

Sl.No. :

नामांक			Roll No.			

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No. of Questions – 3

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

No. of Printed Pages – 07

## **SENIOR SECONDARY EXAMINATION, 2016**

### **SHORTHAND IN ENGLISH**

**Subject : English Stenography**

**Time : 3¼ Hours**

**Maximum Marks : 40**

TEAR HERE TO OPEN THE QUESTION PAPER

#### **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).

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- 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.

### SECTION - A

1) [10]

To,

The Editor,

Indian express,

New Delhi.

Sir,

I have just returned from a tour of / the flood affected areas in Bihar, [1/4]  
where unprecedented havoc and destruction have taken place.

No doubt people are / already familiar with the terrible tragedy that [1/2]  
has overtaken Bihar, but the account of an eye witness will bring / home [3/4]  
to the people with all the greater effect the terrible distress which these  
disastrous floods have caused. In // some places whole villages have been [1]  
swept away and the crops over a large area destroyed. Thousand of villagers / [1 1/4]  
have been rendered destitute, most of them have nothing but the clothes  
in which they managed to escape somehow /. They are living in temporary [1 1/2]  
shelters exposed to all the inclemency of the weather, with out proper food / [1 3/4]  
and clothes.

The government is no doubt doing all it can to relieve the immediate  
distress, but unless // public funds are raised and people make liberal [2]  
contributions it is not possible to rehabilitate the flood affected victims. / [2 1/4]  
When the floods subside, villages will have to be rebuilt and the villagers  
will have to be supplied with / seed, fodder, cattle and farm implements [2 1/2]  
before they can start work again.

I, therefore /, troughly appeal to the people to help the government [2¾]  
 in the humanitarian task of relieving the distress of the // poor sufferers [3]  
 by contributing generously to the Bihar Flood Relief Fund and thus earn  
 the gratitude of their distress / fellow brethern. [3¼]

It is highly request to the government please look in to the matter to  
 save the poor / villager and help them as much as possible and relief the [3½]  
 poor people and their children. I also appeal to the / General Public and [3¾]  
 NGO's also.

I remain

Yours truly

(Anand Kumar)

President,

Bihar Flood Relief Fund //. [4]

### **SECTION - B**

2) [10]

From:-

State Bank of India,

Human Resources Section,

Regional Office, Bombay.

To,

The Principal /, [1/4]

College of technology,

Bangalore.

No. RO / HR / 1234

Dated:-

Dear Sir,

Sub / :- Recruitment of Stenographer in State Bank of India conduct [1/2]  
of Skill Test.

1) We have advise that the Bank / has decided to recruit stenographers [3/4]  
(Hindi / English) alongwith regular clerks. Candidates who qualify  
the written test for recruit // - ment in clerical cadre and have opted for [1]  
appointment as stenographer (Hindi / English) will be subjected to  
skill test in / stenography as detailed below:- [1 1/4]

i) The candidates will be given one dictation for 10 minutes in  
English / Hindi / at the speed of 100 words per minute. The [1 1/2]  
matter will have to be transcribed on computer in 40 / minutes [1 3/4]  
in case of English stenography and in 55 minutes in case of  
Hindi Stenography.

ii) Visually impaired candidates // will be required to transcribe the [2]  
matter in 70 minutes for English - shorthand test and 95 minutes  
for Hindi shorthand / test. [2 1/4]

2) The aforesaid skill test is to be conducted by the reputed Government  
Institutions. Please arrange to / advise whether you are ready to [2 1/2]  
conduct the skill test. If yes please arrange to advise the following  
aspects - / [2 3/4]

- i) Seating capacity of the candidates must required about 500-600 candidates per day for written examination. In // this ratio the invigilator are also required as per norms. [3]
- ii) Please inform about your charges as remuneration, / invigilation, Rent of Building and other charges. Please give detailed Account about payment of various charges. It is / noted the minimum two invigilators are required in one room and as per capacity of the room and candidates the invigilator and / supervisors can increased. [3¼] [3½] [3¾]

Please send the detailed employees who engage in this test with their name and designation. // [4]

- iii) Kindly send the willingness to conduct the examination at out-station centres. Will your staff ready to go / to out-station examination centres and conduct the examination. [4¼]

It is therefore requested please send detailed required information in different / accounts. [4½]

Please also arrange to conduct the shorthand test for that test the expert of the subject is also arrange / to give dictations to the candidates. Shorthand dictation will be dictated by the subject expert. [4¾]

Yours faithfully,

General Manager. // [5]

**SECTION-C**

3)

**[20]****Protection of Silk Industries**

Sir, I support this measure whole heartedly and I am especially glad to find that / the silk industries which has received protection for the [½]  
last 25 years is being given this concession further. Silk / as you [¼]  
know is considered by many to be an article of luxury and they  
think it is not necessary / for a person to wear silk. But we must not [¾]  
forget the fact that the silk Industry in India // is a cottage industry [1]  
and it has to be encouraged in order to give employment to people  
in the countryside /. This industry at present, is confined to a few [1¼]  
states only where silk can be produced. Valuable / work is being [1½]  
done in this regard in the states of Karnataka, Assam and West  
Bengal. The stare / of Kashmir too has a very find silk industry [1¾]  
which could be developed to a great extent, but the // misfortune is [2]  
that the price of cocoon which the state has fixed is not such that it  
can give any / encouragement to the cultivators to take to the [2¼]  
cultivation of mulberry in preference to the cultivation of food grains  
and / other cash crops. When I was a member of the Central Silk [2½]  
Board, I had occasion to visit / Kashmir to attend one of its meeting [2¾]  
of the standing committee and I had a talk with Director of sericulture  
// there, as also with the Chief Minister of Jammu & Kashmir and I [3]  
along with members of the Board, / tried to impress upon the Chief [3¼]  
Minister that it was very essential for the development of the silk  
industry in Kashmir / that the purchase rate of cocoon should be [3½]  
increased by the State, which was a monopolist in its purchase / and [3¾]  
he had agreed to look in to the matter. I do not know whether any  
improvement in raising // the price has been made during the last [4]  
one and a half years or so or not. Some of / the finest varieties of [4¼]  
silk can be produced in Kashmir. For example, silk of a quality  
which can / be used for parachutes, could be made and during the [4½]

last war a considerable quantity of silk was produced / in the State [4¾]  
 for that purpose. Unfortunate now the Army is not getting the silk  
 for that purpose from // Kashmir to the extent that it needs. At that [5]  
 meeting, when I was in Kashmir, we had / a talk with the people. [5¼]

Sir, very valuable work is being done by the Central Silk Board, [5½]  
 and / the Board spares no effort to impress upon the various State  
 Government the desirability of increasing their sericulture industry  
 /. In fact, the amount which the Central Government has placed at [5¾]  
 the disposal of the Central Silk Board // for the industry in the fifth [6]  
 five year plan is a very handsome amount of Rs. 50 crores and  
 much / can be done in that amount if only the states, which have [6¼]  
 that industry or the possibilities of it / , could be persuaded to take [6½]  
 greater interest in its expansion.

It has been even told that once a / statute is passed by parliament [6¾]  
 and it is placed in the hand of the lawyers passed by parliament or a  
 legislature. // [7]

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