

नामांक

Roll No.

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No. of Questions — 3

SS—33—SH. HD. (English)

No. of Printed Pages — 7

SENIOR SECONDARY EXAMINATION, 2013
SHORTHAND IN ENGLISH

Subject : English Stenography

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

Maximum Marks : 40

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

Marks : 10

Suresh Rathi Commodities Pvt. Ltd.
13, J. B. Nagar,
Andheri (E),
Mumbai - 400 059

Date / : 23rd Jan., 2013 $\frac{1}{4}$

Messrs Hari Om Trading Co.,
Station Road,
Jaipur – Raj,

Sub :/ Letter of Authority NCDEX and others. $\frac{1}{2}$

Dear Sirs,

We authorized you to set off outstanding in our accounts / credits available or arising in any others accounts maintained with you irrespective of their fact that such credit in the // accounts may pertain to transactions in any of the exchange and or against the value of cash margin or colleteral / securities provided to you by us. $\frac{3}{4}$
1
 $1\frac{1}{4}$

We authorise you to transfer funds to our account maintained with M/s Suresh/ Rathi Commodities Pvt. Ltd. against our obligation arising for our traders in our commodities. $1\frac{1}{2}$

We request you to retain / credit balance in any of our account and to use the idle funds towards our margin future obligation of both// the exchange unless we instruct you otherwise. $1\frac{3}{4}$
2

We agree not to hold you liable or responsible for delay or/ default in performance of your obligations due to contingencies beyond your control such as fire, flood, civil commotion/, earthquake, riots, war, strikes, failure of systems, failure of internet links, Government,/ regulatory actions or any such other contingencies which may be beyond your control. $2\frac{1}{4}$
 $2\frac{1}{2}$
 $2\frac{3}{4}$

We confirm that you have agreed// to enter order in commodity forward contract, commodity derivatives for us as your clients on NCDEX only on the/ basis of our above assurances and undertaking. Kindly send your comments on this proposal.

Meanwhile we are sending/ you per separate post a statement of your account containing the particulars about the transactions that you have with us/. Kindly confirm at you end, and if there is any correction please intimate.

Yours faithfully,
Ramanand
Manager//

Section - B

2.

Marks : 10

Dated - 12 July, 2012

From
K. R. Meena,
Collector,
Jodhpur (Raj)

To,
The Commissioner/,
Jodhpur Division,
Jaipur (Raj).

Sub : Detail information of damage caused by rain flood.

Dear Sir/, $\frac{1}{2}$

With reference to your letter No. 1250-F/2012 of July 01, 2012 regarding the damage/ caused by heavy rains and floods in the Lunni Nadi, I have the honour to inform you that I// have received detailed reports from Patawaries of several villages. $\frac{3}{4}$

The damage inflicted is so considerable that about half the/ huts $1\frac{1}{4}$
of the village Samdari have disappeared and about one quarter of the
populated part of the village Mokalasar is/ buried under water. These $1\frac{1}{2}$
two villages have suffered the greatest damages, though reports from
other six villages are/ also very pathetic. Five hundred and forty persons $1\frac{3}{4}$
are reported as dead, eighty six missing while two hundred// and seventy 2
nine have been admitted to local hospitals. The poor cultivators have
lost their huts, standing crops/ and cattle and are now in a miserable $2\frac{1}{4}$
state. Relief camps have been opened in all these villages and/ rescue $2\frac{1}{2}$
work is on in full swing. Free distribution of food and clothes has also
been undertaken, but/ the resources are not in proportion to the need. $2\frac{3}{4}$

I have been also directed by Government to postpone the// 3
payment of levy for this year. Please inform the patawari of all Tehsils
that the levy will be collected/ next year. $3\frac{1}{4}$

I therefore, request you to kindly pass necessary orders sanctioning
the following exemptions to the farmers/ : $3\frac{1}{2}$

1. 100% exemption from levy.
2. An interest free loan up to Rs. 10,000/- / to every farmer who/ is $3\frac{3}{4}$
interested to avail the facility,

I am also directed by the Government to open relief camps and
helping // centres for the help and guidance of the farmers. Beside the 4
programme of the free distribution of food and / clothes to poor farmers $4\frac{1}{4}$
be started soon. For this purpose a sum of rupees five lakhs to rupees
ten/ lakhs may be spent in each Tehsil. $4\frac{1}{2}$

I am of the opinion that the government machinery should be
moved/ to launch a more vigorous relief campaign without loss of time. $4\frac{3}{4}$

Yours faithfully,

K. R. Meena

Collector//

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Section - C

3.

Marks : 20

TIME MANAGEMENT

Time is a scarce commodity. Since the study time at the disposal of a student is scarce/, it is valuable. The individual student should make most efficient use of available study time by being swift/, punctual and regular in his study activities. He has to be always conscious of time and its sanctity/.

He has to prepare a budget for allocation of time for completion of study of the various subjects together// with a time schedule. He/she has to do at least two or three rounds of study and/ revision of the course material. He/she has to prepare brief notes while studying. He may use / charts, diagrams, mini maps, table etc. to get the concepts imprinted in the mind. It is / better to use a combination of various methods of study-group discussion, use of audio-visual CDs, // referring to e-learning modules etc. He/she has to undertake some self-assessment exercise to get a / glimpse of his state of preparedness in terms of knowledge as well as actually writing in exam conditions. He//she has to maintain a study momentum throughout the study period. He/she has to be ruthless / or hard on himself/herself ; nothing is to be taken for granted ; nothing is to be left // to change ; no selective

topics for study, no short cuts, no dark or grey areas and no / $3\frac{1}{4}$
 compromise on reaching the required level of basic/working/expert
 knowledge, as the case may be. / $3\frac{1}{2}$

TIME BUDGET : The student has to prepare a time budget in a written
 form. He has to make / a rough estimate of the total time at his disposal $3\frac{3}{4}$
 in terms of number of days or hours which can // be spared for the 4
 project. Though the number of days is a fixed stock between the starting
 date of / the preparation and the date of commencement of examination, $4\frac{1}{4}$
 the number of hours is flexible. They vary depending / upon how many $4\frac{1}{2}$
 hours the student is able to squeeze from each day for studies and
 related activities.

The / student has to allocate the total available time among the $4\frac{3}{4}$
 various subjects for which he decides to appear in the // examinations. 5
 Students widely differ in their perception on the amount of time they
 require for preparation in each subject / and they make allocative $5\frac{1}{4}$
 decisions accordingly. they may like to focus on some subjects which
 they think will fetch / more marks or which are somewhat difficult to $5\frac{1}{2}$
 understand and remember. Of course, practical subjects need more
 time/, since several problems and illustrations have to be repeatedly $5\frac{3}{4}$
 worked out to gain familiarity. Similarly, subjects perceived // as 6

relatively complex and tough deserve to be given more time and attention.

It is desirable to give equitable /, if not equal, attention to each subject $6\frac{1}{4}$

and to allocate time according, so as to prepare well / in all the subjects. $6\frac{1}{2}$

To be more specific, students should consider the time period
between the date of / commencement of studies and one or two days $6\frac{3}{4}$

prior to the date of commencement of examinations as the resource of
time.//

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