

CBSE | DEPARTMENT OF SKILL EDUCATION

SHORTHAND (ENGLISH) (SUBJECT CODE 825)

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

Max. Time Allowed: 1½ Hours (90 min)

Max. Marks: 30

General Instructions:

- Please read the instructions carefully
- This Question Paper is divided into 03 sections, viz., Section A, Section B and Section C.
- Section A is of 05 marks and has 06 questions on Employability Skills.
 - Questions numbers 1 to 4 are one mark questions. Attempt any three questions.
 - Questions numbers 05 and 06 are two marks questions. Attempt any one question.
- Section B is of 17 marks and has 16 questions on Subject specific Skills.
 - Questions numbers 7 to 13 are one mark questions. Attempt any five questions.
 - Questions numbers 14 to 18 are two marks questions. Attempt any three questions.
 - Questions numbers 19 to 22 are three marks questions. Attempt any two questions.
- Section C is of 08 marks and has 03 competency-based questions.
 - Questions numbers 23 to 25 are four marks questions. Attempt any two questions.
- Do as per the instructions given in the respective sections.
- 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	A self-employed person who is always trying to make his/her business by taking risks and finding new ideas.	1
Q.2	As it involves the ability to communicate and build relationship with people.	1
Q.3	These are: REFUSE, REDUCE, REUSE, RECYCLE & UPCYCLE?	1
Q.4	To protect existing and future water supplies and to ensure the resources are not mismanaged	1
Answer any 01 question out of the given 02 questions		1 x 2 = 2
Q.5	1. Skilled work force challenges 2. Market Entry Regulations 3. Shortage of Capital 4. Aversion to risk	2


Q.6	1. Designers 2. Carpenters 3. Construction workers 4. Insulators	2
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SECTION B

(5 + 6 + 6 = 17 marks)

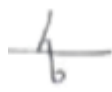


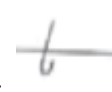








Answer any 05 questions out of the given 07 questions		1 x 5 = 5
Q.7	1. Other 2. Dear 3. There 4. Their 5. Other	1
Q.8	Circle "s" for: As, has, is, us Circle 'SW' for: As we, As & w	1
Q.9	It is "by the way" and based on 'Omitting the logogram'	1
Q.10	The method of writing one stroke through another is called intersection	1
Q.11	It is 'conservative club' and Stroke 'SR' (circle S and upward R) is employed in writing the same.	1
Q.12	R (Upward) is employed to represent: require, required, requirement and railway	1
Q.13	In writing "Form of Agreement": Stroke F is used as intersecting the 'agree' but in "agreement form" stroke F is used as intersecting 'ment'	1
Answer any 03 questions out of the given 05 questions		2 x 3 = 6
Q.14	'Phraseography' is the writing of two or words together without lifting the pen or pencil and the resulting outline being called a 'Phraseogram'.	2
Q.15	Circle 's' & Shun Hook is used for the word Association, e.g. Traders' Association:  Political Association:  Your Association:  Labour Association: 	2
Q.16	Loop is used for 'first' and 'next' e.g. 1. At first: 	2

	<p>2. At first cost: <u>h</u></p> <p>3. Saturday next: <u>h</u></p> <p>4. Monday First: <u>h</u></p>	
Q.17	<p>P: Political Party: <u>h</u></p> <p>J: Political Journal: <u>h</u></p> <p>g: Indian Government: <u>h</u></p> <p>n: National Policy: <u>h</u></p>	2
Q.18	<p>'Form' is represented with stroke 'F': Application form <u>h</u></p> <p>'Major' is represented with stroke 'M': Major Ram <u>h</u></p>	2
Answer any 02 questions out of the given 04 questions		3 x 2 = 6
Q.19	<p>1. For the first time and 'the' logogram is omitted</p> <p>2. Into consideration and 'con' syllable is omitted</p> <p>3. Must be and 't' stroke is omitted</p>	3
Q.20	<p>Initially for- As soon as: <u>h</u></p> <p>Medially for - In this city: <u>h</u></p> <p>Finally for – This is: <u>h</u></p>	3
Q.21	<p>Stroke 'k' is used to represent – Company, Capital, Captain and Council</p> <p>The three are as under:</p> <p>Watch Company: <u>h</u></p> <p>Share Capital: <u>h</u></p>	3

		
	Capitan of the ship:	
Q.22	1. Reserve Bank (Stroke B is used as Intersection) 2. Low Valuation (Stroke V is used as Intersection) 3. Professor of Music (Stroke P and R hook is used as Intersection)	3

SECTION C
(COMPETENCY BASED QUESTIONS)

(2 x 4 = 8 marks)

Answer any 02 questions out of the given 03 questions		
Q.23	<p>1. R Hook - It appears: </p> <p>2. L Hook – By all means : </p> <p>3. N Hook – Carried on : </p> <p>4. V Hook – Out of: </p>	4
Q.24	<p>Halving principle is used for 'it', 'to', 'word', 'would' and 't' in the word 'time': For the word 'it' e.g.</p> <p>- If it :  If it is not : </p> <p>For the word 'to' e.g.</p> <p>- Able to:  Able to make: </p> <p>For the word 'not' e.g.</p> <p>- You may not:  You must not: </p> <p>For the word 'would' & 'word' e.g.</p> <p>- This would:  This word: </p> <p>-</p>	4
Q.25	<p>The principle of intersecting one stroke through another or writing the strokes in close proximity to another, where it is not convenient to intersect the stroke. When the word to be indicated by intersecting stroke come first, the stroke is struck or written first, but when the intersecting stroke comes after, it is written after.</p>	4

1. Authority: Stroke 'TH' is employed to represent the word authority i.e.

th

(i) Authority of Government:

th

(ii) Legal Authority:

2. Department: Stroke "D" is employed to represent the word Department i.e.

Home Department:

th

Electricity Department:

th