

नामांक			Roll No.			

No. of Questions — 3

No. of Printed Pages — 7

SS—33—SH. HD. (English)

SENIOR SECONDARY EXAMINATION, 2011

Optional Group III – COMMERCE

SHORTHAND IN ENGLISH

Subject : English Stenography

Time : 3 $\frac{1}{4}$ Hours

Maximum Marks : 60

GENERAL INSTRUCTIONS TO THE EXAMINEES :

- (a) Candidates must write first his / her Roll No. on the question paper compulsorily.
- (b) The shorthand outlines may be written by pencil but the transcription should not be hand-written but it should be typed.
- (c) The shorthand note-book must be attached with the answer-book.
- (d) Only the following punctuations should be dictated :
 - (i) full stops
 - (ii) signs of interrogation
 - (iii) brackets.
- (e) There should be an interval of four minutes after the dictation of each Section. *Two* and a *three-fourth* hours will be allowed for transcription of the three Sections of dictation (*i.e.* excluding the time for dictation and intervals.)
- (f) All the three Sections should be dictated at a speed of 80 (Eighty) words per minute and in one sitting.
- (g) 20% marks should be reserved for outline.

Section - A

1.

15

Dated the 14 Nov, 2010

M/s. R. K. Decor India,
B-7, Kardhani Shopping Centre,
Kalwar Road, Govindpura,
JAIPUR

Sub/ : Supply of Sanitarywares.

 $\frac{1}{4}$

Dear Sir,

The house owners with vision are now given serious
thought to their sanitarywares requirements in / their newly
built houses. The “Alfa Sanitarywares factory” is prepared to
solve your problem and help mark your house a / shining
example of cleanliness and trouble free services.

 $\frac{1}{2}$ $\frac{3}{4}$

Here is your opportunity to deal with us and take
advantage // of our factory prices, just as many other
discerning house builders are doing. Large stock of quality
wares are available / in our stores to enable us to give prompt
attentions to your orders for sanitary fittings. We supply our
goods / under our “factory prompt service” scheme according
to which our customers get extra services without extra cost
the kind of / attention you would want to have.

1

 $1\frac{1}{4}$ $1\frac{1}{2}$ $1\frac{3}{4}$

We are sending a price list and the photograph card to enable you to // have a bird's eyes view of the range of our products. Test them in anyway you like. We are sure / that the extra whiteness and strength of our products will bear them out in any test. We also produce goods / in various other colours.

Each product of our factory is the outstanding value in its particular class manufactured to give / maximum service, and the moderate cost will just surprise you.

Each product is packed to make it stand out and // attract the customer's attention – actually selling itself. Each product and part of service is accompanied with a guarantee.

The attached / card is postage paid one. Fill it in and mail it at the first available opportunity. Without obligation we will / send our man to your place to make estimate of your requirements and expenses thereon.

We assure you that you / will profit by dealing with us so be sure to dispatch the card today.

Very truly yours,

For the Alfa Sanitarywares Factory// 4

Section - B

2.

15

Dated the 23 March, 2010

From :

A. K. Singh,
Collector
Kota (Rajasthan)

To,

The Commissioner,
Kota Division,
Kota (Rajasthan) /

 $\frac{1}{4}$

Sub : Detailed information of damage caused
by rain and flood.

Dear Sir,

With reference to your letter No. 224-F / 098 of
March, 14, 2010, regarding the damage caused by heavy rains
and floods in the Banas Nadi, I have/ the honour to you I have
now received detailed reports from the patwaris of several
villages.

 $\frac{1}{2}$ $\frac{3}{4}$

The damage inflicted // is so considerable that about
half the huts of the village Rampur have disappeared and
about one quarter of the / populated part of the village
Rasidpur is buried under water. These two villages have
suffered the greatest damages, though report from / other six

1

 $1\frac{1}{4}$ $1\frac{1}{2}$

villages are also very pathetic. Two hundred and thirty persons are reported as dead, eighty nine missing while one / hundred and fifty nine have been admitted to local hospitals. The poor cultivators have lost their huts, standing crops and cattle // and are now a miserable state.

Relief camps have been opened in all these villages and rescue work is in full swing. / Free distribution of food and clothes has also been undertaken, but the resources are not in proportion to the / need. There is a great need of some official assistance, in various shapes and forms without which adequate help cannot / be given to the suffering villagers. The Sewa Samity Association and Human Life Saving Society are doing excellent work. Many // N.G.O's and private relief societies are working for the help of suffering people of these villages. They are / arranging medicines, food, shelter to live in and distributing clothes etc. Everybody of the neighbouring villages is open heartedly working / and helping the affected people. But they want more help from the government.

I am of the opinion that the / government machinery should be moved to launch a more vigorous relief campaign without loss of time.

Yours faithfully,

(A. K. Singh)

Collector. // 4

Section - C

3. 30
- It can't be denied that the world has progressed in all spheres of life by leaps and bounds. Our life, / these days, is certainly more comfortable than that of our forefathers. And yet, the question is, are we happier than / them ? A comparison of the life at the time of our forefathers and the life as it is lived today / will, undoubtedly raise the mystery curtain. $\frac{1}{4}$
 $\frac{1}{2}$
 $\frac{3}{4}$
- In the by-gone days, our forefathers had to travel on foot for long // distances, or used the bullock-carts for this purpose. Therefore, communication and personal contact between people of different villages were / very limited. But now the situation is absolutely changed. Today, we have the most sophisticated means of transport and communication./ We can travel long distances not only on land by means of a motor car or a bus but over / the sea in ships and through the air in aeroplanes. The barriers of distance, high mountains or long stretches of deep // water, have lost their importance. 1
 $1\frac{1}{4}$
 $1\frac{1}{2}$
 $1\frac{3}{4}$
2
- We can converse with our friends and relatives anywhere in the world, using telephones, / telegraph, fax, e-mail, or internet. $2\frac{1}{4}$
- We have strong, sturdy, comfortable houses in which we live in, whereas, our ancestors lived / in mud houses, which were, of course, naturally, warm in winter and cool in summer. However, they were air-less and / far less comfortable than modern houses. They also tended to collapse and dissolve during the rainy season. $2\frac{1}{2}$
 $2\frac{3}{4}$
- We have amenities // like the refrigerator to preserve and cool perishable food stuffs. We have all kinds of electrical gadgets to help us / swiftly complete our work with ease and 3
 $3\frac{1}{4}$

speed. The washing machine, the dish washer, the vacuum cleaner, the mixer-grinder, / the micro-wave oven and so on have all been designed to help the housewife complete her work in the / shortest possible time. Our ancestors could not even dream of such highly useful appliances. $3\frac{1}{2}$
 $3\frac{3}{4}$

And to keep us joyfully busy // during our leisure-time, we have the television and video to entertain us, if we do not have inclination to / go to a cinema show. We can pursue hobbies, like photography, which again was unknown to our ancestors. 4
 $4\frac{1}{4}$

The highly / sophisticated inventions at our disposal today would seem like miracles to our forefathers. The progress in medicine has increased our / life-span and conquered the most devastating diseases like smallpox, cholera, polio and tuberculosis, which were considered fatal in earlier // times. We have the most remarkable machinery such as the CAT scan, electrocardiogram and so on to check up / the organs of the human body. The X-ray gives an accurate photograph of any internal part of the body. Progress / in technology has given us the best of roads, bridges, cars, buses, trains, aeroplanes and contributed a lot to the / industrial development. All this was missing in ancient times. $4\frac{1}{2}$
 $4\frac{3}{4}$
5
 $5\frac{1}{4}$
 $5\frac{1}{2}$
 $5\frac{3}{4}$

Our entire lifestyle has undergone a complete transformation. Even the // position of woman is very different now. They are no longer confined to the four walls of the home but / work shoulder to shoulder with man. Art and culture are now highly developed. In fact, no aspect of life has remained / untouched these days by modernization. 6
 $6\frac{1}{4}$
 $6\frac{1}{2}$

But the tragedy is that inspite of all this progress, happiness and contentment are still / eluding us. We have lost peace of the mind, contentment and tranquility that was the hall mark of life of our ancestors.// 7
 $6\frac{3}{4}$