

CBSE | DEPARTMENT OF SKILL EDUCATION

SHORTHAND ENGLISH (SUBJECT CODE - 825)

CLASS XI (SESSION 2021-2022) BLUE-PRINT FOR SAMPLE QUESTION PAPER FOR TERM -1

Max. Time Allowed: 90 Minutes (1½ Hrs.)

Max. Marks: 30

PART A - EMPLOYABILITY SKILLS (05 MARKS):

UNIT NO.	NAME OF THE UNIT	NO. OF QUESTIONS (1 MARK EACH)
1	Communication Skills-III	2
2	Self-Management Skills-III	2
3	Information and Communication Technology Skills-III	2
TOTAL QUESTIONS		6 Questions
NO. OF QUESTIONS TO BE ANSWERED		Any 5 Questions
TOTAL MARKS		1 x 5 = 5 marks

PART B - SUBJECT SPECIFIC SKILLS (25 MARKS):

UNIT NO.	NAME OF THE UNIT	NO. OF QUESTIONS (1 MARK EACH)
1	Introduction to Stenography	3
2.	Consonants and their joining	7
3.	Vowel, Diphthongs and Triphones, Grammalogues and Punctuation Signs	11
4.	Alternative forms of 'R' and 'H', abbreviated W, Phraseography and Tick 'the'	11
TOTAL QUESTIONS		32 Questions
NO. OF QUESTIONS TO BE ANSWERED		25 Questions
TOTAL MARKS		1 x 25 = 25 MARKS

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Max. Time Allowed: 90 Minutes (1½ Hrs.)

Max. Marks: 30

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper is divided into 03 Sections, viz., Section A, Section B and Section C.
3. Section A is of 05 marks and has 06 questions on Employability Skills.
4. Section B is of 20 marks and has 25 questions on Subject Specific Skills.
5. Section C is of 05 marks and has 07 competency-based questions.
6. Do as per the instructions given in the respective sections.
7. Marks allotted are mentioned against each section/question.
8. All questions must be attempted in the correct order.

SECTION A

Answer any 5 questions out of the given 6 questions on Employability Skills (1 x 5 = 5 marks)

1.	Communication skills are needed to (a) Inform (b) Influence (c) Express (d) Ignore	1
2.	Which of the following is not a point of 7Cs of effective communication? (a) Conscious (b) Clear (c) Courteous (d) Complete	1
3.	Which of the following explicit the meaning of self-motivation? (a) pushes you to achieve your goal (b) feels happy (c) improves your quality (d) Feels jealous	1
4.	_____ is the thinking skill that helps you to complete tasks on time. (a) Goal setting (b) Time management (c) Stress management (d) Confused mind	1

5.	Which shortcut key is used to find a document? (a) Ctrl + Z (b) Ctrl + Y (c) Ctrl + F (d) Ctrl + H	1
6.	Which Menu Option has the commands Margins, Spacing, Orientation? (a) Insert (b) View (c) Home (d) Layout	

SECTION B

Answer any 20 questions out of the given 25 questions

(1 x 20 = 20 marks)

7.	There are _____ consonants in Shorthand: (a) 12 (b) 16 (c) 24 (d) 26	1
8.	Abbreviated 'W' before consonants 'K', 'G', 'M' & 'R' is represented by: _____ (a) Circle (b) Loop (c) Right semi-circle (d) Left semi-circle	1
9.	Punctuation sign used for 'full stop' in shorthand is _____: (a) Cross (b) Dot (c) star (d) dash	1
10.	Frequently occurring words in shorthand represented by a single sign are known as _____: (a) Phraseogram (b) Logogram (c) Grammalogues (d) Consonant	1
11.	Diphthong is a union of _____ : (a) Three vowel sounds (b) Two vowel sounds in more than one syllable (c) Two vowel sounds in one syllable. (d) Two vowels occurring consecutively	
12.	Each stroke is having _____ vowel places: (a) One (b) Two (c) Three (d) Four	1

13.	Where will you put preceding vowels in horizontal strokes? (a) Before (b) After (c) Both (d) On the right- hand side	1
14.	There are _____ Diphthongs in Shorthand: (a) 12 (b) 6 (c) 4 (d) 8	1
15.	The diphthong sign for 'l' is _____ when prefixed to consonants L' and 'M': (a) abbreviated (b) written in full (c) halved (d) Doubled	1
16.	The method of _____ the matter written in Shorthand to the language concerned is known as transcription: (a) Correcting (b) Copying (c) Reading (d) Converting or translating	1
17.	A long-vowel is expressed by _____ and _____ (a) Heavy Dot and heavy dash (b) dot and light dash (c) Tick and hash (d) Consonant and Diphthong	1
18.	Vowels in Shorthand are written at _____ places of a consonant: (a) 2 (b) 3 (c) 4 (d) 6	1
19.	There are _____ long vowels in Shorthand: (a) Four (b) Six (c) Five (d) Seven	1
20.	'A' and 'an' grammalogue in Shorthand is expressed by a _____: (a) Dot (b) Dash (c) Cross (d) Consonant	1

21.	Joining of two or more words without lifting the pen is called: (a) Consonant (b) Diphthong (c) Phraseography (d) Contraction	1
22.	Triphones are _____ vowel sounds in one sign: (a) Two (b) Three (c) Four (d) Single	1
23.	Triphones are represented by adding a _____ to the diphthong: (a) Tick (b) Dot (c) Circle (d) Slash	1
24.	A _____ is a result of friction or stopping of breath in some parts of the mouth or throat. (a) Vowel (b) Consonant (c) Diphthong (d) Contraction	1
25.	Consonants P/B, T/D, CH/J & K/G are _____ classified as: (a) Explodents (b) Continuants (c) Nasals (d) Liquids	1
26.	Diphthongs are represented by _____ signs. (a) One (b) Two (c) Three (d) Four	1
27.	Shorthand was invented by Sir Isaac Pitman in _____: (a) 1873 (b) 1837 (c) 1738 (d) 1783	1
28.	M, N and NG are called _____ consonants: (a) Upward (b) Straight horizontal (c) Downward (d) Curved horizontal	1

29.	Consonant 'R' will be written in _____ direction if it is the first consonant in a word and is preceded by a vowel: (a) Upward (b) Downward (c) Horizontal (d) Below the line	1
30.	When two or more wrds are joined together, it is known as _____: (a) Grammalogue (b) Phrase (c) Phraseogram (d) Phraseography	1
31.	The size of the consonant should be _____ of an inch. (a) 1/3 rd (b) ½ (c) 1/6 th (d) 1/12 th	1

SECTION C
(COMPETENCY BASED QUESTIONS)

Answer any 5 questions out of the given 6 questions

(1 x 5 = 5 marks)

32.	_____ place vowel signs between two strokes are written before the second stroke: (a) First (b) Second (c) Third (d) Fourth	1
33.	Consonant 'R' is always written in _____ direction before 'M' because of the easier joining: (a) Upward (b) Downward (c) Hooked form (d) Horizontal	1
34.	Two short lines underneath an outline indicate an _____ (a) Final word in capital (b) Initial word in capital (c) Initial alphabet in capital (d) All Capitals	1
35.	First eight consonants which are represented by straight lines at different angles, in different directions and with different impressions are known as _____ strokes: (a) Mixed (b) Curved (c) Straight (d) Half-length	1

36.	The technique of writing the spoken sounds with the help of certain symbols is known as _____: (a) Stenography (b) Phonography (c) Letter writing (d) Photography	1
37.	Consonant 'T' is written at an angle of _____ degree with light impression and in downward direction: (a) 60 (b) 120 (c) 90 (d) 30	1
38.	The stroke 'Chay' is written in _____ direction and the stroke 'Ray' is written in _____ direction: (a) Upward, downward (b) Downward, upward (c) Upward, horizontal (d) Horizontal, downward	1