

# 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
<b>TOTAL QUESTIONS</b>		4	2		06
<b>NO. OF QUESTIONS TO BE ANSWERED</b>		Any 3	Any 1	-	04
<b>TOTAL MARKS</b>		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 QUESTION S - VSA (1 MARK EACH)	NO. OF QUESTION S – SA - I (2 MARKS EACH)	NO. OF QUESTION S – SA - II (3 MARKS EACH)	NO. OF QUESTION S - LA (4 MARKS EACH)	TOTAL NUMBER OF QUESTIONS
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
<b>TOTAL QUESTIONS</b>		07	05	04	03	19
<b>NO. OF QUESTIONS TO BE ANSWERED</b>		05	03	02	02	12
<b>TOTAL</b>		5 x 1 = 05	3 x 2 = 06	2 x 3 = 06	2 x 4 = 08	25
<b>TOTAL MARKS</b>		<b>5 + 25 = 30 MARKS</b>				

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### CLASS XI (SESSION 2021-2022) SAMPLE QUESTION PAPER 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)

<b>Answer any 03 questions out of the given 04 questions</b>		<b>1 x 3 = 3</b>
<b>Q.1</b>	What is the meaning of values?	<b>1</b>
<b>Q.2</b>	Define Attitudes.	<b>1</b>
<b>Q.3</b>	What are 4 Rs' and 1 U to control the waste of our resources?	<b>1</b>
<b>Q.4</b>	Define the five basic components of Green Economy.	<b>1</b>
<b>Answer any 01 question out of the given 02 questions</b>		<b>2 x 1 = 2</b>
<b>Q.5</b>	'An entrepreneur should be passionate', discuss.	<b>2</b>
<b>Q.6</b>	What is the role of People as stakeholders in Green Economy?	<b>2</b>

**SECTION B****(5 + 6 + 6 = 17 marks)**

<b>Answer any 05 questions out of the given 07 questions</b>		<b>1 x 5 = 5</b>
<b>Q.7</b>	Define the two consonants which are written in two directions in Shorthand.	<b>1</b>
<b>Q.8</b>	How is the circle 's' used with straight consonants?.	<b>1</b>
<b>Q.9</b>	How can you use the 'st' loop in grammalogues and phraseography?	<b>1</b>
<b>Q.10</b>	Write down the strokes which are not hooked initially for 'r' and 'l'.	<b>1</b>
<b>Q.11</b>	Why is the halving principle used in Stenography?	<b>1</b>
<b>Q.12</b>	What do you understand by doubling the strokes in shorthand?	<b>1</b>
<b>Q.13</b>	Define the compound consonants in Shorthand.	<b>1</b>
<b>Answer any 03 questions out of the given 05 questions</b>		<b>2 x 3 = 6</b>
<b>Q.14</b>	Write down any two rules, with examples, of writing the 'H' Downward.	<b>2</b>
<b>Q.15</b>	Explain the use of large circle medially and finally, with examples.	<b>2</b>
<b>Q.16</b>	Why is 'f' or 'v' hook not written inside the curved strokes?	<b>2</b>
<b>Q.17</b>	Define the use of 'n' and 'f/v' hooks in the middle with examples.	<b>2</b>
<b>Q.18</b>	Write down the use of tick 'h' with suitable examples.	<b>2</b>
<b>Answer any 02 questions out of the given 04 questions</b>		<b>3 x 2 = 6</b>
<b>Q.19</b>	Define Phraseography. What are the qualities of a good phraseogram?	<b>3</b>
<b>Q.20</b>	How is the circle's' used with hooks in the middle?	<b>3</b>
<b>Q.21</b>	What is the use of halving and doubling principle in phraseography?	<b>3</b>
<b>Q.22</b>	Define the difference between two compound consonants of 'wl' and 'wel'.	<b>3</b>

**SECTION C**  
**(COMPETENCY BASED QUESTIONS)**

**(2 x 4 = 8 marks)**

<b>Answer any 02 questions out of the given 03 questions</b>		
<b>Q.23</b>	What is the difference between 'ST' and 'STR' loops? Explain with examples.	<b>4</b>
<b>Q.24</b>	Define the different rules in writing the large final hook with proper shorthand outlines.	<b>4</b>
<b>Q.25</b>	When the halving principle is not used? Explain with examples.	<b>4</b>