

CBSE | DEPARTMENT OF SKILL EDUCATION

SHORTHAND (ENGLISH) (SUBJECT CODE 825)

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

Max. Time Allowed: 1½ Hours (90 min)

Max. Marks: 30

PART A - EMPLOYABILITY SKILLS (05 MARKS):

UNIT NO.	NAME OF THE UNIT	NO. OF QUESTIONS - VSA (1 MARK EACH)	NO. OF QUESTIONS - SA (2 MARKS EACH)	NO. OF QUESTIONS - LA (4 MARKS EACH)	TOTAL NUMBER OF QUESTIONS
4	Entrepreneurial Skills-IV	2	1	-	3
5	Green Skills-IV	2	1	-	3
TOTAL QUESTIONS		4	2	-	06
NO. OF QUESTIONS TO BE ANSWERED		Any 3	Any 1	-	04
TOTAL MARKS		3 x 1 = 3 Marks	1 x 2 = 2 Marks	-	05 Marks

PART B - SUBJECT SPECIFIC SKILLS (25 MARKS):

UNIT NO.	NAME OF THE UNIT	NO. OF QUESTIONS - VSA (1 MARK EACH)	NO. OF QUESTION S – SA - I (2 MARKS EACH)	NO. OF QUESTION S – SA - II (3 MARKS EACH)	NO. OF QUESTIONS - LA (4 MARKS EACH)	TOTAL NUMBER OF QUESTION S
4	Alternative forms of 'R' and 'H', abbreviated 'W', Phraseography and Tick 'The'	1	1	1	-	3
5	Circles and Loops	2	1	-	1	4
6	Hooks (Initial and Final)	1	1	1	1	4
7	Halving Principle and Doubling Principle	2	1	1	1	5
8	Compound Consonants, Dot and Tick 'H'	1	1	1	-	3
TOTAL QUESTIONS		07	05	04	03	19
NO. OF QUESTIONS TO BE ANSWERED		05	03	02	02	12
TOTAL		5 x 1 = 05	3 x 2 = 06	2 x 3 = 06	2 x 4 = 08	25
TOTAL MARKS		5 + 25 = 30 MARKS				

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SHORTHAND (ENGLISH) (SUBJECT CODE 825)

CLASS XI (SESSION 2021-2022)
MARKING SCHEME FOR TERM - II

Max. Time Allowed: 1 ½ Hours (90 min)

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.
 - a) Questions numbers 1 to 4 are one mark questions. Attempt any three questions.
 - b) Questions numbers 05 and 06 are two marks questions. Attempt any one question.
4. Section B is of 17 marks and has 16 questions on Subject specific Skills.
 - a) Questions numbers 7 to 13 are one mark questions. Attempt any five questions.
 - b) Questions numbers 14 to 18 are two marks questions. Attempt any three questions.
 - c) Questions numbers 19 to 22 are three marks questions. Attempt any two questions
5. Section C is of 08 marks and has 03 competency-based questions.
 - a) Questions numbers 23 to 25 are four marks questions. Attempt any two questions.
6. Do as per the instructions given in the respective sections.
7. Marks allotted are mentioned against each section/question.

SECTION A


















(3 + 2 = 5 marks)





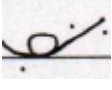










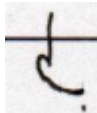



Answer any 03 questions out of the given 04 questions		1 x 3 = 3
Q.1	What is the meaning of values? Ans: Values are basically the beliefs about what matters the most, how to behave and which goals are important.	1
Q.2	Define Attitudes. Ans: Attitude is defined as a set of beliefs, emotions and behaviours towards a particular place, object, person, situation, event, ideas or thing.	1
Q.3	What are 4 Rs' and 1 U to control the waste of our resources? Ans: These are 4Rs' –Refuse, Reduce, Reuse, Recycle and 1 U – Upcycle.	1
Q.4	Define the five basic components of Green Economy. Ans: These are: 1 .Renewable Energy 2. Green Buildings 3. Green Transport 4. Water Management & 5. Waste Management	1
Answer any 01 question out of the given 02 questions		2 x 1 = 2
Q.5	'An entrepreneur should be passionate', discuss. Ans: Passion is the key for entrepreneurial success, because one cannot deal with frustrating situations or overcome challenges if one does not feel passionate about the business. This also helps to persuade others to stay motivated. Most successful entrepreneurs feel passionate about their ideas, daily tasks, creations and goals.	2

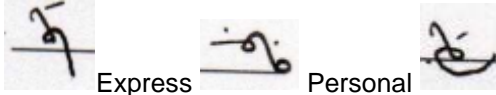
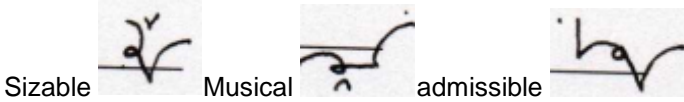

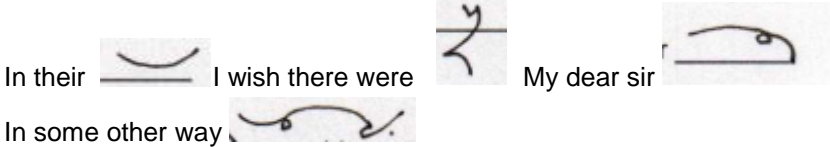
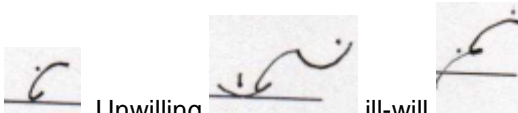
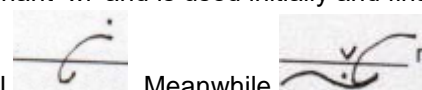
Q.6	<p>What is the role of People as stakeholders in Green Economy?</p> <p>Ans: The most important stakeholder in a green economy is the people of the nation. Any economy exists because of its people. Government brings many policies but the success of the policy depends on how the people have adopted the change. If the policy affects the people negatively, it is bound to collapse. Hence, while laying down the policy, the interest of the people should be considered. The factors like education of the people of nation also play a pivotal role. If the masses are not educated and aware about the latest trends and needs, they will either reject the policies or would not be able to contribute to the extent to bring a desirable change.</p>	2
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SECTION B

(5 + 6 + 6 = 17 marks)



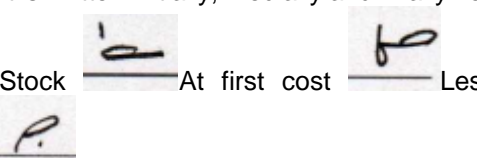











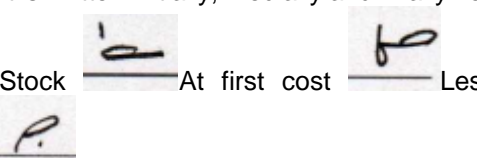











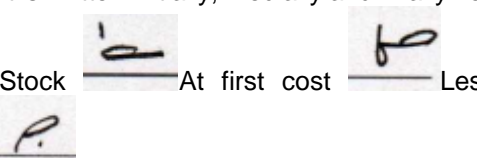












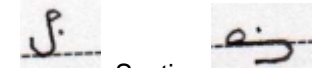


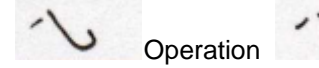


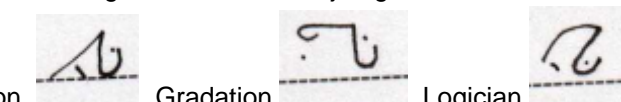
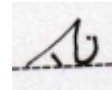
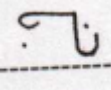



Answer any 05 questions out of the given 07 questions		1 x 5 = 5
Q.7	<p>Define the two consonants which are written in two directions in Shorthand.</p> <p>Ans: Two consonants are: R and H. And these are written downward and upward.</p> <p>R: R (upward):  R (downward) </p> <p>H: H (upward)  H (downward) </p>	1
Q.8	<p>How is the circle 's' used with straight consonants?.</p> <p>Ans: Circle 's' is used initially, medially and finally viz.</p> <p>Initially :Side </p> <p>Medially: Desk </p> <p>Finally: Days </p>	1
Q.9	<p>How can you use the 'st' loop in grammalogues and phraseography?</p> <p>Ans: It is used as under:</p> <p>Grammalogues: Most  Next </p> <p>Phraseography: At first  first-thing </p>	1
Q.10	<p>Write down the strokes which are not hooked initially for 'r' and 'l'.</p> <p>Ans: There are four strokes:</p> <p>S  Z  L  and R (downward) </p>	1
Q.11	<p>Why is the halving principle used in Stenography?</p> <p>Ans: Halving principle is used for the addition of 't' and 'd' to that stroke.</p> <p>Tight  wait </p>	1
Q.12	<p>What do you understand by doubling the strokes in shorthand?</p> <p>Ans: When a stroke is doubled in length, it is called doubling principle. It is used for the addition of -tr or -dr, of THr or in common word -ture.</p>	1
Q.13	<p>Define the compound consonants in Shorthand.</p> <p>Ans: The compound consonants are the sound of combinations of two consonants. These are – KW, GW, WL, WHL, LR, RR, MP, MB And WH</p>	1

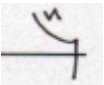

Answer any 03 questions out of the given 05 questions		2 x 3 = 6
Q.14	<p>Write down any two rules, with examples, of writing the 'H' Downward.</p> <p>Ans: These are:</p> <p>1. When 'H' is only consonant and standing alone, viz</p> <p>He  High </p> <p>2. When 'H' is followed by consonant 'K' and 'G', viz</p> <p>Hake  Hug </p>	2
Q.15	<p>Explain the use of large circle medially and finally, with examples.</p> <p>Ans: Medially and finally large circle represents the sounds such as ses, sez, zes or zez viz.</p> <p>Medially : Necessary  Insist </p> <p>Finally: Causes  Faces </p>	2
Q.16	<p>Why is 'f' or 'v' hook not written inside the curved strokes?</p> <p>Ans: The 'N' hook is written finally inside the curved strokes viz.</p> <p>fun  Man </p> <p>'F/V' hook cannot be used in the same direction i.e. finally inside the curved strokes viz.</p> <p>Five  Move </p> <p>It will create confusion. This is the reason.</p>	2
Q.17	<p>Define the use of 'n' and 'f/v' hooks in the middle, with examples.</p> <p>Ans: Both can be used in the middle as long as the outline does not look awkward or it not likely to be misread e.g.</p> <p>Examples with 'N' hook: Punish  Plenty </p> <p>Examples with F/V Hook: Private  Differ </p>	2
Q.18	<p>Write down the use of tick 'h' with suitable examples.</p> <p>Ans: Downward Hay is reduced to a tick before simple Em Imp, upward Ell, Ar, Rer, Ard. It is used only initially, never medially or finally. 'H' tick is treated as an initial attachment like circle S. It therefore does not count as the first stroke when placing the outline in position and is not used if a vowel precedes it. e.g.</p> <p>Home  Hill  Her </p>	2

Answer any 02 questions out of the given 04 questions	3 x 2 = 6	
<p>Q.19</p>	<p>Define Phraseography. Write any three qualities of a good phraseogram? Ans: When two or more words are joined together, it is known as a phrase. The methods of writing two or more words together without lifting the pen or pencil is called Phraseography and the resulting outline is called a Phraseogram.</p> <p>Qualities of a good Phraseogram</p> <ol style="list-style-type: none"> A Phraseogram should be easy to write Phrase should neither ascend too far above the line nor descend too far below the line because it spoils the smooth running of hand. Phrase should be legible when written The first word form of a phrase should occupy its original position in which it would be written if it stood alone e.g. the first word-form of a phrase 'How can they' would be written on the line as the first word-form 'How' standing is written on the line. 	<p>3</p>
<p>Q.20</p>	<p>How is the circle's' used with hooks in the middle? Ans: These are:</p> <ol style="list-style-type: none"> If s/z precedes a double consonant, whether a straight stroke or curved stroke, 's' sound is indicated by attaching a small circle inside the hook viz: Prosper  If there is an occurrence of vowel between the joining of two consonants forming a double consonant, then it is not used viz  	<p>3</p>
<p>Q.21</p>	<p>What is the use of halving and doubling principle in phraseography? Ans: These are:</p> <ol style="list-style-type: none"> Halving Principle is employed in phraseography for – it, not, word or would etc  Doubling principle is employed for – there, their, other and dear  	<p>3</p>
<p>Q.22</p>	<p>Define the difference between two compound consonants of 'wl' and 'wel'. Ans: These are:</p> <ol style="list-style-type: none"> The small initial hook written inside upward 'L' prefix 'W' and represent compound 'wl'. It is used initially, medially and finally.viz  When the sound of 'h' immediately precedes 'wl' the compound consonant 'hwl' is formed. It is represented by enlarging the small initial hook of the compound consonant 'wl' and is used initially and finally viz  	<p>3</p>


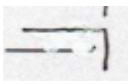
SECTION C
(COMPETENCY BASED QUESTIONS)

(2 x 4 = 8 marks)


Answer any 02 questions out of the given 03 questions										
Q.23	<p>What is the difference between 'ST' and 'STR' loops? Explain with examples. Ans: It is as under:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> ST Loop It is written ½ length of the stroke i.e.  Passed </td> <td style="width: 50%; padding: 5px;"> STR Loop It is written ⅔ length of the stroke i.e.  Poster ..b.. </td> </tr> <tr> <td style="padding: 5px;"> It is written initially, medially and finally i.e.  Stock  At first cost  Lest  </td> <td style="padding: 5px;"> It is written medially and finally but not initially i.e. Faster  Masterpiece  </td> </tr> <tr> <td style="padding: 5px;"> 'Sd' sound is also indicated using 'st' loop i.e.  Raised  </td> <td style="padding: 5px;"> There is no sound of 'sdr' </td> </tr> <tr> <td style="padding: 5px;"> If there is a vowel after 'st' in a word, 'st' loop is not used, circle 's' and 't' stroke is used i.e. Rusty  </td> <td style="padding: 5px;"> If there is a vowel after 'str', 'str' loop is not used, circle 's' with 't' stroke and 'r' is also used. i.e. Mastry  </td> </tr> </table>	ST Loop It is written ½ length of the stroke i.e.  Passed	STR Loop It is written ⅔ length of the stroke i.e.  Poster ..b..	It is written initially, medially and finally i.e.  Stock  At first cost  Lest 	It is written medially and finally but not initially i.e. Faster  Masterpiece 	'Sd' sound is also indicated using 'st' loop i.e.  Raised 	There is no sound of 'sdr'	If there is a vowel after 'st' in a word, 'st' loop is not used, circle 's' and 't' stroke is used i.e. Rusty 	If there is a vowel after 'str', 'str' loop is not used, circle 's' with 't' stroke and 'r' is also used. i.e. Mastry 	4
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Q.24	<p>Define the different rules in writing the large final hook with proper shorthand outlines Ans: 'Shun' of 'zhun' sounds spelt in English language as -tion, -sion, tian, etc. are represented by a large final hook:</p> <ol style="list-style-type: none"> i. Shun hook is written inside the curve strokes i.e.  Motion  Nation  ii. When attached to a straight stroke with an initial attachment (circle, loop, or hook), the Shun hook is written on the side opposite to the initial attachment e.g.  Station  Section  iii. Shun hook is written opposite to the last vowel e.g.  Option  Operation  iv. When attached to a straight stroke having no initial attachment, Shun hook is written on the right side of t, d and j, e.g.  Rotation  Gradation  Logician  	4								
Q.25	<p>When the halving principle is not used? Explain with examples. Ans: Halving principle is not employed under the following situations e.g.</p> <ol style="list-style-type: none"> i. Downward form of 'h' is not halved, when standing alone. It is the upward form of 'h' is halved e.g. Hat  Heat  ii. Stroke is not halved when followed by a 'triphone' e.g. 	4								

Fiat  Diet 

iii. Halving principle is not used when there is a joining of two straight strokes, forming no angle., e.g.

Looked  cooked 

iv. In the words ending with 't' and 'd' , and followed by a vowel e.g.

Body  Ready 