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**Part III — Vocational Subjects**

**( Common for both Vocational Component and Vocational Subjects )**

**OFFICE SECRETARYSHIP — Paper II**

**SHORTHAND — ENGLISH**

**( Practical )**

Time Allowed : 2½ Hours ]

[ Maximum Marks : 100

I. Write the following in longhand :

10 × 1 = 10

1. 2. 3. 4. 5.   
6. 7. 8. 9. 10.

II. a) Write in shorthand the following grammalogues :

10 × 1 = 10

- |                 |                   |
|-----------------|-------------------|
| 1. Circumstance | 2. Generalization |
| 3. Cannot       | 4. Deliverance    |
| 5. Improvement  | 6. Member         |
| 7. Influence    | 8. Myself         |
| 9. Because      | 10. Advantage.    |

b) Write in longhand the following phrases :


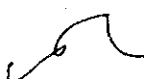



10 × 1 = 10

1. 2. 3. 4. 5.   
6. 7. 8. 9. 10.

[ Turn over






III. a) Write the following contractions :

10 × 1 = 10

- |  |   |  |  |
|--|---|--|--|
| 1. Temptation  | 2. Listless   | 3. Mostly  | 4. Mistake   |
| 5. Exemption   | 6.   | 7.  | 8.  |
| 9.  | 10.  |  |  |

b) Write the following special contractions :

10 × 1 = 10

- |  |  |  |  |  |
|--|--|--|--|--|
| 1.  | 2.  | 3.  | 4.  | 5.  |
| 6. Immediate   | 7. January   | 8. Organised   |  |  |
| 9. Sensibility   | 10. Telegram.  |  |  |  |

IV. a) Write the following shorthand passage into longhand :

15

*[Handwritten shorthand passage consisting of approximately 8 lines of cursive shorthand symbols.]*

- b) Write the following longhand passage into shorthand : 15

We thank you for your communication and instruction regarding the lightning conductors for the new conservative club in Conway Road. The slight misconception has now been removed, and your recommendations shall be carefully considered. We are having the corner-stones inscribed this week and we have no doubt that you will find the inscription will satisfy you. We suggest for your consideration that it would be instructive and useful to have a translation of the Latin inscription printed and circulated before the opening ceremony. You will not consider us selfish if we arrange for a photograph of the ceremony showing our name as contractors for the work.

- V. a) Make a précis of the following in one-third of its length : 10

Education is getting more and more important day by day. A large number of pupils are learning in schools to-day. In the days of old, a few pupils went to a teacher and learnt moral lessons orally. Today we learn many subjects. Maps are necessary for learning History and Geography. Diagrams are necessary for learning Science. Figures are necessary for learning Mathematics. Now-a-days teachers use films to make teaching more effective. This sort of imparting education is called "Visual Education". Films appeal to the mind most. They present the real state of things. This makes learning more interesting. A film is a feast to the eyes. When a pupil looks at a film, all his senses set pinned to it. Colour films and sound films have better effect. Showing of films saves a lot of time. They make a green impression on the young minds. Films are most useful in educating the villagers. Films like "Smallpox and its evils", "Eradication of Malaria" and such others, educate the uneducated to lead happy and healthy lives. Verbal teaching loses its dullness when it is supplemented by an interesting film. Educational films enliven the methods of teaching. They afford a welcome change. They appeal to the senses directly. Indeed the value of films in the field of education is many-sided.

[ Turn over

b) Read the following passage and answer the questions in shorthand :

5 × 2 = 10

Although China is considered to be the country where acupuncture originated, some forms of treatment resembling it have been reported from other parts of the world by anthropologists. Among some ancient tribes, stones and arrows were used to prick the skin. In another form of treatment the skin on particular spots of the body was burnt to effect a cure for certain diseases. Whether these kinds of treatment can rightly be classed with acupuncture can be known only after further research.

For long, acupuncture was dismissed by the West as a form of superstition like witchcraft and magic cure. Even in China admiration for the Western System of medicine was so great that the native systems of treatment were neglected or mistrusted. Moreover, the theoretical basis for acupuncture that was propounded in China was a mixture of spirituality, philosophy and physiology. This stood in the way of its acceptance by Chinese Scientists.

*Questions :*

- i) Where did acupuncture originate ?
  - ii) What was the reaction of the west towards the practice of Acupuncture ?
  - iii) How did the Chinese view native systems of treatment ?
  - iv) How did the anthropologists surprise the admirers of acupuncture ?
  - v) Why did Chinese scientists refuse to accept acupuncture ?
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