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SHORTHAND (ENGLISH) (Theory)

Time allowed: 2 hours

Maximum Marks: 30

Instructions:

- (i) Answer all questions.
- (ii) Answers should be in English only, otherwise the answers will be cancelled.
- (iii) Answers should be specific, to the point, with examples and Shorthand outlines.

PART I

Answer the following questions in not more than 25 words each:

- Write the outlines of 'idea' and 'issue' and state the diphthongs/diaphone signs used to write these words.
- Write the outlines of 'sittings' and 'buildings' stating the rule followed for writing these words.

I

1

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