

# CBSE | DEPARTMENT OF SKILL EDUCATION

## SHORTHAND (ENGLISH) (SUBJECT CODE 825)

Blue-print for Sample Question Paper for Class XII (Session 2020-2021)

Max. Time: 3 Hours

Max. Marks: 60

### PART A - EMPLOYABILITY SKILLS (10 MARKS):

UNIT NO.	NAME OF THE UNIT	OBJECTIVE TYPE QUESTIONS	SHORT ANSWER TYPE QUESTIONS	TOTAL QUESTIONS
		1 MARK EACH	2 MARKS EACH	
1	Communication Skills-IV	1	1	2
2	Self-Management Skills-IV	2	1	3
3	Information and Communication Technology Skills-IV	1	1	2
4	Entrepreneurial Skills-IV	1	1	2
5	Green Skills-IV	1	1	2
TOTAL QUESTIONS		6	5	11
NO. OF QUESTIONS TO BE ANSWERED		Any 4	Any 3	
TOTAL MARKS		1 x 4 = 4	2 x 3 = 6	10 MARKS

### PART B - SUBJECT SPECIFIC SKILLS (50 MARKS):

UNIT NO.	NAME OF THE UNIT	OBJECTIVE TYPE QUESTIONS	SHORT ANS. TYPE QUES.- I	SHORT ANS. TYPE QUES.- II	DESCRIPTIVE/ LONG ANS. TYPE QUESTIONS	TOTAL QUESTIONS
		1 MARK EACH	2 MARKS EACH	3 MARKS EACH	4 MARKS EACH	
1.	Diaphones, Medial Semi-Circle. Upward and downward 'L' and Upward and downward 'SH'	7	2	1	2	12
2	Prefixes and Suffixes	7	1	1	2	11
3	General Contractions, Special Contractions and Figures	7	1	1		9
4.	Advanced Phraseography	4	1			5
5.	Intersections	4				4
6.	Dictation Passages and their Transcription	1			1	2
7.	Business Letters and their Transcription	2				2
TOTAL QUESTIONS		32	5	3	5	45
NO. OF QUESTIONS TO BE ANSWERED		26	Any 3	Any 2	Any 3	
TOTAL MARKS		1 x 26 = 26	2 x 3 = 6	3 x 2 = 6	4 x 3 = 12	50 MARKS

# CBSE | DEPARTMENT OF SKILL EDUCATION

## STENOGRAPHY (ENGLISH) (SUBJECT CODE 825)

### Sample Question Paper for Class XII (Session 2020-2021)

Max. Time: 3 Hours

Max. Marks: 60

#### General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of **24 questions** in two sections – Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. **Out of the given (6 + 18 =) 24 questions, a candidate has to answer (6 + 11 =) 17 questions in the allotted (maximum) time of 3 hours.**
5. All questions of a particular section must be attempted in the correct order.
6. **SECTION A - OBJECTIVE TYPE QUESTIONS (30 MARKS):**
  - i. This section has 06 questions.
  - ii. There is no negative marking.
  - iii. Do as per the instructions given.
  - iv. Marks allotted are mentioned against each question/part.
7. **SECTION B – SUBJECTIVE TYPE QUESTIONS (30 MARKS):**
  - i. This section contains 18 questions.
  - ii. A candidate has to do 11 questions.
  - iii. Do as per the instructions given.
  - iv. Marks allotted are mentioned against each question/part.

## SECTION A: OBJECTIVE TYPE QUESTIONS

<b>Q. 1</b>	<b>Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)</b>	
i.	Soft skills are also known as _____ skills.	<b>1</b>
ii.	If you are agreed to someone opinion and provide the following sign. The sign represent a type of communication. Please write down the name of the same.	<b>1</b>
iii.	A _____ is a systematic display of information.	<b>1</b>
iv.	Open Office Calc is a _____ program.	<b>1</b>
v.	A lady visited your school on the children day and introduced herself as the Director of an NGO, but later on, you come to know that she was the Project Co-coordinator of the Education of that NGO. Which disorder do you suspect in her?	<b>1</b>
vi.	Those who conduct audits to determine how energy efficient the building are called	<b>1</b>

<b>Q. 2</b>	<b>Answer any 5 out of the given 7 questions (1 x 5 = 5 marks)</b>	
i.	Dash Vowel + Any other vowel represent the angular sign of diaphone -- will be written according to _____ sounded vowel.	<b>1</b>
ii.	When there is a final vowel after 'w', the following is used: (a) Semi-circle (b) 'w' Consonant	<b>1</b>
iii.	After 'Sk' the consonant 'L' is written in which direction.	<b>1</b>
iv.	After consonant 'F', 'SH' is written in which direction _____	<b>1</b>
v.	Two vowel sounds coming simultaneously but being pronounced separately are known as _____	<b>1</b>
vi.	The 'L' will be written _____ if it is preceded by a vowel and followed by 'N'.	<b>1</b>
vii.	Consonant 'SH' will be written in the direction of _____, when it occurs between 'b' and 'p'	

<b>Q. 3</b>	<b>Answer any 6 out of the given 7 questions (1 x 6 = 6 marks)</b>	
i.	Initial 'com' is represented by an initial 'dot' in the _____ of a stroke.	<b>1</b>
ii.	Initial 'megna' is represented by _____ consonant 'M'. (a) Joined (b) disjoined	<b>1</b>
iii.	Grammalogues are also _____ (used/not used) prefixed.	<b>1</b>
iv.	_____ will be indicated by final dash.	<b>1</b>
v.	Mentality is represented by disjoining _____	<b>1</b>
vi.	Joined or disjoined "L" represents the sound of _____ in suffix.	<b>1</b>
vii.	Medially the sound of 'ing' is represented by: (Select one) (a) dot (b) dash (c) Stroke	

<b>Q. 4</b>	<b>Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)</b>	
i.	A shorthand contraction is consisting of at least _____ strokes.	<b>1</b>
ii.	The _____ contractions are formed by omitting the medial or final stroke.	<b>1</b>
iii.	Million is represented by _____ consonant to represent figures in Shorthand.	<b>1</b>

iv.	'B' Consonant is used to represent _____ in figures in Shorthand.	1
v.	How the monetary unit of pounds is represented?	1
vi.	Altogether _____ _____ is the example of employing _____ for making the contraction.	1

<b>Q. 5</b>	<b>Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)</b>	
i.	Upward 'R' and circle's' represents _____ in monetary unit.	1
ii.	'ST' loop is used to represent _____ in advanced phraseography.	1
iii.	For the addition of 'other', _____ principle is used in advanced phraseography.	1
iv.	'N' hook is used to represent _____, _____ in advanced phraseography.	1
v.	Circle 's' and 'shun' hook is used to represent _____ in advanced phraseography.	1
vi.	The method of writing one stroke through another is called _____,	1

<b>Q. 6</b>	<b>Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)</b>	
i.	The word 'Professor' is represented by _____ in intersection.	1
ii.	The stroke 'J' is employed to represent _____ in forming intersection.	1
iii.	'Limited' is written by employing _____ consonant in intersection.	1
iv.	The _____ are meant only to the person who is dictating the passage.	1
v.	A combination of Indented and Blocked style letter is called _____ style.	1
vi.	What is another name of American Style Letter?	1

## **SECTION B: SUBJECTIVE TYPE QUESTIONS**

**Answer any 3 out of the given 5 questions on Employability Skills (2 x 3 = 6 marks)**

**Answer each question in 20 – 30 words.**

<b>Q. 7</b>	What is writing?	2
<b>Q. 8</b>	Define the interrogative sentence.	2
<b>Q. 9</b>	Write down the steps to Print the worksheet.	2
<b>Q. 10</b>	What is the meaning of personality? Who contributes for one's personality?	2
<b>Q. 11</b>	List any four Green Jobs in building and construction.	2

**Answer any 3 out of the given 5 questions in 20 – 30 words each (2 x 3 = 6 marks)**

<b>Q. 12</b>	Define the rules for writing the left medial semi-circle.	2
<b>Q. 13</b>	Define Diphones with their signs of representation and position.	2
<b>Q. 14</b>	What is the difference between prefix and suffix? Explain with at least two examples.	2
<b>Q. 15</b>	Define the difference between grammalogues and contractions.	2
<b>Q. 16</b>	Write any two rules of advanced phraseography using the halving principle.	2

**Answer any 2 out of the given 3 questions in 30– 50 words each (3 x 2 = 6 marks)**

<b>Q. 17</b>	Write down any three rules of downward 'SH' with at least one example of each.	3
<b>Q. 18</b>	How the 'ment' is represented in case of suffix in Shorthand.	3
<b>Q. 19</b>	Define the difference between General Contractions and Special Contractions with examples.	3

**Answer any 3 out of the given 5 questions in 50– 80 words each (4 x 3 = 12 marks)**

<b>Q. 20</b>	Write down, any four, the difference between the diphthong and diaphone.	<b>4</b>
<b>Q. 21</b>	Explain any four rules of upward 'SH', with suitable examples.	<b>4</b>
<b>Q. 22</b>	Write down the rules of 'in' before 'str', 'skr' and upward 'H', with examples.	<b>4</b>
<b>Q. 23</b>	Define any four rules for writing 'ing' as suffix in shorthand with examples.	<b>4</b>
<b>Q. 24</b>	Write down any four precautions to be taken during the transcription of the shorthand passage.	<b>4</b>