 - (ii) Chay is always written up
 - (iii) Ray is always written down
 - (iv) Ray is always written up
- (A) (i) only
 - (B) (ii) and (iii) only
 - (C) (i) and (iv) only
 - (D) (iii) only
 - (E) Answer not known
29. Consonants represented by upright or sloping curves are called
- (A) Explodents
 - (B) Continuants
 - (C) Liquids
 - (D) Nasals
 - (E) Answer not known

30. The consonant l is most commonly written
- (A) downwards
 - (B) horizontally
 - (C) upwards
 - (D) through the line
 - (E) Answer not known
31. Which of the following statements are correct :
Special constructions are formed by
- 1. By medial omission
 - 2. By Intersection
 - 3. By employing the first stroke of the outline
 - 4. By using logograms
- (A) 1, 2 and 3 are correct
 - (B) 1, 2 and 4 are correct
 - (C) 2, 3 and 4 are correct
 - (D) 1, 3 and 4 are correct
 - (E) Answer not known
32. The outline  refers to
- (A) Property
 - (B) Propriety
 - (C) Perferate
 - (D) Peferation
 - (E) Answer not known

33. Choose the correct outline for the word mathematically.

(A) 

(B) 

(C) 

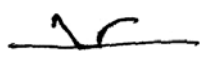
(D) 

(E) Answer not known

34. The correct outline for the word practicable is

(A) 

(B) 

(C) 

(D) 

(E) Answer not known

35. Find out the odd one among the following :

(A)  prompt

(B)  tempt

(C)  assumption

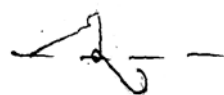
(D)  trumpet

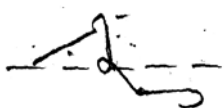
(E) Answer not known

36. Choose the correct outline for the word retrospection :

(A) 

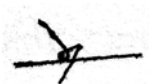
(B) 

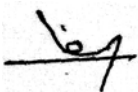
(C) 

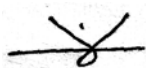
(D) 

(E) Answer not known

37. The correct outline for the word 'passenger' is

(A) 

(B) 

(C) 

(D) 

(E) Answer not known

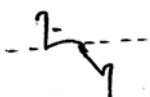
38. Which of the following statements regarding General Contractions are correct?

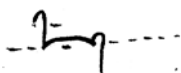
- (i) General contractions are formed by the omission of medial or final stroke/syllable.
- (ii) Contracted outlines are generally written above the line.
- (iii) Present and past tense contractions are generally written with the same outline.
- (iv) A prefix or a suffix may be added to form contractions.
- (A) (i), (ii) (iii) and (iv) are correct
- (B) only (i) and (ii) are correct
- (C) (i), (iii) and (iv) are correct
- (D) (i), (ii) and (iii) are correct
- (E) Answer not known

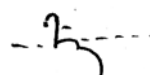
39. Which letter is omitted in the word 'contingency'?

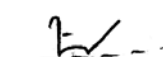
- (A) Omission of S
- (B) Omission of D
- (C) Omission of N
- (D) Omission of B
- (E) Answer not known

40. Choose the correct outline for the word “Trumpter”:

(A) 

(B) 

(C) 

(D) 

(E) Answer not known

41. The word ending with the sound “ingly” is written by

(A) a small dot at the end of the stroke

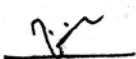
(B) a small dash at the end of the stroke

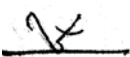
(C) stroke ‘ng’ and “l”

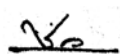
(D) a diphthong at the end of the stroke

(E) Answer not known

42. Choose the correct outline for the word preferment

(A) 

(B) 

(C) 

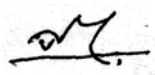
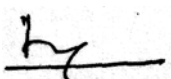
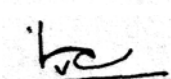
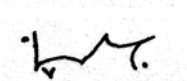
(D) 

(E) Answer not known

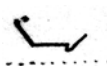
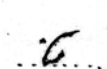
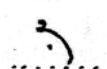
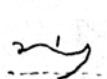
43. Name the Suffix which is represented by joined or disjoined Consonant 'L'.

- (A) ship
- (B) ality
- (C) ly
- (D) ment
- (E) Answer not known

44. Choose the correct outline for the word 'admiringly'

- (A) 
- (B) 
- (C) 
- (D) 
- (E) Answer not known

45. Of the following, which word is expressed by a half-sized 'w'

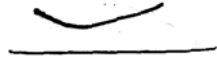
- (A)  backward
- (B)  whale
- (C)  wear
- (D)  womanish
- (E) Answer not known

46. The small hook for 'IN' is never used in
- (A) Compound Consonants
 - (B) Special Contractions
 - (C) Past tenses
 - (D) Negative Words
 - (E) Answer not known
47. Name the Consonant by which Prefix "Intro" is represented?
- (A) N
 - (B) N-halved
 - (C) N-doubled
 - (D) TR
 - (E) Answer not known
48. Logogram may be used as
- (A) Prefixes only
 - (B) Suffixes only
 - (C) Prefixes or Suffixes
 - (D) Not used as prefixes
 - (E) Answer not known

49. Magna, magne, magni is expressed by a disjoined

(A) 

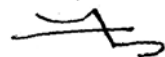
(B) 

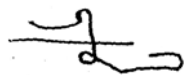
(C) 

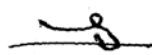
(D) 

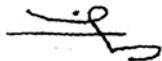
(E) Answer not known

50. Choose the correct outline for the word 'introspection'

(A) 

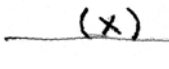
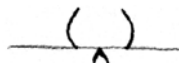
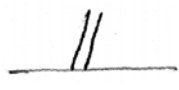
(B) 

(C) 

(D) 

(E) Answer not known

51. Match the following with their signs and choose the correct answer :

- | | | |
|-------------------------------------|----|--|
| (a) Mishearing of a word | 1. |  |
| (b) Speaker fallen into an error | 2. |  |
| (c) End of a speech | 3. |  |
| (d) Notetaker failed to hear a word | 4. |  |

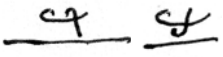
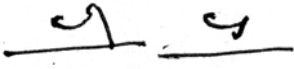
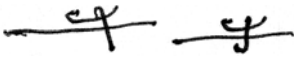
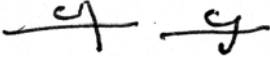
- | | (a) | (b) | (c) | (d) |
|-----|------------------|-----|-----|-----|
| (A) | 1 | 4 | 2 | 3 |
| (B) | 2 | 1 | 3 | 4 |
| (C) | 2 | 1 | 4 | 3 |
| (D) | 4 | 2 | 1 | 3 |
| (E) | Answer not known | | | |

52. During shorthand practice, the reference mark, a perpendicular stroke should be made in the left-hand margin of the note book to indicate

- (A) An important sentence or passage
 (B) A quotation
 (C) An applause
 (D) Mishearings
 (E) Answer not known

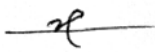
53. The phrase "hon. member" is written as

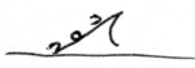
- | | |
|---|--|
| (A)  | (B)  |
| (C)  | (D)  |
| (E) Answer not known | |

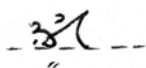
54. The Stroke  represents the word.
- (A) Labour Party (B) Party Leaders
(C) Local Party (D) Liberal Party
(E) Answer not known
55. Choose the correct outlines for the words 'Hon-member', 'Hon-gentleman'.
- (A)  (B) 
(C)  (D) 
(E) Answer not known
56. The outline  indicates the phrase
- (A) In the House of Lords
(B) In the House of Commons
(C) In this House
(D) Enthusiastically
(E) Answer not known
57. The first step to be done after transcription is
- (A) Take a break
(B) Read it loudly
(C) Keep it in the concerned file
(D) Compare with notes to detect omissions / commissions
(E) Answer not known

58. The reading of printed shorthand in the advanced style is as important as writing practice and should be practised
- (A) Daily (B) Monthly
(C) Once a week (D) Bimonthly
(E) Answer not known
59. During note taking, accent may be shown by writing a _____ close to the vowel of the accented syllable.
- (A) Small circle (○) (B) Small cross (×)
(C) Small dash (–) (D) Large circle (○)
(E) Answer not known
60. Which of the following statement is true?
- To improve speed in shorthand, the writer
- (A) Should write the outlines clearly and in position
(B) Should not have the knowledge of contracted forms
(C) Should practice at convenient time
(D) Should not vary the dictation matter
(E) Answer not known
61. Choose the correct outline for the word 'seaward' :
- (A)  (B) 
(C)  (D) 
(E) Answer not known

62. 'Wordsworth' is written as

(A) 

(B) 

(C) 

(D) 

(E) Answer not known

63. A semi circle is employed medially as an abbreviation for

(A) P

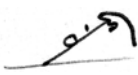
(B) T

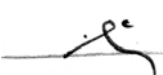
(C) W

(D) L

(E) Answer not known

64. Choose the correct outline for the word "Reservoir" :

(A) 

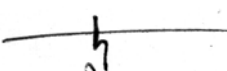
(B) 

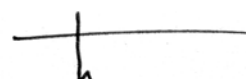
(C) 

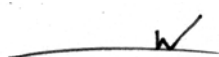
(D) 

(E) Answer not known

65. The word doubter is written as

(A) 

(B) 

(C) 

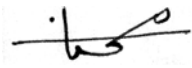
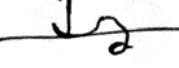
(D) 

(E) Answer not known

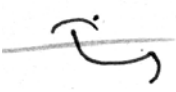
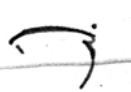
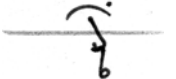
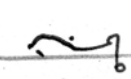
66. Curved strokes are doubled in length to indicate the following syllable

- | | |
|----------------------|-------------------|
| (A) Cer, mur, pur | (B) Tr, dr, thr |
| (C) Ses, sed, set | (D) Ves, fes, sus |
| (E) Answer not known | |

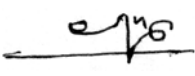
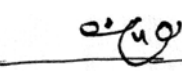
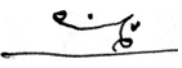
67. The correct outline for the word adventurous is

- | | |
|---|--|
| (A)  | (B)  |
| (C)  | (D)  |
| (E) Answer not known | |

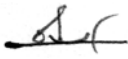
68. How will you write the word 'Imponderous'?

- | | |
|---|--|
| (A)  | (B)  |
| (C)  | (D)  |
| (E) Answer not known | |

69. The correct outline for the word centralisation is

- | | |
|---|--|
| (A)  | (B)  |
| (C)  | (D)  |
| (E) Answer not known | |

70. Choose the correct outline for the word hesitatingly

(A) 

(B) 

(C) 

(D) 

(E) Answer not known

71. The curve 'M' is halved and thickened for the addition of

(A) T

(B) D

(C) P

(D) B

(E) Answer not known

72. Which of the following statements are correct?

1. Halving a stroke indicates the addition of 'T' or 'D'

2. The strokes 'M', 'N', 'L' and 'R' are halved and thickened for the addition of 'D'

3. The strokes 'M', 'N', 'L' and 'R' are halved and thickened for the addition of 'T'

4. After shunhook 'ST' may be written downward or upward

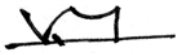
(A) 1, 2 and 3 are correct

(B) 1, 2 and 4 are correct

(C) 1, 3 and 4 are correct

(D) 2, 3 and 4 are correct

(E) Answer not known

73. Which of the following statement is correct?
- (A) In words of one syllable, a stroke may be halved for either t or d
 - (B) A stroke having a final hook may be halved for either t or d
 - (C) In words of more than one syllable a stroke may be halved for t only
 - (D) A stroke having a joined diphthong may be halved for d only
 - (E) Answer not known
74. For indication of vowels, upward or downward half-length characters must not be written
- (A) On the line
 - (B) Through the line
 - (C) Above the line
 - (D) On and through the line
 - (E) Answer not known
75. Match the following words with the correct outlines :
- | | | |
|--------------|----|--|
| (a) Sold | 1. |  |
| (b) Pallid | 2. |  |
| (c) Married | 3. |  |
| (d) Belonged | 4. |  |
- | | | | | |
|-----|------------------|-----|-----|-----|
| | (a) | (b) | (c) | (d) |
| (A) | 4 | 3 | 2 | 1 |
| (B) | 2 | 3 | 4 | 1 |
| (C) | 3 | 2 | 1 | 4 |
| (D) | 2 | 4 | 1 | 3 |
| (E) | Answer not known | | | |

76. Which of the following statements are correct :

1. The sign  is not used when m is immediately followed by lr
2. The sign  is not used when m is immediately followed by hr
3. The sign  is not used when m is immediately followed by pr, br
4. The sign  is not used when m is immediately followed by pl or bl

- (A) 1 and 2 are correct (B) 2 and 3 are correct
(C) 1 and 4 are correct (D) 3 and 4 are correct
(E) Answer not known

77. A large initial hook to l represents

- (A)  (B) 
(C)  (D) 
(E) Answer not known

78. The word “remarkable” is written as

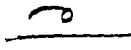
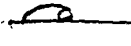
- (A)  (B) 
(C)  (D) 
(E) Answer not known

79. Which of the following statements are correct :

1. The Aspirate is added to 'W' by enlarging the hook
2. A large initial hook adds 'W' to 'K' and 'G'
3. A small initial hook adds 'W' to 'K' and 'G'
4. A small initial hook adds 'W' to 'L'

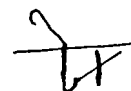
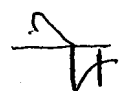
- (A) 2, 3 and 4 are correct (B) 1, 3 and 4 are correct
(C) 1, 2 and 4 are correct (D) 1, 2 and 3 are correct
(E) Answer not known

80. Choose the correct outline for the word importance :

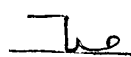
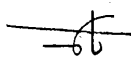
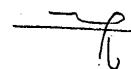
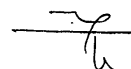
- (A)  (B) 
(C)  (D) 
(E) Answer not known

81. Choose the correct outline for the phrase :

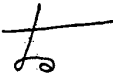
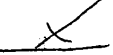
“Probate, Divorce and Admiralty Division”

- (A)  (B) 
(C)  (D) 
(E) Answer not known

82. “Counsel for the defence” is written as

- (A)  (B) 
(C)  (D) 
(E) Answer not known

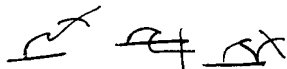
83. Match the following :

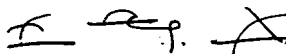
- | | | |
|-------------------------------|----|---|
| (a) Judgement Summons | 1. |  |
| (b) Justice of the peace | 2. |  |
| (c) Memorandum of Association | 3. |  |
| (d) Official writer | 4. |  |

- | | (a) | (b) | (c) | (d) |
|-----|------------------|-----|-----|-----|
| (A) | 3 | 4 | 1 | 2 |
| (B) | 4 | 2 | 1 | 3 |
| (C) | 2 | 4 | 1 | 3 |
| (D) | 1 | 4 | 3 | 2 |
| (E) | Answer not known | | | |

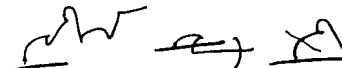
84. Choose the correct outlines for the following words from the answers given below :

1. Low water mark
2. Medical society
3. Liberal party

(A) 

(B) 

(C) 

(D) 

(E) Answer not known

85. The Stroke  represents the word
- (A) City Bank (B) Special Bill
(C) Special Attention (D) State Party
(E) Answer not known
86. Choose the correct outline for 'Some months ago'
- (A)  (B) 
(C)  (D) 
(E) Answer not known
87. Upward 'Sr' is employed in intersection to represent the word
- (A) Surgery (B) Circumstance
(C) Conservative (D) Service
(E) Answer not known
88. The stroke Pr is employed to represent
- (A) Party (B) Professor
(C) Political (D) Parliament
(E) Answer not known
89. The Stroke 'CH'  is used as intersection for the word
- (A) Chancellor (B) Chancery
(C) Church (D) Champion
(E) Answer not known

90. Find out the correct word for the following outline :

- | | |
|-------------------------------|----------------------|
| (A) Value of the property | (B) Form of property |
| (C) Valuation of the property | (D) If the property |
| (E) Answer not known | |

91. The outline represents the phrase

- | | |
|----------------------|------------------------|
| (A) If I require | (B) If you can arrange |
| (C) They may require | (D) They can arrange |
| (E) Answer not known | |

92. Choose the correct outline for the words 'Party Government'

- | | |
|----------------------|-----|
| (A) | (B) |
| (C) | (D) |
| (E) Answer not known | |

93. In advanced phraseography, the 'st' loop is employed for the word

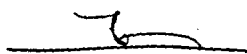
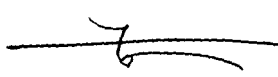
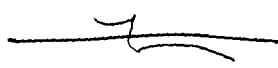
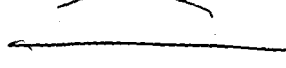
- | | |
|----------------------|------------|
| (A) rest | (B) first |
| (C) vest | (D) thirst |
| (E) Answer not known | |

94. Complete the sentence by using the words given below :

In advanced phraseography any logogram or logograms providing the phraseogram _____.

- (A) should be added
- (B) may be omitted
- (C) is indicated by disjoining
- (D) should be doubled
- (E) Answer not known

95. The correct stroke used for the phrase 'in this matter' in Advanced Phraseography is

- (A) 
- (B) 
- (C) 
- (D) 
- (E) Answer not known

96. The 'N' Hook is used for the following in advanced phraseography

- (A) Than, Own, Been, On
- (B) Have, Of, After, Even
- (C) It, To, Not, Would
- (D) Not, Would, Word
- (E) Answer not known

97. Match the following :

Column A		Column B
(a) six (or) seven	1.	
(b) two (or) three	2.	
(c) in connection with	3.	
(d) over and over again	4.	

	(a)	(b)	(c)	(d)
(A)	3	4	1	2
(B)	3	4	2	1
(C)	4	3	2	1
(D)	2	1	4	3
(E)	Answer not known			

98. The outline represents which of the following words

- | | |
|----------------------|------------------------|
| (A) Please invite us | (B) Please investigate |
| (C) Please inform us | (D) Please visit us |
| (E) Answer not known | |

99. Find the correct outline for the word 'Please let in know' :

- | | |
|----------------------|-----|
| (A) | (B) |
| (C) | (D) |
| (E) Answer not known | |

100. The outline  represents which of the following words

- | | |
|----------------------|------------------------|
| (A) Most probably | (B) Most proportionate |
| (C) Most practice | (D) Most peculiar |
| (E) Answer not known | |
