

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**

Government Commercial Certificate Examination

**4 JULY, 2018**

[Time : 09-00]

(Total Marks for Sections I and II : 100)

**ENGLISH SHORTHAND**

(80 Words Per Minute)

**SECTION - I**

**[Time allowed : 20 Minutes]**

---

Transcribe the following in English paying special attention to the neatness and accuracy of outlines :

**[Marks : 20]**

(A) Write the Shorthand the following Grammalogues : **[08]**

- |                 |                  |
|-----------------|------------------|
| (1) School      | (2) Cannot       |
| (3) Till        | (4) Significance |
| (5) Guard       | (6) Quite        |
| (7) Instruction | (8) Difference   |

(B) Write the following phrases in Shorthand : **[06]**

- |                       |                   |
|-----------------------|-------------------|
| (1) On the other side | (2) By some means |
| (3) Going on          | (4) At all events |
| (5) I would           | (6) In order      |

(C) Write the following Contractions and Intersections in Shorthand : **[06]**

- |                      |                         |
|----------------------|-------------------------|
| (1) Influential      | (2) Capital Expenditure |
| (3) Finance Bill     | (4) Republican          |
| (5) Sympathetic Bill | (6) Your attention      |
-