

# CBSE | DEPARTMENT OF SKILL EDUCATION

## SHORTHAND (ENGLISH) (SUBJECT CODE 825)

### MARKING SCHEME FOR CLASS XII (SESSION 2022-2023)

Max. Time: 3 Hours

Max. Marks: 60

#### General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of **24 questions** in two sections – Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. **Out of the given (6 + 18 =) 24 questions, a candidate has to answer (6 + 11 =) 17 questions in the allotted (maximum) time of 3 hours.**
5. All questions of a particular section must be attempted in the correct order.
6. **SECTION A - OBJECTIVE TYPE QUESTIONS (30 MARKS):**
  - i. This section has 06 questions.
  - ii. There is no negative marking.
  - iii. Do as per the instructions given.
  - iv. Marks allotted are mentioned against each question/part.
7. **SECTION B – SUBJECTIVE TYPE QUESTIONS (30 MARKS):**
  - i. This section contains 18 questions.
  - ii. A candidate has to do 11 questions.
  - iii. Do as per the instructions given.
  - iv. Marks allotted are mentioned against each question/part.

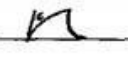
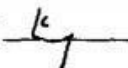

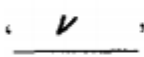
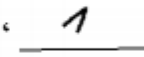












#### SECTION A: OBJECTIVE TYPE QUESTIONS







Q. No	QUESTION	Source Material (NCERT/PSSCIVE/ CBSE Study Material)	Unit/ Chap. No.	Page no. of source material	Marks
<b>Q. 1</b>	<b>Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)</b>				
I.	Stress	NCERT	Unit 2	Pg. 26	1
II.	Entrepreneurship	NCERT	Unit 4	Pg. 80	1
III.	Ctrl + M	NCERT	Unit 3	Pg. 70	1
IV.	Spreadsheet	CBSE Study Material	Unit 3	Pg.14	1
V.	Narcissistic	NCERT	Unit 2	Pg. 36	1
VI.	Entrepreneur	NCERT	Unit 4	Pg. 91	1
<b>Q. 2</b>	<b>Answer any 5 out of the given 7 questions (1 x 5 = 5 marks)</b>				
I.	First	CBSE Study Material	Unit 1	Pg. 3	1
II.	(b)	CBSE Study Material	Unit 1	Pg. 5	1
III.	Downward	CBSE Study Material	Unit 1	Pg. 10	1
IV.	upward	CBSE Study Material	Unit 1	Pg. 12	1
V.	Diaphones	CBSE Study Material	Unit 1	Pg. 2	1
VI.	Downward	CBSE Study Material	Unit 1	Pg. 10	1
VII.	Upward	CBSE Study Material	Unit 1	Pg. 13	1
<b>Q. 3</b>	<b>Answer any 6 out of the given 7 questions (1 x 6 = 6 marks)</b>				
I.	Beginning	CBSE Study Material	Unit 2	Pg. 34	1
II.	Disjoined	CBSE Study Material	Unit 2	Pg. 35	1
III.	Used	CBSE Study Material	Unit 2	Pg. 38	1
IV.	Ings	CBSE Study Material	Unit 2	Pg. 41	1
V.	Half-length M and N hook	CBSE Study Material	Unit 2	Pg. 43	1
VI.	Ly	CBSE Study Material	Unit 2	Pg. 44	1
VII.	stroke	CBSE Study Material	Unit 2	Pg. 42	1

<b>Q. 4</b>	<b>Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)</b>				
I.	two	CBSE Study Material	Unit 3	Pg. 59	1
II.	General	CBSE Study Material	Unit 3	Pg. 59	1
III.	M	CBSE Study Material	Unit 3	Pg. 65	1
IV.	Billion	CBSE Study Material	Unit 3	Pg. 65	1
V.	'Half Length P and NS circle'	CBSE Study Material	Unit 3	Pg. 67	1
VI.	Logogram	CBSE Study Material	Unit 3	Pg. 63	1
<b>Q. 5</b>	<b>Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)</b>				
I.	Rupees	CBSE Study Material	Unit 3	Pg. 66	1
II.	First and next	CBSE Study Material	Unit 4	Pg. 81	1
III.	Doubling	CBSE Study Material	Unit 4	Pg. 82	1
IV.	Any two – on, than, own, been	CBSE Study Material	Unit 4	Pg. 81	1
V.	Association	CBSE Study Material	Unit 4	Pg. 82	1
VI.	Intersection	CBSE Study Material	Unit 5	Pg. 113	1
<b>Q. 6</b>	<b>Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)</b>				
I.	Consonant 'P' and 'R' hook	CBSE Study Material	Unit 5	Pg. 113	1
II.	Journal	CBSE Study Material	Unit 5	Pg.114	1
III.	'L'	CBSE Study Material	Unit 5	Pg. 117	1
IV.	Mark, major, manager or morning	CBSE Study Material	Unit 5	Pg. 116	1
V.	way	CBSE Study Material	Unit 4	Pg. 82	1
VI.	Special	CBSE Study Material	Unit 3	Pg. 62	1







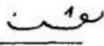




## **SECTION B: SUBJECTIVE TYPE QUESTIONS**

Q. No.	QUESTION	Source Material (NCERT/ PSSCIVE/ CBSE Study Material)	Unit/ Chap. No.	Page no. of source material	Marks
<b>Answer any 3 out of the given 5 questions on Employability Skills in 20 – 30 words each (2 x 3 = 6 marks)</b>					
<b>Q. 1</b>	Agreeableness: Individuals having such a trait are, generally, kind, sympathetic, cooperative, warm and considerate. They accommodate themselves in any situation. For example, people who help and take care of others are, generally, agreeable.	NCERT	Unit 2	Pg. 34	2
<b>Q. 2</b>	Individuals, who focus on developing solutions that benefit the society, are called social entrepreneurs. They develop, fund and implement solutions that are directed towards society, culture and environment. The term 'social innovator' is used interchangeably with social entrepreneurs.	NCERT	Unit 4	Pg. 84	2
<b>Q. 3</b>	1. Click File →Print 2. Print dialog box will appear 3. Select the printer, the range to be printed, and the no. of copies 4. Click the Print Button	CBSE Study material	Unit 3	Pg. 36	2
<b>Q. 4</b>	Personality is relatively enduring set of traits. These traits are made up to be emotional, behavioral and mental set of characteristics. Heredity has been found to be determining personality apart from environmental forces. Personality is shaped through family, culture, society, education & other environmental factors.	CBSE Study material	Unit 2	Pg. 10	2

Q. 5	A wage employed person is someone, who works for an individual or organization and gets paid for the same. An entrepreneur is a self-employed person, who strives to make the business better by taking risks and trying new ideas.	NCERT	Unit 4	Pg. 87	2
<b>Answer any 3 out of the given 5 questions in 20 – 30 words each (2 x 3 = 6 marks)</b>					
Q. 6	If 'W' comes in the middle of a word and dot vowel comes after it, the combination (W+dot vowel) will be expressed by a left semi circle (◌̣), Example  Twelve  Twenty  Farewell 	CBSE Study Material	Unit 1	Pg. 4	2
Q. 7	Diphone is a union of the two vowel sounds occurring consecutively but pronounced separately. Diaphones are represented by two angular signs –   and   And are written according to the first sounded position of the vowel.	CBSE Study Material	Unit 1	Pg. 2	2
Q. 8	Prefix means to fix a part of the word before the other part e.g. Confine  Confess  Contain  Suffix means to fix a part of the word after the first part e.g. Trying  Playing  Staying 	CBSE Study Material	Unit 2	Pg. 33	2
Q. 9	A Grammalogue is a frequently occurring word represented by a single sign. It may be written above, on and through the line. Do  (on the line) had  (above the line) difference  (through the line)  A Contraction is a shorthand sign containing not less than two strokes. Contractions are written on the line  Expect-ed  Respect-ed  Suspect-ed 	CBSE Study Material	Unit 3	Pg. 59; 58	2
Q. 10	Advance phrases are formed by using Doubling Principle as given below: For the word 'other' e.g.	CBSE Study Material	Unit 4	Pg. 82-83	2






















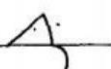


<p style="text-align: center;">Some other  Some other way </p> <p>- for the word 'dear' e.g.</p> <p style="text-align: center;">My dear Mother  My dear Sir </p> <p>- for the words 'there' &amp; 'their' e.g.</p> <p style="text-align: center;">Upon their  I know there is </p>				
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












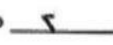


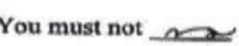




**Answer any 2 out of the given 3 questions in 30– 50 words each (3 x 2 = 6 marks)**

<b>Q. 11</b>	<p>1. After any initial attachment of hook, circle and downward stroke, except consonant 'D':</p> <p>Spacious </p> <p>2. After an upward stroke, e.g.</p> <p>Rash </p> <p>3. After a horizontal stroke, e.g.</p> <p>Cash </p>	<b>CBSE Study Material</b>	<b>Unit 1</b>	<b>Pg. 11- 12</b>	<b>3</b>
<b>Q. 12</b>	<p>'Ment' is indicated by 'mnt' (half-length M and N hook) but whenever it is not convenient, then NT (half-length N) can be written to represent 'ment' e.g.</p> <p>Agreement  Enjoyment </p> <p style="text-align: center;">But</p> <p>Consignment  Announcement </p>	<b>CBSE Study Material</b>	<b>Unit 2</b>	<b>Pg. 42</b>	<b>3</b>
<b>Q. 13</b>	<p>General Contractions are group of words in which a lightly sounded medial consonant is omitted, stroke or hook is omitted, and a final syllable is contracted or omitted</p> <p>Exempt (P omitted)  Jumped (P omitted) </p> <p>Special Contractions consist of particular words treated in a special or exceptional manner.</p> <p>Peculiarity  Proportionate </p>	<b>CBSE Study Material</b>	<b>Unit 3</b>	<b>Pg. 59; 62</b>	<b>3</b>

**Answer any 3 out of the given 5 questions in 50– 80 words each (4 x 3 = 12 marks)**

<b>Q. 14</b>	<p>1. Two vowel sounds coming simultaneously and pronounced simultaneously are known as diphthongs whereas two vowel sounds coming simultaneously but being pronounced separately are known as Diphone.</p> <p>2. Diphthongs are expressed by three angular signs and a semi-circle whereas Diphones are expressed by only two angular signs.</p> <p>3. Diphthongs are found four in number whereas Diphones are two in number.</p> <p>4. Diphthongs signs can be attached and abbreviated with</p>	<b>CBSE Study Material</b>	<b>Unit 1</b>	<b>Pg. 3 - 4</b>	<b>4</b>
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	some strokes whereas Diaphone sign cannot be attached and abbreviated				
<b>Q. 15</b>	<p>1. Consonant 'SH' should be written against or opposite side of the initial attachment in the form of circle, loop or hook with the down straight strokes, except consonant 'D' e.g.</p> <p>Brush  Spacious  Splash </p> <p>2. After consonant 'D', consonant 'SH' should always be written upward direction even if there is an attachment to consonant 'D' e.g.</p> <p>Dash  Dish  Swedish </p> <p>3. After a few downward curved strokes e.g.</p> <p>Fish  Vanish </p> <p>Afresh  Finish </p> <p>4. Consonant 'SH' should be written in upward direction after two straight strokes, between consonant 'B' &amp; 'P', between 'L' &amp; 'T' and between 'L' &amp; 'D' e.g.</p> <p>Bishop  Propitious </p> <p>Lashed </p>	<b>CBSE Study Material</b>	<b>Unit 1</b>	<b>Pg. 10-12</b>	<b>4</b>
<b>Q. 16</b>	<p>'In' before 'str', 'skr' and H (upward) will be represented by a small hook written in the clock-wise motion (Right Motion). The outlines will always will be written in the third position because the first sounded vowel in 'in' is of third place e.g.</p> <p>Instrument  Inscribe  Inhale </p> <p>The small hook for 'in' should not be used in the case of negative words. In negative words, 'in' must be written with consonant 'N' e.g.</p> <p>Inhumanity  Inhuman </p>	<b>CBSE Study Material</b>	<b>Unit 2</b>	<b>Pg. 37</b>	<b>4</b>
<b>Q. 17</b>	<p>'Ing' is represented by stroke 'NG' in shorthand. Wherever consonant 'NG' is not convenient to write, then a light dot is used at the end of the stroke. This light dot will represent the sound of 'NG':</p> <p>1. After straight strokes and downward 'r':</p> <p>Paying  Etching  Teaching </p> <p>Repairing  Securing  Admiring </p> <p>2. After 'NS' circle:</p>	<b>CBSE Study Material</b>	<b>Unit 2</b>	<b>Pg. 39-41</b>	<b>4</b>

	<p>Bouncing       Cleansing       Rinsing </p> <p>3. After 'K','G', 'NG','SH' hooked finally: Caving </p> <p>Grieving </p> <p>4. After Grammalogues, where 'NG' stroke is not convenient: Coming       Thinking       Remembering </p> <p>5. After half-length and double length strokes: Motoring       Fielding       Meeting </p>				
<p><b>Q. 18</b></p>	<p>Advance phrases are formed by using Halving Principle as given below:</p> <ul style="list-style-type: none"> <li>- For the word 'it' e.g. If it       If it is not </li> <li>- For the word 'to' e.g. Able to       Able to make </li> <li>- For the word 'not' e.g. You may not       You must not </li> <li>- For the words 'would' &amp; 'word' e.g. This would       This word </li> <li>- For 't' in the word 'time' e.g. At all times       For some time </li> </ul>	<p><b>CBSE Study Material</b></p>	<p><b>Unit 4</b></p>	<p><b>Pg. 82</b></p>	<p><b>4</b></p>