

**DIPLOMA EXAMINATION IN ENGINEERING/TECHNOLOGY/MANAGEMENT/
COMMERCIAL PRACTICE, NOVEMBER - 2023**

SHORTHAND ENGLISH THEORY I

[Maximum Marks : 75]

[Time : 3 hours]

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	The Health Minister of Kerala is.....	M 1.03	R
2	The current Attorney General of India.....	M 1.03	R
3	When initial r is preceded by a vowel, theform is used.	M2.01	R
4	The downward form of 'H' is used when it is immediately followed by consonants.....	M2.01	R
5	'ST' loop cannot be employed when a vowel occurs between.....	M3.01	R
6	The tick h may be employed medially in phrasing, but not in.....	M4.02	R
7	Shun hook is represented by a.....hook.	M4.01	R
8	If the sound offollows a curved stroke, a small circle will be written inside the 'n' hook. (a) Ns (b) Nz (c) Nt (d) Nd	M3.04	R
9	The correct spelling of 'assurense' is (a) Assuranze (b) Assurance (c) Assurence (d) Assurense.	M3.05	R

PART B

II. Answer any Eight questions from the following. Each question carries 3 marks.

(8x3=24)

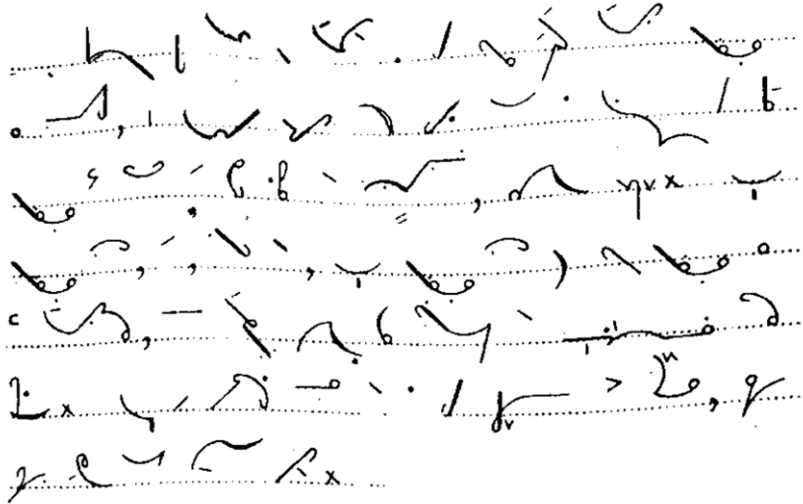
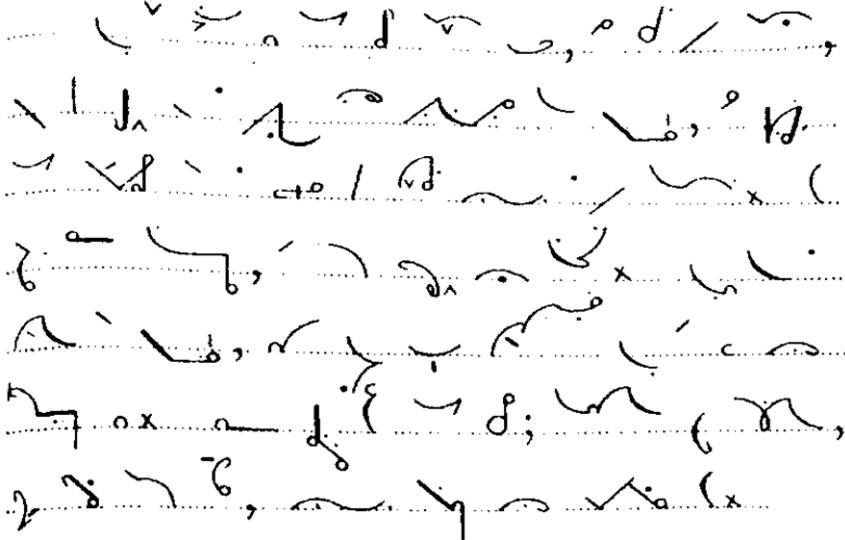
		Module Outcome	Cognitive level
1	Explain different rules applied while joining strokes.	M1.02	U
2	What do you understand by logograms and grammalogues?	M1.02	R
3	Explain the use of abbreviated 'w'.	M2.02	U
4	Write a short note on 'SS' circle.	M2.04	U
5	Explain 'STR' loop.	M3.01	U
6	Illustrate the method of writing R or L Hooks to the curved strokes with example.	M3.02	U
7	List out the rules for writing shun hook following circle S and NS.	M4.01	R
8	List out the circumstances where dot 'H' used. Support your answer with suitable examples.	M4.02	R
9	Write outlines: (a) Fashion (b) Occasion (c) Relations	M4.01	R
10	Write outlines: (a) Arab (b) Fair (c) Hook	M2.01	R

PART C

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

(6x7=42marks)

		Module Outcome	Cognitive level
III	Explain the classification of consonants.	M 1.02	U
OR			
IV	Explain the rules for writing intervening vowel with example.	M1.02	U
V	Write a letter to the editor of a newspaper complaining against the frequent breakdown of electricity in your locality.	M2.05	U
OR			
VI	Write a letter to a friend inviting him/her to join with you in a tour.	M2.05	U
VII	Write shorthand outline: The Fens, a stretch of marsh along the shores of the Wash, used to be the scene of many a chance affray and many a set battle owing to the inroads of the Saxons and Danes on the domains of the natives. It seems to have been a vast primeval forest at the time of the Romans, who with their usual vigilance saw a means of saving this expanse from the ravages of the waves by a clearance of the trees and the raising of banks. King John, of whose violence against the barons there is but one opinion, nearly lost his life in one of the treacherous channels of the Wash.	M3.01	A
OR			
VIII	Write shorthand outline: Local authorities, as borough and urban councils, generally derive their main revenue from the rates they levy. They may, of course, receive profits from any business carried on by them within the borough. Over and above all this they receive allowances from the state. Either men or women may appeal to the authorities, and they very often do, if they think they have been unfairly assessed. But it will be difficult for them to obtain relief unless they are able to prove their case and satisfy the authorities as to a supposed over charge.	M3.04	A
IX	Write an essay about pollution due to urbanization.	M4.03	U
OR			
X	Write an essay on the influence of social media.	M4.03	U

XI	<p>Write long hand:</p> 	M3.04	A
XII	<p style="text-align: center;">OR</p> <p>Write longhand.</p> 	M3.01	A
XIII	<p>Explain the rules for writing large circles SW and SS or SZ.</p>	M2.04	U
XIV	<p style="text-align: center;">OR</p> <p>List out the rules for writing diphthongs with examples.</p>	M2.02	R
