

CBSE | DEPARTMENT OF SKILL EDUCATION

SHORTHAND (ENGLISH) (SUBJECT CODE - 825)

CLASS XII (SESSION 2021-2022) MARKING SCHEME FOR TERM -1

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.	(iii) Downward	1
2.	(ii) Facial expressions	1
3.	(iii) Feelings of superiority	1
4.	(ii) Goals	1
5.	(iv) Mouse	1
6.	(iii) Slide	1

SECTION B

Answer any 20 questions out of the given 25 questions (1 x 20 = 20 marks)

7.	(ii) Three	1
8.	(ii) D	1
9.	(i) Downward	1
10.	(iii) I	1
11.	(iii) To identify the correct word	1
12.	(ii) Dot Vowel	1

13.	(iii)Recognition	1
14.	(ii)For Ing	1
15.	(iii)Disjoining the upward dash	1
16.	(ii) N	1
17.	(iii)Self	1
18.	(i)Ings	1
19.	(ii) Disjoined M	1
20.	(ii)Fullness	1
21.	(ii) Lessness	1
22.	(iii) Ward	1
23.	(ii) Sleeplessness	1
24.	(iii) Ment	1
25.	(i)Consonant J disjoined	1
26.	(iii)On	1
27.	(i)A contraction is a short form containing not less than two strokes, in which one or more of the consonants are not represented.	1
28.	(iii)Dollar	1
29.	(ii)Five per cent	1
30.	(iii)Writing all the consonants/syllables	1
31.	(iv)T	1

SECTION C
(COMPETENCY BASED QUESTIONS)

Answer any 5 questions out of the given 7 questions

(1 x 5 = 5 marks)

32.	(ii) Having a varying vowel	1
33.	(ii) To the opposite side of initial attachment	1
34.	(iv) Attached N hook	1
35.	(ii) Joined Stroke n	1
36.	(ii) com	1
37.	(iii) 'p' halved for 'd', 'n' hook and 's' circle	1
38.	(iii) Employing logogram finally	1