

CBSE | DEPARTMENT OF SKILL EDUCATION

SHORTHAND (ENGLISH) (SUBJECT CODE 825)

CLASS XII (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	-	03
5	Green Skills-IV	2	1	-	03
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 QUESTIONS - SA - I (2 MARKS EACH)	NO. OF QUESTIONS - SA - II (3 MARKS EACH)	NO. OF QUESTIONS - LA (4 MARKS EACH)	TOTAL NUMBER OF QUESTIONS
3	Advanced Phraseography	3	3	2	2	10
4	Intersection	4	2	2	1	9
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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Max. Time Allowed: 1 ½ Hours (90 min)

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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 an entrepreneur?	1
Q.2	The Interpersonal skill is often called as 'people's skill'. Define.	1
Q.3	Write down the 4Rs and 1U which are helpful to minimize the waste and pollution.	1
Q.4	Why do we need green jobs in Water conservation?	1
Answer any 01 question out of the given 02 questions		1 x 2 = 2
Q.5	Write any four barriers which an entrepreneur has to face?	2

Q.6	Define any four green jobs in the area of construction sector.	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	Write down any four words for which the doubling principle is used in Advanced Phraseography.	1
Q.8	How can you make use of Small Circle's' and large circle 'SW' in advanced phraseography?	1
Q.9	Explain the outline  and which principle of phraseography is being used for the same.	1
Q.10	Define an Intersection.	1
Q.11	In writing  explain and which stroke is being used to employ the intersection.	1
Q.12	Write down the words for which the Stroke R(up) is used as Intersection.	1
Q.13	Define the difference in writing "form of agreement" and "agreement form" in Intersection.	1
Answer any 03 questions out of the given 05 questions		2 x 3 = 6
Q.14	Define the difference between the 'phraseography' and 'phraseogram'.	2
Q.15	How the circle's' and 'shun' hook are used in advanced phraseography? Explain with at least four examples, with outlines.	2
Q.16	How 'first' and 'next' are written in advanced phrases? Give examples with Shorthand Outlines.	2
Q.17	Give examples of the intersection using 'p', 'j', 'g' and 'n' with shorthand outlines, one for each.	2
Q.18	How will you represent 'Form' and 'Major' in Phrases in Shorthand? Explain with examples.	2
Answer any 02 questions out of the given 04 questions		3 x 2 = 6
Q.19	Translate the following words of advanced phraseography and find out which consonant/syllable or logogram is omitted. 1.  2. 	3

	3. 	
Q.20	How the large circle 'SS' is used 'initially', 'medially' and finally in advanced phraseography? Explain with one example of each.	3
Q.21	How stroke 'k' is used to represent the different intersections? Explain any three with examples.	3
Q.22	Translate the following words of Intersection and find out which consonant/stroke or syllable is used to intersect: 1.  2.  3. 	3

SECTION C
(COMPETENCY BASED QUESTIONS)

(2 x 4 = 8 marks)

Answer any 02 questions out of the given 03 questions		
Q.23	Form the outlines, at least, one each from initial hooks of (R and L) and final hooks (N and F/V) in Advanced Phraseography.	4
Q.24	How the halving principle is used in phraseography? Elucidate the same with at least four examples of each with outlines.	4
Q.25	Write the Principles of Intersection of strokes. Which type of words is represented by intersecting 'authority' and 'department'? Justify with suitable outlines.	4