

CBSE | DEPARTMENT OF SKILL EDUCATION

SHORTHAND ENGLISH (SUBJECT CODE: 825)

Blue-print for Sample Question Paper for Class XI (Session 2023-2024)

Max. Time: 3 Hours

Max. Marks: 60

PART A - EMPLOYABILITY SKILLS (10 MARKS):

UNIT NO.	NAME OF THE UNIT	OBJECTIVE TYPE QUESTIONS	SHORT ANSWER TYPE QUESTIONS	TOTAL QUESTIONS
		1 MARK EACH	2 MARKS EACH	
1	Communication Skills - III	1	1	2
2	Self-Management Skills - III	2	1	3
3	Information and Communication Technology Skills - III	1	1	2
4	Entrepreneurial Skills - III	1	1	2
5	Green Skills - III	1	1	2
TOTAL QUESTIONS		6	5	11
NO. OF QUESTIONS TO BE ANSWERED		Any 4	Any 3	07
TOTAL MARKS		1 x 4 = 4	2 x 3 = 6	10 MARKS

PART B - SUBJECT SPECIFIC SKILLS (50 MARKS):

UNIT NO.	NAME OF THE UNIT	OBJECTIVE TYPE QUESTIONS	SHORT ANS. TYPE QUES.- I	SHORT ANS. TYPE QUES.- II	DESCRIPTIVE/ LONG ANS. TYPE QUESTIONS	TOTAL QUESTIONS
		1 MARK EACH	2 MARKS EACH	3 MARKS EACH	4 MARKS EACH	
1.	Introduction to Stenography	2	1	-	-	03
2.	Consonants & their joining	3	1	-	1	05
3.	Vowels, Diphthongs and Triphones, Grammalogues & Punctuation Signs	6	-	1	1	08
4.	Alternate forms of R & H, Abbreviated W, Phraseography & Tick 'The'	6	1	-	1	08
5.	Circles and Loops	4	-	1	-	05
6.	Hooks (Initial and Final)	3	-	-	1	04
7.	Halving Principle and Doubling Principle	5	1	-	1	07
8.	Compound Consonants, Dot and Tick H	3	1	1	-	05
TOTAL QUESTIONS		32	5	3	5	45
NO. OF QUESTIONS TO BE ANSWERED		26	Any 3	Any 2	Any 3	34
TOTAL MARKS		1 x 26 = 26	2 x 3 = 6	3 x 2 = 6	4 x 3 = 12	50 MARKS

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Sample Question Paper for Class XI (Session 2023-2024)

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. 1	Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)	
i.	_____ is the act of conveying messages/ information from one entity or group to another through the use of mutually understood signs, symbols, and semiotic rules.	1
ii.	Mukul works hard to get the best student award at the end of the year. What type of motivation is this?	1
iii.	A _____ is a detailed plan of what an entrepreneur wants to achieve through the business and how it will be achieved.	1
iv.	In SMART goals what does A stands for?	1
v.	A _____ is one which promotes development while making sure that the environment is protected.	1
vi.	A _____ is a software application that helps us to create documents by typing in text, making corrections (editing text), arranging it in a neat manner (formatting) and printing it.	1

Q. 2	Answer any 5 out of the given 7 questions (1 x 5 = 5 marks)	
i.	Who introduced shorthand?	1
ii.	_____ is the art or process of writing in shorthand.	1
iii.	There are _____ consonants in Pitman's shorthand	1
iv.	The uniform length of the strokes is _____ of an inch	1
v.	First eight consonants viz. P, B, T, D, CH, J, K & G are called _____.	1
vi.	The sound of T and D can be indicated by halving the _____ stroke.	1
vii.	The strokes 'Eld' and 'Ard' are always written _____.	1

Q. 3	Answer any 6 out of the given 7 questions (1 x 6 = 6 marks)	
i.	Stroke L standing alone is doubled for the sound of _____ only.	1
ii.	Half length forms should not be written through the line. (True or False)	1
iii.	Doubling Principle is used in phrases to represent the words there, their, other and _____.	1
iv.	_____ loop is never used in the beginning of the word.	1
v.	With straight strokes S circle is written in _____ direction.	1
vi.	S circle is used to represent _____ in phrases.	1
vii.	Large circle used initially gives the sound of _____	1

Q. 4	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	The method of writing two or more words together without lifting the pencil in between is called _____.	1
ii.	Abbreviated "W" is written in _____ direction.	1
iii.	Tick for the is never used _____.	1
iv.	"Hope" is contracted to consonant _____ while phrasing with I and We	1
v.	_____ form of hay is used when hay is the only consonant in a word.	1
vi.	In the middle of a phrase the word he is represented by a _____.	1

Q. 5	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	How many vowels are there in shorthand?	1
ii.	_____ is a union of a Diphthong and one Vowel	1
iii	There is no _____ place diphthong.	1
iv	Outlines used to represent grammalogues are called _____.	1
v	Full stop is represented in shorthand by a _____. (Select one) a) small cross b) hyphen	1
Vi	Every stroke has _____ sides to put vowels.	1

Q. 6	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	_____ & _____ initial hooks.	1
ii.	'Shl' is always written in _____ direction.	1
iii	If a vowel follows the final sound of n, hook n is _____ (select one) a) Used b) Not used	1
iv	Dot hay is mostly used in _____ words	1
v	How many compound consonants are there in shorthand?	1
Vi	The downward form of 'L' when thickened adds _____.	1

SECTION B: SUBJECTIVE TYPE QUESTIONS

Answer any 3 out of the given 5 questions on Employability Skills (2 x 3 = 6 marks)

Answer each question in 20 – 30 words.

Q. 7	State any two advantages of verbal communication	2
Q. 8	What is time management and how can you manage your time (give any two ways)?	2
Q. 9	Explain the role of government in a green economy.	2
Q. 10	Write Keyboard shortcuts for the following commands: i. New ii. Save as iii. Bold iv. Spelling & Grammar check	2
Q. 11	What is the difference between manufacturing and trading business activities?	2

Answer any 3 out of the given 5 questions in 20 – 30 words each (2 x 3 = 6 marks)

Q. 12	Define Transcription.	2
Q. 13	Define curved strokes. Also give the outlines of any 2 curved strokes indicating their outline, impression & direction.	2
Q. 14	Write any 2 qualities of a good phraseogram.	2
Q. 15	Explain with suitable examples the conditions under which doubling principle is not employed?	2
Q. 16	Write a short note on Mp or Mb (Emp or Emb)	2

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

Q. 17	What are vowels? How many places are there to put vowels? Explain in detail the intervening vowels.	3
Q. 18	What is St loop? Write any 2 cases where st loop is not used. (With atleast 1 example of each).	3
Q. 19	State the conditions when we do not use 'Whl'.	3

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

Q. 20	What do you understand by joining of strokes? Also write any 3 rules to be applied while joining the consonants.	4
Q. 21	What is Diphthong? How many diphthongs are there in Pitman shorthand? Explain with examples.	4
Q. 22	Explain the rules of writing consonant R in upward direction with examples.	4
Q. 23	State how shun hook is written following S or ns circle. Explain with examples	4
Q. 24	State the circumstances where halving principle is not employed. Support your answer with suitable examples.	4