

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

SHORTHAND ENGLISH (SPEED AND THEORY) 120 WPM

[Maximum Marks : 75]

[Time : 3 Hours for Section A & B combined]

**SECTION A – SPEED
(Maximum Marks – 40)**

[Time for dictation : 7 minutes]

Instructions:-

1. This Question Paper contains Section A & Section B. Candidates should be asked to answer both Section A & Section B in the same answer book. The total duration of the exam for both the Section is 3hrs.
2. Section A – Take down the dictation @ 120 WPM in 7 minutes and transcribe the passage in 1.5 hours.
This question paper should not be handed over to the candidates.
3. The following matter is to be dictated to the candidates loudly and clearly and only once @ 120 wpm.
4. Speed should be regulated to every quarter of a minute.
5. The shorthand notes tied along with the answer book should be collected from the candidates.

		Module Outcome	Cognitive level
1.	Mr. Chairman and Friends, I am happy to welcome one and all of you and especially welcome the Chairman of our Group and Founder of this company. I am glad / that I have given yet another opportunity to meet you all at this Annual General Meeting of your company, held ten days ahead of what we did last year. I // am extremely happy that our Chairman has been able to be present here amidst his multifarious engagements. The Director’s report and the	M 4.04	A

audited Balance sheet for the year ended 31st /// December have been with you for quite some time now and with your permission, I shall take them as read. The Director's Report, with certain special chartered added this time, (1) and my letter of the 10th June has clearly brought forward the various highlights of the working of your company during the year. It could vividly be seen there from / that continuously for the third year in succession, your company could maintain its all-round fantastic growth, which many have rightly described as a shooting star and still present you // the audited accounts in this record time.

There is no doubt that the entire team of Officers and staff of your company continued to work during the year with a /// sense of urgency and on the basis of war footing, of which I have been speaking to you all along. The result has been an amazing increase in deposits from (2) ten crores to thirty crores. In fact during the year, your company was able to mobilize as much about twenty crores as fresh deposits from as many as thirty / thousand depositors. I dare say that no other Finance or Leasing company in the country can boast of such an achievement. More, we had the benefit of renewal of as // much as Rupees ten crores during the current year. The refunds were only to the tune of Rupees five crores. The figures given here indeed speak volumes of the trust /// and confidence that the depositing public are increasingly reposing in your company. And all this in spite of the keen competition for available funds from our associates. There is another (3) interesting feature that our enthusiastic service to the depositors is getting increasing the recognition from the investing public in Southern States following the opening of our Branch Office in / Banglore. Your Directors propose to redouble their efforts in this regard and have accordingly fixed a higher target. I am sure in this behalf, I can count fully on your // support as also of your friends and relations.

A number of Finance and Leasing Company in the country is claiming to be the fastest growing. However, if the rate of /// mobilization of public deposits is take into account, which indeed should be the real yardstick for the purpose, I assert that your company stands first in the country today, excepting (4) for a solitary exception. Your company's records in the matter of advances during the year under review that been equally impressive. Further, in spite of every keen competition, your company / could regularly deploy its funds at reasonably remunerative rates which advantage it is hoping to enjoy in future also.

Now, I would like to conclude by placing on record my // very deep appreciation for the excellent services rendered by the entire band of Officers and staff of your company. I also thank my colleagues on the Board for their wise /// counsel and guidance throughout the year. Last but not the least, I thank you all, shareholders, the depositors and borrowers, for the continued trust and confidence reposed in your company (5).

Dear Sir,

We have received your kind letter eighth instant where in you have explained your inability to pay the premiums which remained unpaid since four months. In the said / letter, you have also expressed your idea to surrender the policy. On verification of the premiums so far you have paid on your policy, the surrender value thereon works out // to Rupees three thousand only.

In this context, we desire to apprise you the act that it is not advisable to surrender your policy, as it will result in huge /// loss to you. By surrendering your policy you will not only get less than what you have paid but also you will be deprived of the benefits admissible under the (6) said policy to your dependents.

We hereby desire you to reconsider your idea to surrender the policy in your own interest, more so in the interest of your dependents. We / have unlimited alternatives to help you in overcome the crisis. Corporation is also providing loans to the policy holders. Your policy will get eight percent of the surrender values // as loan and we hope it will enable you to pay the premiums unpaid besides finding solution to your present financial crisis. If you are unable to come up to our /// office, please let us know when our representative can call of you to enlighten you in this behalf. We assure you, sir, to serve you better.

Thanking you,

Yours faithfully,(7)

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**SECTION B – THEORY
(Maximum Marks – 35)**

PART A

I. Answer **all** the following questions in one word or sentence. Each question carries 1 mark.

(9x1=9 marks)

		Module Outcome	Cognitive level
1	Recall the special contraction for ‘remarkable’.	M1.02	R
2	Write advanced phraseogram for ‘as the matter’.	M1.03	R
3	‘T’ is intersected to represent.....	M2.01	R
4	Write shorthand outline for ‘board of directors’.	M2.02	R
5	Recall the shorthand outline for ‘life policy’.	M3.02	R
6	Give outline for ‘railway engineer’.	M3.02	R
7	Write banking phrase for ‘bank post bill’.	M2.03	R
8	Write outline for ‘archbishop’.	M4.01	R
9	Give outline for ‘certain’.	M4.01	R

PART B

II. Answer **any four** questions from the following, each question carries 3 marks.

(4x3=12 marks)

		Module Outcome	Cognitive level
1	Write the representation of adjectives, adverbs and ‘-ing’ in special contractions.	M1.02	U
2	Explain the use of ‘st’ loop and hooks (R and L) in forming advanced phraseogram.	M1.03	U
3	Explain the use of strokes ‘M’ and ‘L’ in intersection. Give two examples.	M2.01	U

4	Give outlines for the following: (i) Claim for compensation (ii) fire insurance (iii) motor car	M3.01	U
5	Write the importance of practicing phrases in technical and Railway branches. Give two examples.	M3.02	U
6	Write at least three shorthand outlines for the derivative words from the root word. (i) Propose (ii) Prefer	M4.02	U

PART C

Answer **all** questions from the following. Each question carries 7 marks.

(2x7=14marks)

		Module Outcome	Cognitive level
III	<p>Write into Shorthand :</p> <p>We give liberal discount on all cash orders. The committee treated him in a liberal manner and allowed him a most liberal payment for his services at the Liberal Club. On the authority of the representative we are bound to say that the valuation of the site is a very unsatisfactory one in view of the yearly valuation which has been made for the last twelve years.</p> <p>Our national society is very much interested in national affairs and it is desirous of securing the strengthening of our national defence. The other evening Major Jones opened a debate on capital punishment, and after an interesting discussion in which Captain Dixon, Colonel Beach and Professor Peake took part, we regret to say that a majority voted for its retention.</p>	M 2.01	A

IV	Translate into English:	M1.02	A
			
			
			
			
			
			
			
			
			
			
			
