

CBSE | DEPARTMENT OF SKILL EDUCATION

SHORTHAND (ENGLISH) (SUBJECT CODE 825)

CLASS XII (SESSION 2021-2022)
BLUE-PRINT FOR SAMPLE QUESTION PAPER FOR TERM -1

Max. Time Allowed: 90 Minutes (1½ Hrs.)

Max. Marks: 30

PART A - EMPLOYABILITY SKILLS (05 MARKS):

UNIT NO.	NAME OF THE UNIT	NO. OF QUESTIONS (1 MARK EACH)
1	Communication Skills-IV	2
2	Self-Management Skills-IV	2
3	Information and Communication Technology Skills-IV	2
TOTAL QUESTIONS		6 Questions
NO. OF QUESTIONS TO BE ANSWERED		Any 5 Questions
TOTAL MARKS		1 x 5 = 5 marks

PART B - SUBJECT SPECIFIC SKILLS (25 MARKS):

UNIT NO.	NAME OF THE UNIT	NO. OF QUESTIONS (1 MARK EACH)
1.	Diphones, Medial Semi Circle, Essential Vowels, Upward & downward L, upward and downward 'SH'	8
2.	Prefixes and Suffixes	16
3.	General Contractions, Special Contractions and Figures	8
TOTAL QUESTIONS		32 Questions
NO. OF QUESTIONS TO BE ANSWERED		25 Questions
TOTAL MARKS		1 x 25 = 25 MARKS

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CLASS XII (SESSION 2021-2022) SAMPLE QUESTION PAPER 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.	Select the type of communication on the basis of flow: (i) Oral (ii) Silence (iii) Downward (iv) Verbal	1
2.	The following one is a non-verbal communication: (i) Face to face (ii) Facial expressions (iii) E-mails (iv) Voice answering machine	1
3.	Which of the following is not associated with Avoidant Personality Disorder? (i) Feelings of Shame (ii) Due to Guilt (iii) Feelings of Superiority (iv) Low self-esteem	1




4.	The following is an internal motivational force: (i) Message (ii) Goals (iii) Feedback (iv) Dissent	1
5.	Which of the following is not an output device? (i) Printer (ii) Plotter (iii) Visual Display Unit (iv) Mouse	1
6.	The page to create presentation in PowerPoint is called: (i) Document (ii) Sheet (iii) Slide (iv) Paper	1





SECTION B





Answer any 20 questions out of the given 25 questions

(1 x 20 = 20 marks)

7.	Diphone signs are placed on _____ places of consonants: (i) Two (ii) Three (iii) All (iv) Four	1
8.	Consonant "SH" is always written in upward direction after Consonant _____: (i) R (ii) D (iii) K (iv) P	1
9.	In writing the word 'Lesson' in shorthand, 'L' consonant is written in _____ direction: (i) Downward (ii) Upward (iii) Horizontal (iv) Through the line	1

10.	In this outline  , which diphthong/vowel sign is used? (i) Ow (ii) AI (iii) I (iv) OI	1
11.	Why should we use essential vowels in shorthand? (i) To Identify the Stroke (ii) To Identify the Word (iii) To Identify the correct word (iv) To know the Vowel place of the word	1
12.	In the word 'herewith', 'way' is combined with ____: (i) Dash vowel (ii) Dot Vowel (iii) Diphthong (iv) Diaphone	1
13.	Which of the following words is written as:  ? (i) Reinforcement (ii) Renation (iii) Recognition (iv) Reopinion	1
14.	Out of the following, for which a 'Dot' is used for writing Suffixes in Shorthand? (i) For Ings (ii) For Ing (iii) For Com (iv) For Cum	1
15.	Medial 'com' may be represented by _____ grammalogue to the words like "on the committee": (i) disjoining the dot (ii) disjoining the downward dash (iii) disjoining the upward dash (iv) disjoining the dash	1
16.	In writing the word  , which sound is omitted? (i) S (ii) N (iii) T (iv) F	1

17.	<p>Which Prefix is represented by a disjoined circle written close to the following stroke in the second vowel place?</p> <p>(i) Con (ii) Comm (iii) Self (iv) Dot</p>	1
18.	<p>A final Dash in a suffix represents the sound of:</p> <p>(i) Ings (ii) Ing (iii) Ingly (iv) Ment</p>	1
19.	<p>Initial 'magna', 'magne', 'magni' is represented by:</p> <p>(i) Joined Consonant 'M' (ii) Disjoined Consonant 'M' (iii) Consonants 'M', 'G' and 'N' (iv) Consonants 'M' & 'G'</p>	1
20.	<p>The final "FS" (Consonant 'F' and Circle 'S') represents the sound of _____ in suffixes:</p> <p>(i) Fuse (ii) Fullness (iii) Lessness (iv) FS</p>	1
21.	<p>The final 'LS' (Consonant 'L' and Circle 'S') represents the sound of _____ in Suffixes:</p> <p>(i) Fullness (ii) Lessness (iii) Loss (iv) Lost</p>	
22.	<p>The half-length 'way' represents the suffix:</p> <p>(i) Wat (ii) Yart (iii) Ward (iv) Yard</p>	1
23.	<p>Which shorthand outline is correct out of the following?</p> <p>(i) Restlessness </p> <p>(ii) Sleeplessness </p> <p>(iii) Hopelessness </p> <p>(iv) Restfulness </p>	1

24.	<p>Which suffix is represented by joined half-length consonant 'M' & 'N' Hook?</p> <p>(i) Mentally (ii) Nent (iii) Ment (iv) Mentality</p>	1
25.	<p>Find out the correct one:</p> <p>(i) 'Logical' is represented by Consonant 'J' disjoined (ii) 'Ment' is represented by Consonant 'N' disjoined (iii) 'Ority' is represented by Consonant 'J' joined (iv) 'Ality' is represented by Consonant 'T' disjoined</p>	1
26.	<p>In contractions, generally the contracted outlines are written _____ the line:</p> <p>(i) Above (ii) Through (iii) On (iv) Can be written anywhere</p>	1
27.	<p>What do you know about contractions?</p> <p>(i) A Contraction is a short form containing not less than two strokes, in which one or more of the consonants are not represented. (ii) Frequently occurring word represented by a single sign. (iii) Strokes cannot be joined with logograms to form contractions. (iv) Writing of more than two words without lifting the pen or pencil.</p>	1
28.	<p>In figures – find out the correct one:</p> <p>(i) Use of consonant 'N' for Nine (ii) Use of consonant 'M' for Maximum (iii) Use of consonant 'D' for Dollar (iv) Use of consonant 'R' for Rupees</p>	1
29.	<p>Which of the following outlines is correct?</p> <p>(i) Five Rupees </p> <p>(ii) Five per cent </p> <p>(iii) Five Million Paise </p> <p>(iv) Five million hundred </p>	1


30.	Which sentence, out of the following is incorrect for forming Special Contractions? Special Contractions are formed by: (i) Omitting the medial stroke/strokes. (ii) Employing the first two or three strokes of the full outline. (iii) Writing all the consonants/syllables. (iv) Employing Logograms, initially or finally.	1
31.	In writing the contraction 'postmaster' which stroke is omitted? (i) S (ii) M (iii) R (iv) T	1

SECTION C
(COMPETENCY BASED QUESTIONS)

Answer any 5 questions out of the given 7 questions

(1 x 5 = 5 marks)

32.	In pairs of words occupying the same position – vowels can be inserted in case of (i) Having a first place vowel (ii) Having a varying vowel (iii) Having a third place vowel (iv) Having a second place vowel	1
33.	Stroke 'sh', following a straight downstroke having an initial attachment, is written _____ (i) To the same side of initial attachment (ii) To the opposite side of initial attachment (iii) To the upward side of the initial attachment (iv) To the left side of the initial attachment	1
34.	In writing the compound word 'here-on' – 'on' is written with (i) Attached N stroke (ii) 'On' grammalogue (iii) Unattached N stroke (iv) Attached N hook	1
35.	In negative words, where the prefix 'in' means 'not', 'n' is used by _____ (i) Initial 'n' Hook (ii) Joined Stroke n (iii) Final 'n' hook (iv) Disjoined stroke n	1

36.	<p>In writing the word “becomingly”, find out the prefix of Stenography:</p> <p>(i) be (ii) com (iii) ing (iv) ly</p>	1
37.	<p>Find out the combinations in writing the figure ‘pounds’:</p> <p>(i) ‘p’ stroke and ‘s’ circle (ii) ‘p’ stroke, ‘d’ stroke and ‘s’ circle (iii) ‘p’ halved for ‘d’, ‘n’ hook and ‘s’ circle (iv) ‘p’ halved for ‘d’, ‘n’ stroke and ‘s’ circle</p>	1
38.	<p>In writing contraction , which rule is being followed:</p> <p>(i) Employing logogram initially (ii) Employing ‘ing’ stroke (iii) Employing logogram finally (iv) Employing ‘m’ and ‘ing’ stroke</p>	1