

1. Before K, G, M and R strokes, the stroke of 'W' is shortened or abbreviated initially in the form of
 - (A) a left semi-circle
 - (B) a loop
 - (C) a circle
 - (D) a right semi-circle
 - (E) Answer not known

2. Thick strokes are never written
 - (A) Downward
 - (B) Horizontally
 - (C) Upward
 - (D) Upward and Downward
 - (E) Answer not known

3. Half-length forms should not be written
 - (A) above the line
 - (B) above and on the line
 - (C) through the line
 - (D) on the line
 - (E) Answer not known

4. The consonant 'r' is provided with _____ different forms.
 - (A) 2
 - (B) 1
 - (C) 3
 - (D) 4
 - (E) Answer not known

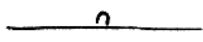
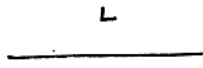
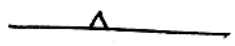
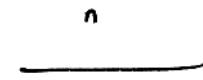
5. The result of audible friction or stopping of the breath in some part of the mouth or throat is called as
- (A) explodents
 - (B) consonants
 - (C) liquids
 - (D) nasals
 - (E) Answer not known
6. The strokes must always be called by their phonetic names; thus, 'ch' is to be named as
- (A) ray
 - (B) gay
 - (C) chay
 - (D) kay
 - (E) Answer not known
7. Downward 'H' is written when
- I. letter stands alone
 - II. immediately followed by k or g
 - III. preceded by a vowel
 - IV. followed by a vowel
- (A) III and IV are correct
 - (B) I and II are correct
 - (C) III and II are correct
 - (D) I and IV are correct
 - (E) Answer not known

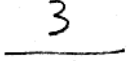
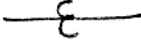
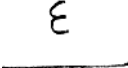
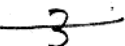
8. Match List I correctly with List II and select your answer using the codes given below :

List I	List II
(a) I see, I am, I will	1. Grammalogues
(b) Advantage, because, cheer	2. Contractions
(c) Language, myself, denomination	3. Grammalogues and contraction
(d) Acknowledge, certificate, enthusiastic	4. Phraseogram

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

9. How is the word 'beyond' written in shorthand?

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

10. Which of the following statement is correct?
 “Two shortlines underneath an outline indicate”.
- (A) All letters should be written in capital
 (B) The word should be within the bracket
 (C) An initial letter of the word should be written in capital
 (D) The word should be written within the quotation
 (E) Answer not known
11. Shorthand characters representing frequently occurring words are called
- (A) Logograms (B) Phraseography
 (C) Diphthongs (D) Triphones
 (E) Answer not known
12. Choose the correct stroke for the word ‘with you’
- (A)  (B) 
 (C)  (D) 
 (E) Answer not known
13. When joined to a preceding character, tick ‘the’ can be written
- (A) Upward
 (B) Either downward or upward
 (C) Downward
 (D) Neither downward nor upward
 (E) Answer not known

14. The outline obtained by writing two or more words together without lifting the pen is called
- (A) Grammalogues (B) Consonants
(C) Compound words (D) Phraseogram
(E) Answer not known
15. Tick 'THE' is never used
- (A) Medially (B) Initially
(C) Finally (D) Initially and finally
(E) Answer not known
16. Best phraseograms are those which have the qualities of
- (A) Flexibility, Lineality and Legibility
(B) Facility, Lineality and Legibility
(C) Facility, Flexibility and Logibility
(D) Flexibility, Lineality and Easily
(E) Answer not known
17. How Pitman shorthand based on
- (A) Numeric system (B) Geometric system
(C) Phonetic system (D) Alphabet system
(E) Answer not known

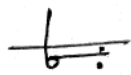
18. Which of the following statements are correct :
1. The termination shun/zhun is represented by a large hook.
 2. The shun hook is written inside curves.
 3. The shun hook is written on the left side of 'T', 'D' and 'J' without initial attachment.
 4. The shun hook is written on the right side of 'T', 'D' and 'J' without initial attachment
- (A) 1, 3 and 4 are correct
(B) 2, 3 and 4 are correct
(C) 1, 2 and 3 are correct
(D) 1, 2 and 4 are correct
(E) Answer not known
19. Which of the following statements is/are correct.
1. There is no f or v hook to curves
 2. A small final hook adds 'n' to curves
 3. When a word ends with a vowel a final stroke should not be used
 4. A small final hook struck by the right motion adds 'V' to straight strokes
- (A) 1 and 3 are correct
(B) 1 and 2 are correct
(C) 1 and 4 are correct
(D) 3 and 4 are correct
(E) Answer not known

20. Consider the following statements relating to 'n' hook :
- (i) small final hook written with right motion to straight strokes
 - (ii) small final hook written inside curves
 - (iii) small initial hook written with right motion to straight strokes
 - (iv) small final hook written with left motion to straight strokes

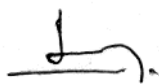
Which of the above statement is/are correct?

- (A) (i) only
 - (B) (i) and (ii) only
 - (C) (ii) and (iii) only
 - (D) (i) and (iii) only
 - (E) Answer not known
21. Which of the following statement is correct
- A final hook cannot be employed when the word ends with a vowel sound because
- (A) a final vowel does not requires a final stroke
 - (B) a final vowel requires a middle stroke
 - (C) intervening vowel requires a final stroke
 - (D) a final vowel requires a final stroke
 - (E) Answer not known
22. The double consonant 'SHL' is always written
- (A) Downward
 - (B) Upward
 - (C) Upward and Downward
 - (D) Horizontally
 - (E) Answer not known

23. The outline for the word 'disagree' is

(A) 

(B) 

(C) 

(D) 

(E) Answer not known

24. 'SHUN' Hook is written with the left motion after the strokes

(A) fk

(B) pk

(C) dk

(D) lk

(E) Answer not known

25. A small final hook, struck by left or right motion to all straight strokes represents


(A) N and F only

(B) N only

(C) N, F and V



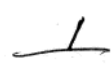
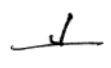
(D) F and V only

(E) Answer not known

26. The outline  refers to

- (A) exception
- (B) exceptionally
- (C) exemptional
- (D) expectation
- (E) Answer not known

27. The word 'generalization' is written as


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

28. The sound of 'Z' initially must be represented by

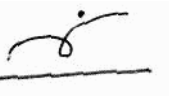
- (A) Circle S only
- (B) Stroke Z only
- (C) 'Ses' circle
- (D) Large circle SW
- (E) Answer not known

29. The outline for the word 'muscle' is

(A) 

(B) 

(C) 

(D) 

(E) Answer not known

30. A small circle used initially represents the sound of

(A) 'S' only

(B) 'Z' only

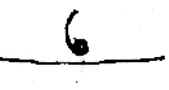
(C) S and Z

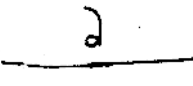
(D) SS only

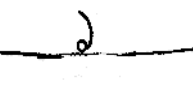
(E) Answer not known

31. Choose the correct stroke for the word 'Thyself'

(A) 




(B) 


(C) 

(D) 

(E) Answer not known

32. Two examples for which 'ST' loop cannot be applied are
- (A) request, best
 - (B) caused, gazette
 - (C) star, boxed
 - (D) vest, rust
 - (E) Answer not known
33. Which of the following is represented by a large initial circle?
- (A) S
 - (B) Z
 - (C) SW
 - (D) CON
 - (E) Answer not known
34. The circle S/Z is written
- (A) with left motion
 - (B) with right motion
 - (C) outside the curve
 - (D) inside the curve
 - (E) Answer not known


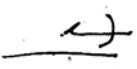
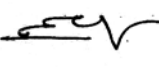
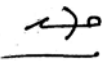
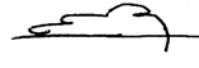
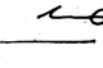
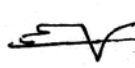
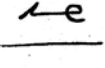
35. Explodents are so called because when pronouncing them;
- (A) the outgoing breath is forced in a sudden gust through barriers previously closed
 - (B) the breath ends in inside nasal point
 - (C) the starting point is in the throat
 - (D) the outgoing breath continues to come out like a flow of air from mouth
 - (E) Answer not known
36. Enlarge your knowledge of outlines by
- (A) Practising note taking every week
 - (B) Vary your dictation matter as much as possible
 - (C) Reading printed short hand strokes
 - (D) Reading the dictated passage
 - (E) Answer not known
37. When the shorthand writer notices that the speaker has fallen into an error, he indicates it by which one of the following signs/marks?
- (A) A full stop  is placed at the margin
 - (B) A large cross  made on the margin of the note book
 - (C) The mark  is placed at the bottom of the book
 - (D) All the above
 - (E) Answer not known

38. The outline  indicates

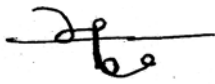
- (A) capital finance
- (B) taken into evidence
- (C) financial document
- (D) documentary evidence
- (E) Answer not known

39. Choose the correct outline for the following words

- (1) Court of criminal appeal
- (2) Articles of Association

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





40. Choose the correct phrase for the given outline



- (A) Heirs, executors, deed and assigns
- (B) Heirs, executors, administrators or assigns
- (C) Heirs, executors, departments and assigns
- (D) Heirs, executors, administrators and assigns
- (E) Answer not known





41. Match the following with correct outlines and find the correct answer :

- (a) Circumstantial evidence
- (b) Counsel for the defendant
- (c) Counsel for the plaintiff
- (d) Recognisance

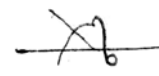
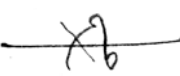
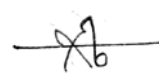

- 1. 
- 2. 
- 3. 
- 4. 

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

42. How will you write the word 'Liberal party'?

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

43. Choose the correct outline for the words 'Party leaders'.

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

44. The correct outline for 'Parliamentary Committee' is

(A) 

(B) 

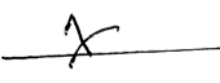
(C) 

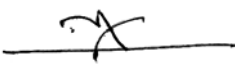
(D) 

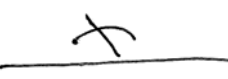
(E) Answer not known

45. The correct outline for 'Member of Parliament' is

(A) 


(B) 

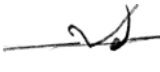
(C) 

(D) 

(E) Answer not known

46. The correct outline for the political phrase "British Constitution" is

(A) 

(B) 

(C) 

(D) 

(E) Answer not known

47. Match the following with their outlines and choose the correct answer :

(a) In the house of Commons

1. 

(b) House of Commons

2. 

(c) House of Lords

3. 

(d) First Lord

4. 

















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

48. Where an outline has been written incorrectly, badly or in the wrong position, the quickest way of making the outline legible in

- (A) Writing the full phrase
- (B) Insertion of the vowels
- (C) Move on to the next word
- (D) Strike out the outline and re-write the outline
- (E) Answer not known

49. Which of the following outline is correct?

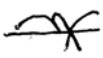


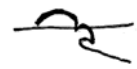
1. Hundred
2. Million
3. Billion
4. Dollar

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


50. Magna-, Magni- (or) Magne- is expressed by disjoined m, always written in the _____ position.


- (A) First
- (B) Second
- (C) Third
- (D) All the above
- (E) Answer not known

51. Write the outline for the phrase "Imperturbable".


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

52. Choose the correct outline for £ 5,000,000

(A) 

(B) 

(C) 

(D) 

(E) Answer not known

53. The F/V hook may be used for the following in advanced phraseography

(A) Than, own, been, on

(B) Have, of, after, even

(C) It, to, not, would

(D) None of the above

(E) Answer not known

54. In intersections the consonant “L” is employed to represent the words

(A) Liberal, List

(B) Loss, Limited

(C) Limited, Resource

(D) Liberal, Limited

(E) Answer not known

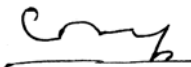



55. The stroke R(up) is employed in intersection, to represent

- (A) Railway
- (B) Arrange
- (C) Mark
- (D) Property
- (E) Answer not known


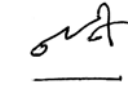


56. In intersections, 'V' is employed to represent the word

- (A) Verification
- (B) Vision
- (C) Variety
- (D) Valuation
- (E) Answer not known

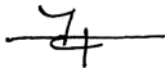
57. Choose the correct outline for 'Form of acknowledgement'

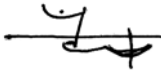
- (A) 
- (B) 
- (C) 
- (D) 
- (E) Answer not known

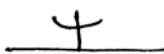
58. Choose the correct outline for 'high water mark'


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

59. Pick out the correct outline for 'engineering department'

(A) 

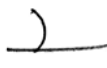
(B) 

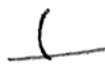
(C) 


(D) 

(E) Answer not known

60. In intersections, the word 'authority' is represented by stroke

(A) 

(B) 

(C) 

(D) 

(E) Answer not known

61. In intersections, the word "corporation" is represented by –

(A) Stroke R (up) is employed

(B) Stroke Kr is employed

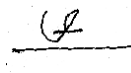
(C) Stroke K is employed

(D) Stroke P is employed

(E) Answer not known

62. Choose the correct outline for the words 'authorised capital'.

(A) 


(B) 


(C) 


(D) 


(E) Answer not known

63. Choose the correct outline 'retrospection' :

(A) 


(B) 


(C) 


(D) 


(E) Answer not known

64. Choose the correct outline for the word "Individually".

(A) 

(B) 

(C) 

(D) 

(E) Answer not known

65. Special contractions are formed


(A) by employing the first two or three strokes of the short outline

(B) by employing the first two or three strokes of the full outline

(C) by initially omission

(D) by no omission of strokes

(E) Answer not known

66. The stroke  represents

(A) Inform



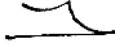

(B) Informer

(C) Never


(D) Individual

(E) Answer not known

67. Match Column A with B and choose the correct answer.




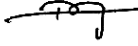
- | | | |
|------------------|----|---|
| (a) Inform | 1. |  |
| (b) Individual | 2. |  |
| (c) Never | 3. |  |
| (d) Nevertheless | 4. |  |


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

68. The outline  refers to the word

- | | |
|--------------------------|----------------|
| (A) periodical attention | (B) production |
| (C) private function | (D) protection |
| (E) Answer not known | |

69. The outline for the phrase 'most important' is

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

70. Choose the correct word for the outline  _____

- (A) plastic
- (B) elastic
- (C) drastic
- (D) majestic
- (E) Answer not known

71. Match the following :

General contractions are formed by omission of

- | | |
|-----------|---|
| (a) p | 1. where 'p' is very slightly sounded |
| (b) t | 2. in words like expect-ed |
| (c) - ect | 3. between circle 's' and a following consonant |
| (d) - kt | 4. in words like productive etc. |

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

72. Figures that are represented by shorthand outlines are

- (A) One to ten
- (B) One to seven and ten
- (C) One to seven and nine
- (D) One to five and eight
- (E) Answer not known


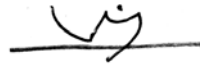

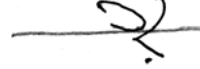
73. How would you represent suffix "MENT" in English shorthand?

- (A) Stroke 'M' joined to the preceding stroke
- (B) Stroke 'N' joined to the preceding stroke
- (C) Halved "M" with "N" hook joined at the end of the stroke
- (D) Stroke M, N, T to the following stroke
- (E) Answer not known

74. The outline  refers to

- (A) individual
- (B) never
- (C) navy
- (D) inform
- (E) Answer not known

75. The outline for the word 'friendship' is

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


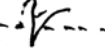
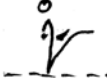

76. The dot '.ing-' cannot be used

- (A) Initially and finally
- (B) Medially
- (C) Initially
- (D) Medially and finally
- (E) Answer not known



77. How is suffix '-logically' represented?

- (A) Disjoined L
- (B) Joined L
- (C) Disjoined J
- (D) Disjoined KL
- (E) Answer not known

78. "Self-con" is represented by the following outline:

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

79. The outline for the work immortal is written as

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

80. Match the following and select your answer using the codes given below :

List – I

List – II



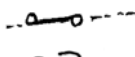
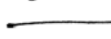
- | | |
|------------------|--|
| (a) Accom. | 1. By disjoining the form immediately following |
| (b) Initial com. | 2. Represented by K (—) |
| (c) Medical com. | 3. Disjoined circle S written in the position of the con -dot |
| (d) Self com | 4. Represented by light dot at the beginning of the following stroke |

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

81. Find out the word not framed by logograms :

- (A) Irradiance (B) Almost
(C) Undermine (D) Already
(E) Answer not known

82. Match the following words

- (a) Significance 1. 
(b) Inscription 2. 
(c) Instruction 3. 
(d) Circumstance 4. 

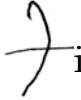
- | | (a) | (b) | (c) | (d) |
|-----|-----|-----|-----|-----|
| (A) | 2 | 1 | 4 | 3 |
| (B) | 3 | 1 | 4 | 2 |
| (C) | 2 | 4 | 1 | 3 |
| (D) | 3 | 4 | 1 | 2 |
- (E) Answer not known



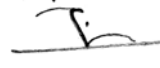

83. By which Consonant prefix “Magna” or “Magne” or “Magni” is represented?

- (A) disjoined N (B) disjoined M
(C) disjoined G (D) disjoined K
(E) Answer not known

84. Double length upstrokes are written
- (A) Above the line only
 - (B) On the line only
 - (C) Through the line only
 - (D) Above, on and through the line, according to the first vowel heard in the word
 - (E) Answer not known
85. Which of the following statements are correct?
- (1) All double length down strokes are written on the line
 - (2) Double length upstrokes are written above, on or through the line
 - (3) All double length down strokes are written through the line
 - (4) Double length horizontals are written above or on the line
- (A) (1), (2) and (3) are correct
 - (B) (2), (3) and (4) are correct
 - (C) (1), (3) and (4) are correct
 - (D) (3) and (4) are correct
 - (E) Answer not known
86. The past tense of verbs of more than one syllable is written with
- (A) The Doubling Principle
 - (B) Special Contractions
 - (C) Phraseogram
 - (D) The Halving Principle
 - (E) Answer not known

87. A straight stroke is doubled to indicate tr, dr, or THr only when
- (a) It follows another stroke or circle S
 - (b) It has a finally joined diphthong or a final hook
 - (c) The work ends with '-ing'
 - (d) All the above
- (A) (a) and (c) are correct (B) (a) and (b) are correct
 (C) (d) is only correct (D) (b) and (c) are correct
 (E) Answer not known

88. The outline  indicates the word
- (A) there after (B) there from
 - (C) from their (D) therefore
 - (E) Answer not known

89. Choose the correct stroke for the word 'emblem'
- (A)  (B) 
 - (C)  (D) 
 - (E) Answer not known

90. Medical com-, con-, either in a word or in a phrase is indicated by
- (A) Halving the next stroke
 - (B) Disjoining the form
 - (C) Doubling the stroke
 - (D) By using circle between the strokes
 - (E) Answer not known

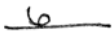



91. The sign 'MP' is not used when pr, br, pl or bl immediately follows
- (A) p (B) m
 (C) B (D) n
 (E) Answer not known
92. A semicircle is employed medially as an abbreviation to the stroke _____ followed by a vowel.
- (A) m (B) n
 (C) r (D) w
 (E) Answer not known
93. A small initial semicircle is used as an abbreviation for w before
- (A) K, g, m and two forms of 'r' (B) S, f, v and downward *l*
 (C) N, P, R and upward h (D) B, d, *l* and upward *l*
 (E) Answer not known
94. Choose the correct answer from the following :
- The halving principle is not employed
- (A) In words of one syllable of light stroke
 (B) Where a final diphthong is joined, in a single stroke
 (C) When a final vowel follows t or d
 (D) When the halved stroke is followed or preceded by circle 's'
 (E) Answer not known

95. Halving a stroke indicates the addition of
- (A) f or v (B) n or s
 (C) s or st (D) t or d
 (E) Answer not known
96. In past tenses 'ted' or 'ded' is always indicates by
- (A) Disjoined 't'
 (B) Half-length 't' or 'd' respectively
 (C) Full-length 't' or 'd' respectively
 (D) Disjoined 'd'
 (E) Answer not known
97. Which of the following statement is incorrect?
- (A) Half-length h, when not joined to another stroke is always written upward
 (B) Half length upward r must not be written along or with a final circle s only added
 (C) Vowel signs to halved forms are read next to the primary stroke
 (D) Half length forms should not be written on the line for vowel indication
 (E) Answer not known
98. A half length stroke is written ——— to indicate the third place vowel
- (A) Above the line (B) On the line
 (C) Through the line (D) Below the line
 (E) Answer not known

99. Half sized 'T' or 'D' when immediately following the strokes 'T' or 'D' is always written by

- (A) Intersecting the stroke
- (B) Disjoining the stroke
- (C) Halving principle not employed
- (D) Full stroke
- (E) Answer not known

100. Pick out the incorrect stroke from the following :

- (A) if it is — 
 - (B) I am not — 
 - (C) able to make — 
 - (D) this word — 
 - (E) Answer not known
-