

COMBINED TECHNICAL SERVICES EXAMINATION
(INTERVIEW POSTS)
COMPUTER BASED TEST
PAPER - II - STENOGRAPHY IN ENGLISH
(DIPLOMA STANDARD)

1. Stroke mp, mb when not hooked initially or finally is doubled for the addition of

- (A) kr (B) gr
 (C) er (D) t or d
(E) Answer not known

2. Which of the following is incorrect?

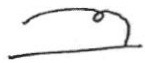



Doubling principle is used to indicate

- (A) tr (B) dr
 (C) thr (D) t or d
(E) Answer not known

3. Which of the following character is doubled for the addition of -er when not initially or finally hooked?




- (A) mp - mb (B) np - nb
(C) ptr - btr (D) tr - dr
(E) Answer not known

4. Choose the correct outline for the phrase 'my dear sir'

- (A)  (B) 
(C)  (D) 
(E) Answer not known

5. What is called a Logogram?
- (A) Two short lines underneath an outline
 - (B) Union of two vowel sounds in one syllable
 - (C) The sign for a grammalogue
 - (D) A large initial circle
 - (E) Answer not known

6. Choose the correct stroke for the word 'importance'

- | | |
|---|--|
| <input checked="" type="checkbox"/> (A)  | (B)  |
| (C)  | (D)  |
| (E) Answer not known | |

7. The curve stroke _____ is thickened for the addition of p or b.

- | | |
|---|-------|
| (A) n | (B) s |
| <input checked="" type="checkbox"/> (C) m | (D) l |
| (E) Answer not known | |

8. Thickened forms of "lr" and "rr" must not be written _____ if a vowel follows 'r'.

- | | |
|----------------------|---|
| (A) Initially | <input checked="" type="checkbox"/> (B) Finally |
| (C) In between | (D) Downward |
| (E) Answer not known | |

9. A large initial hook to 'l' represents

- | | |
|--|--------|
| <input checked="" type="checkbox"/> (A) Wh | (B) W |
| (C) Whl | (D) Wl |
| (E) Answer not known | |

10. Choose the correct outline for the word 'Seaward'

(A) 

(B) 

(C) 

(D) 

(E) Answer not known

11. Downward 'l' and downward 'r' are halved and thickened to indicate the following :

(A) B

(B) P

(C) T

(D) D

(E) Answer not known

12. Choose the correct answer :

Two strokes of unequal length may be joined, only if

(a) There is an angle at the point of junction

(b) Difference of thickness showing inequality of length

(c) A vowel comes between the two consonants

(d) In case of curves, the difference of thickness clearly shows the inequality of length

(A) (a), (b) and (c)

(B) (a), (b) and (d)

(C) (b), (c) and (d)

(D) (a), (c) and (d)

(E) Answer not known

13. Half length strokes should not be written

(A) On the line

(B) Above the line


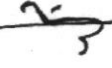
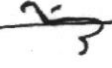
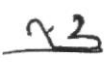
(C) On and above the line

(D) Through the line

(E) Answer not known

14. Which of the following statements are correct?
- (1) Halving a stroke indicates addition of 'T' or 'D'
 - (2) The strokes 'M', 'N', 'L' and 'R' are halved and thickened for the addition of D
 - (3) Halving a stroke indicates addition of 'TR' or 'DR'
 - (4) The strokes 'M', 'N', 'L' and 'R' are halved and thickened for the addition of T
- (A) (1) and (4) are correct
 - (B) (1) and (2) are correct
 - (C) (1) and (3) are correct
 - (D) (1), (2) and (3) are correct
 - (E) Answer not known

15. Choose the correct outline for the word 'Protectionist'.

- (A) 
- (B) 
- (C) 
- (D) 
- (E) Answer not known

16. As per Halving principle, the below two strokes are never halved :

- (A) ted and ded
- (B) ler and rer
- (C) led and wed
- (D) red and med
- (E) Answer not known

17. Match the following :

- | | | |
|-----------------|----|--|
| (a) I am not | 1. | |
| (b) You may not | 2. | |
| (c) I will not | 3. | |
| (d) You are not | 4. | |

- | | (a) | (b) | (c) | (d) |
|---|------------------|-----|-----|-----|
| (A) | 1 | 3 | 2 | 4 |
| (B) | 4 | 3 | 1 | 2 |
| <input checked="" type="checkbox"/> (C) | 2 | 4 | 1 | 3 |
| (D) | 2 | 3 | 1 | 4 |
| (E) | Answer not known | | | |

18. The consonant 'r' is provided with two different forms in order to facilitate

- (I) the joining of strokes together
 - (II) purpose of indicating initial or a final vowel sound
 - (III) disjoining of strokes
 - (IV) purpose of indicating intervening vowel sound
- (A) (I), (III) and (IV) are correct
- (B) (I) and (II) are correct
- (C) (I), (II) and (IV) are correct
- (D) (I) and (IV) are correct
- (E) Answer not known

19. Initial 'r' is written downward when
- (A) followed by a vowel-sound
 - (B) preceded by a vowel-sound
 - (C) followed and not preceded by a vowel-sound
 - (D) not preceded by a vowel-sound
 - (E) Answer not known
20. How many consonants are there in pitman shorthand?
- (A) 12 consonants
 - (B) 24 consonants
 - (C) 21 consonants
 - (D) 26 consonants
 - (E) Answer not known
21. The consonants should be written about _____ of an inch long.
- (A) $\frac{1}{6}$
 - (B) $\frac{1}{2}$
 - (C) $\frac{1}{3}$
 - (D) $\frac{2}{3}$
 - (E) Answer not known
22. Continuants are called as such because ;
- (A) sometimes the breath stops in the throat and sometimes goes upwards towards the tip of the nose
 - (B) the outgoing breath instead of being expelled suddenly, is allowed to escape in a continuous stream through similar barriers partially open
 - (C) the breath goes in with some stops
 - (D) the breath first starts from nose starting point and ends in the throat
 - (E) Answer not known

23. In which direction the letters 'CH' (chay) and 'R' (ar, ray) are written?
- (A) Upward ; Downward (B) Downward ; Upward
 (C) Both Upwards (D) Both Downwards
 (E) Answer not known
24. The long vowels may be remembered by repeating the sentence "Pa may we all _____ too?" Which is the correct word?
- (A) come (B) give
 (C) go (D) gave
 (E) Answer not known
25. Two short lines underneath an outline indicates
- (A) Heading (B) An Initial capital
 (C) Paragraph (D) Logogram
 (E) Answer not known
26. Full stop is represented by
- (A) . (B) -
 (C) × (D) !
 (E) Answer not known
27. Grammalogues are also called as
- (A) Letter words (B) Logograms
 (C) Letter signs (D) Phraseogram
 (E) Answer not known

28. A single sign which represents three vowels is called
- (A) Diphthongs (B) Grammalogues
 (C) Phraseography (D) Triphones
 (E) Answer not known
29. The sign \checkmark may be shortened when joined to
- (A) K, N and L(up) (B) K, M and L(up)
 (C) K, ING and L(up) (D) M, G and L(up)
 (E) Answer not known
30. Define phraseography
- (A) Writing a word with vowel
 (B) Writing two or more words together
 (C) Writing two words together with vowels
 (D) Writing two or more words with vowels
 (E) Answer not known
31. The outline obtained from phraseography is called
- (A) Grammalogues (B) Phraseogram
 (C) Contraction (D) Phrases
 (E) Answer not known
32. The consonants S and Z are also represented by a
- (A) Small circle (B) Large circle
 (C) Thick dot (D) Light dot
 (E) Answer not known

33. The outline for the word 'balm' is

(A) 

(B) 

(C) 

(D) 

(E) Answer not known

34. Ray is always written up at an angle of _____ from the horizontal.

(A) 40°

(B) 30°

(C) 20°

(D) 50°

(E) Answer not known

35. In phraseography, the 'n' hook is sometimes used to represent the word

(A) then

(B) can

(C) own

(D) done

(E) Answer not known

36. Choose the right statement :

(1) 'shr' is always written upward

(2) 'Ng' with a small initial hook represents, ng-kr, ng-gr

(3) 'Shl' is always written downward

(4) Hooked forms may be considered as representing syllables

(A) (1) and (2) are correct

(B) (1) and (3) are correct

(C) (3) and (1) are correct


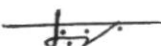
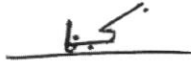

(D) (2) and (4) are correct

(E) Answer not known

37. In which of the following, 'V' hook is used in phraseography?

- (A) I have been (B) advantage of
 (C) which have (D) on behalf of
(E) Answer not known

38. Choose the correct outline for the word "Discretionary"

- (A)  (B) 
(C)  (D) 
(E) Answer not known

39. The stroke l, whether initial or final is most commonly written

- (A) Downward (B) Through the line
 (C) Upward (D) On the line
(E) Answer not known

40. A small and large initial hooks to curved strokes add respectively

- (A) 'R' and 'L' (B) 'F' and 'N'
(C) 'L' and 'R' (D) 'V' and 'L'
(E) Answer not known

41. A small final hook, struck by left motion to all straight strokes represents

- (A) F only (B) F or V
(C) V only (D) Shun
(E) Answer not known

42. Match the following :

- | | | |
|----------------|----|-----------|
| (a) Prefers | 1. | <u>rk</u> |
| (b) Preference | 2. | <u>rk</u> |
| (c) Preferred | 3. | <u>rk</u> |
| (d) Preferably | 4. | <u>rk</u> |





- | | (a) | (b) | (c) | (d) |
|---|------------------|-----|-----|-----|
| (A) | 4 | 3 | 1 | 2 |
| <input checked="" type="checkbox"/> (B) | 3 | 4 | 1 | 2 |
| (C) | 2 | 3 | 1 | 4 |
| (D) | 1 | 4 | 3 | 2 |
| (E) | Answer not known | | | |

43. Choose the correct outline for the word "Information"

- | | |
|----------------------|---|
| (A) <u> </u> | <input checked="" type="checkbox"/> (B) <u>rk</u> |
| (C) <u> </u> | (D) <u>rk</u> |
| (E) Answer not known | |

44. Which of the following statements are correct
- (1) A large initial circle represents 'SW'
 - (2) A large loop used medially or finally represents 'STR'
 - (3) A small circle used initially represents 'S' or 'Z'
 - (4) A large medial or final circle represents light or heavy sound of 'SS' with intervening vowel
- (A) (2), (3) and (4) are correct
 - (B) (1), (3) and (4) are correct
 - (C) (1), (2) and (3) are correct
 - (D) (1), (2) and (4) are correct
 - (E) Answer not known

45. The outline for the word 'Vessel' is written by

- | | |
|---|--|
| (A)  | (B)  |
| <input checked="" type="checkbox"/> (C)  | (D)  |
| (E) Answer not known | |

46. The str (ster) loop is never written at

- | | |
|---|----------------------------------|
| (A) the end of an outline | (B) the middle of an outline |
| <input checked="" type="checkbox"/> (C) the beginning of an outline | (D) middle and end of an outline |
| (E) Answer not known | |

47. Which of the following sentence is wrong?

- (A) A small circle used initially represents 'S' only
- (B) Medially and finally small circle represents S or Z
- (C) An initial circle is always read first
- (D) Final circle is not always read last
- (E) Answer not known





48. 'SW' circle is used for which of the following in phraseography

- (A) as we
- (B) sweet and sweet
- (C) swallow
- (D) suasive
- (E) Answer not known

49. The combination of a 'st' is represented by

- (A) a circle
- (B) a semi-circle
- (C) a hook
- (D) a loop
- (E) Answer not known


50. The light sound of 'ns' after a curve is expressed by the sign

- (A) 
- (B) 
- (C) 
- (D) 
- (E) Answer not known

51. Match the following :

- | | |
|----------------|-----------------|
| (a) St - Loop | 1. In this city |
| (b) Str - Loop | 2. Sweet |
| (c) SW | 3. Elastic |
| (d) SS | 4. Masterpiece |

- | | (a) | (b) | (c) | (d) |
|---|------------------|-----|-----|-----|
| (A) | 1 | 2 | 3 | 4 |
| (B) | 2 | 1 | 4 | 3 |
| <input checked="" type="checkbox"/> (C) | 3 | 4 | 2 | 1 |
| (D) | 4 | 3 | 2 | 1 |
| (E) | Answer not known | | | |





52. The stroke,  is the contracted outline for the word

- | | |
|----------------------|--|
| (A) Familiar | (B) Performance |
| (C) Perform | <input checked="" type="checkbox"/> (D) Peculiar |
| (E) Answer not known | |




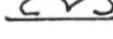
53. Dot-ing is generally used after

- | | |
|----------------------|---|
| (A) Diphthongs | (B) Vowel |
| (C) Triphones | <input checked="" type="checkbox"/> (D) Logograms |
| (E) Answer not known | |

54. Choose the outline for "Not with standing"

- | | |
|---|--|
| (A)  | (B)  |
| <input checked="" type="checkbox"/> (C)  | (D)  |
| (E) Answer not known | |

55. Match Column A with Column B and choose the correct answer

- | | | |
|------------------|----|---|
| (a) Amalgamation | 1. |  |
| (b) Minimum | 2. |  |
| (c) Amalgamate | 3. |  |
| (d) Immediate | 4. |  |

- | | (a) | (b) | (c) | (d) |
|---|------------------|-----|-----|-----|
| (A) | 4 | 2 | 1 | 3 |
| (B) | 2 | 3 | 4 | 1 |
| <input checked="" type="checkbox"/> (C) | 4 | 3 | 1 | 2 |
| (D) | 3 | 1 | 4 | 2 |
| (E) | Answer not known | | | |

56. Which of the following special contractions are not formed using the principle of intersection?

- | | |
|----------------------|--|
| (A) Nevertheless | (B) Inconveniently |
| (C) Enlarge | <input checked="" type="checkbox"/> (D) Inform |
| (E) Answer not known | |





57. _____ are formed from contracted outlines by attaching a prefix on a suffix.

- | | |
|---|----------------|
| (A) Phrases | (B) Logograms |
| <input checked="" type="checkbox"/> (C) Derivatives | (D) Consonants |
| (E) Answer not known. | |

58. Contractions for a number of words in common use are formed by the omission of a

- (A) Curved stroke
- (B) Medial or final consonant or syllable
- (C) Circle S
- (D) Prefix
- (E) Answer not known

59. Contraction for the word "Cross-Examination" is

- (A) 
- (B) 
- (C) 
- (D) 
- (E) Answer not known

60. Choose the correct answer in which the vowels may not be inserted or omitted

- (A) Where the language is of unusual character
- (B) In single stroke outlines where a vowel is not indicated by position
- (C) Special contractions
- (D) In pair of words occupying the same position but having a varying vowel
- (E) Answer not known

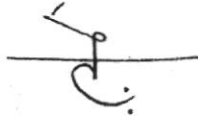
61. Choose the correct outline for 'Ironmonger'


- (A) 
- (B) 
- (C) 
- (D) 
- (E) Answer not known

62. Choose the correct outline for the word 'Positively'

(A) 


(B) 

(C) 

(D) 

(E) Answer not known

63. Choose the correct outline for 'Formality'

(A) 


(B) 

(C) 

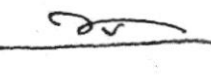
(D) 

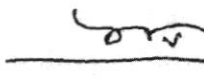
(E) Answer not known

64. The outline for the phrase 'for sometime' is

(A) 

(B) 

(C) 

(D) 

(E) Answer not known

65. Suffix "Ing" is represented by

(A) A dash

(B) A dot

(C) A dot and dash

(D) A hook

(E) Answer not known

66. How is suffix - 'mentally' represented ?

(A) 

(B) Disjoined 

(C) Disjoined 

(D) Disjoined 

(E) Answer not known

67. A light dot written at the beginning of a stroke represents the sounds of

(A) Accom

(B) Self

(C) Com, con

(D) Ing

(E) Answer not known

68. Negative words starting with "in" is written as

(A) a small hook

(B) stroke n

(C) a small loop

(D) a small circle

(E) Answer not known

69. The small hook for 'in-' is never used in negative words because

(A) It is not convenient

(B) 'in-' signifies 'not'

(C) It cannot join easily and clearly

(D) It will not preserve the straightness of the stroke

(E) Answer not known

70. Match the following

- (a) Initial 'con-', 'com-'
- (b) Intro
- (c) Magna-
- (d) Accom





- 1. disjoined 'm'
- 2. a light dot
- 3. a double length 'ntr'
- 4. joined or disjoined k

- | | (a) | (b) | (c) | (d) |
|---|------------------|-----|-----|-----|
| <input checked="" type="checkbox"/> (A) | 2 | 3 | 1 | 4 |
| (B) | 3 | 4 | 1 | 2 |
| (C) | 4 | 2 | 1 | 3 |
| (D) | 1 | 4 | 3 | 2 |
| (E) | Answer not known | | | |


71. Logograms may be used as

- (A) Prefixes only
- (B) Suffixes only
- (C) Either prefixes or suffixes
- (D) Neither prefixes nor suffixes
- (E) Answer not known

72. Choose the correct outline for 'Self-made'


- | | | | |
|---|---|-----|--|
| (A) |  | (B) |  |
| <input checked="" type="checkbox"/> (C) |  | (D) |  |
| (E) | Answer not known | | |

73. The word "Falsification" is written as

(A) 

(B) 

(C) 

(D) 

(E) Answer not known

74. Regarding 'Note taking' which of the following statement is/are correct?

(A) Notes are written in longhand

(B) Notes are written on one side of the page

(C) Notes are written till the end of the page

(D) Notes are taken on both sides of the book

(E) Answer not known

75. Choose the correct sentence :

(A) Notes are written in longhand

(B) Notes are not written till the end of the page

(C) Notes are written on one side of the book


(D) Notes are written on both sides of the book

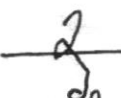
(E) Answer not known

76. The outline for the word 'Jurisprudence' is

(A) 





(B) 

(C) 

(D) 

















(E) Answer not known

77. Choose the correct outline for "revisionary bonus" -

- (A)  (B) 
 (C)  (D) 
 (E) Answer not known



78. Choose the correct outline for the following words

- (1) Justice of the peace
- (2) Lord chancellor
- (3) Examination in chief
- (4) Legal personal representative


- (A)    
 (B)    
 (C)    
 (D)    
 (E) Answer not known

79. The shorthand writer engaged in legal note taking work
- (1) Must have a fairly wide acquaintance with the peculiar style of language employed
 - (2) Not familiar with a number of leading cases
 - (3) Should be able to form neat outline
 - (4) Absolute accuracy of transcription is essential
- (A) (1), (2) and (4) are correct
 - (B) (2), (3) and (4) are correct
 - (C) (1), (3) and (4) are correct
 - (D) (1), (2) and (3) are correct
 - (E) Answer not known

80. Choose the correct outline for the phrase "Lord Chancellor"

- (A) 
- (B) 
- (C) 
- (D) 
- (E) Answer not known

81. Choose the correct outline for the words 'Nationalisation of railways'

- (A) 
- (B) 
- (C) 
- (D) 
- (E) Answer not known

82. Choose the correct outline for the words 'Postmaster-General'

(A) 


(B) 

(C) 

(D) 

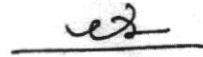
(E) Answer not known

83. Choose the correct outline for 'National Insurance Act'

(A) 

(B) 

(C) 

(D) 

(E) Answer not known

84. Find out the phrase for the given outline :



(A) Secretary of State for the Housing Department

(B) Secretary of State Government

(C) Secretary of State for Commercial Tax Department

(D) Secretary of State for the Home Department

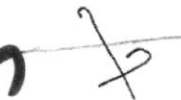
(E) Answer not known

85. Choose the correct outline for the political phrase "Proportional representation"

(A) 

(B) 

(C) 

(D) 


(E) Answer not known

86. Choose the correct outline for the word "Probability"

(A) 

(B) 

(C) 

(D) 

(E) Answer not known

87. Choose the correct outline for preliminary

(A) 

(B) 

(C) 

(D) 

(E) Answer not known

88. Accom is represented by — k either joined or disjoined in the _____ position.

(A) Second

(B) First

(C) Third

(D) All the above

(E) Answer not known

89. In which of the following outline the medial and final large circle is not used?

(A) It is said

(B) as it is

(C) in this city

(D) this is

(E) Answer not known

90. In advanced phraseography the following are omitted
- (a) Consonants not essential to phraseograms
 - (b) Any logogram or logograms providing the phraseogram is legible
 - (c) Loops, hooks and circles
 - (d) The syllable con- and a few other common syllables
- (A) (a), (b) and (c)
 - (B) (a), (c) and (d)
 - (C) (b), (c) and (d)
 - (D) (a), (b) and (d)
 - (E) Answer not known

91. Choose the correct outline for the given phrase "Workmen's Compensation Act"

(A)

(B)

(C)

94. Stroke for Sr(up) is used as intersection for the word
- (A) Counselling (B) Conversation
 (C) Conservative (D) Council
 (E) Answer not known

95. Match the following

- | | | |
|--------------------------|----|--|
| (a) Railway facilities | 1. | |
| (b) Railway official | 2. | |
| (c) Railway time | 3. | |
| (d) Metropolitan Railway | 4. | |

- | | (a) | (b) | (c) | (d) |
|---|------------------|-----|-----|-----|
| (A) | 4 | 3 | 2 | 1 |
| (B) | 2 | 4 | 3 | 1 |
| (C) | 2 | 3 | 4 | 1 |
| <input checked="" type="checkbox"/> (D) | 3 | 4 | 2 | 1 |
| (E) | Answer not known | | | |

96. An intervening dash vowel, or a diphthong is shown by _____ for the vowel or diphthong.
- (A) Doubling the stroke
 (B) Intersecting the sign
 (C) Writing a small circle
 (D) Medial semicircle
 (E) Answer not known

97. Choose the correct outline for 'Valuation of the property'

(A)

(B)

(C)

(D)

(E) Answer not known

98. Find the correct outline for 'National reserve'

(A)

(B)

(C)

(D)

(E) Answer not known

99. In intersections, the word 'Conservative' is represented by

(A)

(B)

(C)

(D)

(E) Answer not known

100. Choose the correct outline for the words 'Legal Authority' -

(A)

(B)

(C)

(D)

(E) Answer not known