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TEAR HERE TO OPEN THE QUESTION PAPER

Tear Here

Sl.No. :

नामांक			Roll No.			

No. of Questions – 3

**SS-33-SH. HD. (English)**

No. of Printed Pages – 07

## SENIOR SECONDARY EXAMINATION, 2019

### SHORTHAND IN ENGLISH

**Subject : English Stenography**

**Time : 3¼ Hours**

**Maximum Marks : 40**

#### **GENERAL INSTRUCTIONS TO THE EXAMINEES :**

- 1) Candidates must write first his / her Roll No. on the question paper compulsorily.
- 2) The shorthand outlines may be written by pencil but the transcription should not be hand-written but it should be typed.
- 3) The shorthand note-book must be attached with the answer-book.
- 4) Only the following punctuations should be dictated:
  - i) full stops
  - ii) signs of interrogation
  - iii) brackets.
- 5) There should be an interval of *five* 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).
- 6) All the three sections should be dictated at a speed of 80 (Eighty) words per minute and in one sitting.
- 7) 20% marks should be reserved for outline.

2  
**SECTION - A**

1) [10]

Date : 20 Jan, 2019  
Managing Director,  
Ford India Ltd., Church Gate,  
Chennai - 2 PIN / 305060

Reg : Motor Insurance business of Ford Cars [1/4]

Respected Sir,

In above reference we would like / to draw your kind attention that [1/2]  
our company has got approval from Insurance regulatory development  
authority for various add on / covers for motor package policy which are [3/4]  
as under :

- a) NIL Depreciation cover for unlimited no. of claims /. [1]
- b) No claim bonus protection cover.
- c) Return to invoice cover.
- d) Road tax / cover. [1 1/4]
- e) Engine protection cover.
- f) Consumable protection cover.

Above mentioned coverages will be effective / from 1<sup>st</sup> April, 2019. [1 1/2]  
And will be helpful to private car customers of Ford India. / Hence we [1 3/4]  
request you to forward it to all your Ford dealers all over India. So that  
proper communication / could be reached to all insurance managers who [2]  
are Liable to communicate the benefits in various products available in the  
/ market for covering motor car from external damages. [2 1/4]

Locking to all India tie up with various insurance companies this / [2 1/2]  
product will definitely put our company forward and this will also give  
boost to ford cars marketing.

We being / Largest general insurance company always in the process of innovation and improvements of products. All above coverages are need of // the hours for smart car owners specially Youth who buy Ford cars to make them different among other car available / in the market. [2¾] [3] [3¼]

Sir, we hope you will market this product with your best marketing strategies along with / sale of Ford cars. [3½]

Copies sent to :

1. President Ford Motors, Delhi.
2. President / Ford Motors, Kanpur, [3¾]
3. President Ford Motors, Mumbai.

Thanking you.

Joint Secretary

M Kuttay // [4]

**SECTION - B**

2) [10]

The New India Insurance Company, Ltd

112, Lajpat Nagar, Akbar Road,

Mumbai - 6 - 400 006 / [¼]

Date : 6<sup>th</sup> Jan, 2019

J. Vishwnatha,

President and Managing Director,

To,

Mr Deepak Kumar / Sharma,

[½]

Senior Branch Manager,

SR No - 82256

Sansar Chand Road, Branch - 333003

Dear New Indian /,

[¾]

Sir, This year we are reaching an important milestone in New India's success journey, the hundredth year / of successful operations. The milestone becomes momentous in today's era when the average lifespan of a company, / Listed is the S&P 700 index of Leading US companies has reduced from 67 years in 1920 to / just 15 years in 2012. The moment is of great significance and Pride for all the New Indians and / is an occasion to celebrate the New India's Legacy and it's long successful journey.

New India today // has evolved into a true multinational general insurance company, as envisioned by the founder of the company. The // journey till date has been remarkable and the future appears to be brighter.

The growth of New India implies / a strong economic growth of the Country over the years. Our business of protecting the businesses has helped in / creating many successful Indian giants. We would like to thank all the valued clients and customers for believing us // all these years. We would also like to thank the agency force, the brokers, all other intermediaries / and associates for their trust and continued relationship with our company.

But all these would not have been possible / without the committed New Indians who have always Lived our core value of excellence in customer service and satisfaction. / I would like to congratulate and thank you all New Indians, without whom this journey would never have been /

possible. Our success has been the result of the efforts put in by the New Indians, each and / every day. [4¼]

It's well said that it's harder to stay on top than it is to make / the climb. We rededicate ourselves to ensure that we continue to flourish and do well in our journey of / "Leadership & Beyond". [4½]  
[4¾]

Thanking you once again.

Your's

Signature :

M. Udit Kumar Vyas

Secretary.// [5]

### SECTION-C

3) [20]

#### Security in the Contemporary World

At its most basic, security implies freedom from threats. Human existence and the / life of a country are full of threats. Does that means that every single threats counts as a security / threats? [¼]  
[½]

Those who study security, therefore, generally say that only those things that threaten 'core values' / should be regarded as being of interest in discussions of security. Whose core values though? The core values // of the country as a whole? The core values of ordinary women and [¾]  
[1]

men in the street? Do / governments, on behalf of citizens, always have [1¼]  
the same notion of core values as the ordinary citizen?/ [1½]

Furthermore when we speak of threats to core values, how intense [1¾]  
should the threats be? Surely there are big / and small threats to virtually  
every value we hold dear. Can all those threats be brought into the  
understanding / of security? Every time another country does something [2]  
or falls to do something, this may damage the core / values of one's [2¼]  
country.

Every time a persone is robbed in the streets the security of ordinary [2½]  
people / as they live their daily lives is harmed. Yet, we would be paralysed [2¾]  
if we took such an / extensive view of security : every where we looked,  
the world would be full of dangers.

So we // are brought to a conclusion security relates only extremely [3]  
dangerous threats. Threats that could so endanger core values that / those [3¼]  
values would be damaged beyond repair if we did not do something to  
deal with the situation.

Having / said that we must admit that security remains a slippery [3½]  
idea. For instance, have societies always had the / same conception of [3¾]  
security? If would be surprising if they did because so many things change  
in the world // around us. And, at any given time in world history, do all [4]  
societies have the same conception / of security? Again it would be [4¼]  
amazing if six hundred and fifty crore people organised in nearly 200  
countries /, had the same conception of security! Let us begin by putting [4½]  
the various notions of security under two / groups : traditional and non [4¾]  
traditional conception of security.

Most of the time when we read and hear about // security we are [5] talking about traditional, national security conceptions of security. In the traditional conception of security, / the greatest danger to a country is from [5¼] military threats. The source of this danger is another country which / by [5½] threatening military action endangers the core values of sovereignty. Military action also endangers the lives of ordinary citizens /. It is unlikely [5¾] that in a war only soldiers will be hurt or killed.

In responding to the // threats of war a government has three basic [6] choices : to surrender : to prevent the other side from attacking / by [6¼] promising to raise the costs of war to an unacceptable level to defend itself when war actually / breaks out so as to deny the attacking country its [6½] objectives and to turn back or defeat the attacking forces / altogether, [6¾] Governments surrender when actually confronted by war but they will not advertise this policy of the country.// [7]



**DO NOT WRITE ANYTHING HERE**