

**DIPLOMA EXAMINATION IN ENGINEERING/TECHNOLOGY/
MANAGEMENT/COMMERCIAL PRACTICE, APRIL - 2024**

SHORT HAND ENGLISH THEORY II

[Maximum Marks:75]

[Time: 3 Hours]

PART - A

I. Answer all the following questions in one word or one sentence. Each question carries 'one' marks.

(9 x 1 = 9 Marks)

Module Outcome Cognitive level

1	When followed by stroke M Form of R used.	M1.01	R
2	Stroke M can be thickened to represent the Compound consonant or	M1.04	R
3	Stroke L standing alone or with only a final circle, is doubled for only	M2.03	R
4	Half length forms should not be written the line for vowel indication.	M2.01	R
5	All double length down strokes are written line.	M2.03	R
6	The Dot ING cannot be used	M3.03	R
7 is employed medially as an alternative to the stroke 'w'.	M3.01	R
8	3000 represented in Shorthand is	M4.02	R
9	Write the outline of 'demonstrate'	M4.01	R

PART - B

II. Answer 'any eight' questions from the following. Each question carries 'Three' marks.

(8 x 3 = 24 Marks)

Module Outcome Cognitive level

1	Explain the rules for writing medial r.	M1.04	U
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2	Write longhand: 1..... 2..... 3.....	M1.01	U
3	Explain alternative forms of MPR and MBR in doubling principle.	M2.03	U
4	Explain when halving principle is not employed.	M2.01	U
5	Define Diphone with example.	M2.05	R
6	Describe the use of doubling principle in phraseography.	M2.03	R
7	Write shorthand outline. 1.Farewell 2. Limewater 3. Driftwood	M3.01	R
8	Explain the rules for writing prefix 'self-con' in shorthand.	M3.02	U
9	Write the following figures. 1. 400 2. 5 billion 3. 2,000	M4.02	R
10	Write longhand of the following 1.....2.....3.....	M4.01	R


PART - C

III. Answer all the questions from the following. Each question carries 'seven' marks.

(6 x 7 = 42 Marks)

Module Outcome Cognitive level

III.	List out the rules for writing Downward R. OR	M1.01	R
IV.	List out the rules for writing Compound Consonants.	M1.04	R
V.	Write into shorthand. We-have to hand today, under last Wednesdays date, another copy of-the wonderful catalogue issued by Crowder and Sanderson. Their motor cycle department rather appeals to-the boys in-this school, and-we-have, therefore, sent word that-we should like several extra copies of-the catalogue. The new leather belt, just over a yard in length, for use with a waterproof coat, seems wonderfully cheap. There-is, also, a rather attractive lamp, with silvered reflector, suitable for any holder, and-this should take well with-the boys. These people are enterprising. They-are inventors as-well-as dealers, and-therefore we should-be-able-to rely upon-their motor fittings being absolutely up to date.	M2.03	A

VI.	<p style="text-align: center;">OR</p> <p>Write into longhand.</p> 	M2.02	A
VII.	<p>Write the following words into Shorthand, and identify diphones used in each word.</p> <ol style="list-style-type: none"> 1. Sahib 2. Layer 3. Geography 4. Museum 5. Fluency 6. Poet 7. Drawer 	M2.05	A

	OR		
VIII.	Explain the rules of Diphones with examples.	M2.06	U
IX.	Write the following Phrases. 1. You will be able to 2. At some time 3. This was 4. According to the 5. We are able to 6. At the same time 7. That was	M3.03	U
	OR		
X.	Explain medial semicircle with example.	M3.01	U
XI.	Describe ‘ initial com or con’ and ‘medical com. represented in shorthand.	M3.02	U
	OR		
XII.	Explain the rules of DT ING with example.	M3.03	U
XIII.	Write a letter to the Chairman of the Municipal Board regarding insanitary conditions of your locality.	M4.03	U
	OR		
XIV.	Summarize the following passage (precis writing). Almost every organism has the tendency to react to certain stimuli for survival. This reaction to each and every situation has an evolutionary basis of adaptation. The study of human emotions dates back to the 19 th century and psychologists have since then discovered many reasons for every emotion, yet these are just theories. The arousal of emotions and their assumed structures is said to occur due to repeated encounters with a situation followed by the adaptation of the encounter. Human emotions have been linked to adaptively regulate emotion-gathering mechanisms. The emotion of fear which is associated with ancient parts of the brain has presumably evolved among our pre-mammal ancestors while the emotion of a mother’s love called the ‘filial emotion’ has seen to evolve among early mammals. Various emotions work as manipulative strategies that favours survival. Feigning emotions by an accused person may help him be saved from the punishment. An exaggerated display of anger is also associated with manipulating or threatening someone. Despite there being several emotions for various events, ironically the most interesting emotion is the emotion of disgust. Disgust is aroused when the body senses a danger to the immunity or the physiology of the human. The disgusted memory is associated with alerting the brain of potentially dangerous substance. A few studies have shown that the encoding triggered in adaptive memory for problems is stronger than any other behavior.	M4.04	U
