

CBSE | DEPARTMENT OF SKILL EDUCATION

Shorthand English (SUBJECT CODE - 825)

Marking Scheme for Class XI (Session 2024-2025)

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 (24 MARKS):**
 - i. This section has 06 questions.
 - ii. Marks allotted are mentioned against each question/part.
 - iii. There is no negative marking.
 - iv. Do as per the instructions given.
7. **SECTION B – SUBJECTIVE TYPE QUESTIONS (26 MARKS):**
 - i. This section has 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)	Marks
i.	(b) Politely inform them of the queue, reminding them that everyone is waiting their turn.	1
ii.	<u>service</u>	1
iii.	Sustainable means what is good for the economy as well as the future of the environment.	1
iv.	An entrepreneur is a person who tries to meet needs of a customer through new ideas or ways of doing business and makes profit in return.	1
v.	(c) Creating a schedule or planner	1
vi.	(d) Correct All	1
Q. 2	Answer any 5 out of the given 7 questions (1 x 5 = 5 marks)	Marks
i.	<u>Logogram.</u>	1
ii.	<u>mixed</u>	1
iii.	When the small circle representing the sound 's' is attached initially to straight strokes it is attached with left motion, i.e., in an anti-clockwise direction.	1
iv.	'ster'	1
v.	False	1
vi.	If small circle 's' is attached at the end of a word, it would produce the sound of 's' or 'z'	1
vii.	<u>hope</u>	1
Q. 3	Answer any 6 out of the given 7 questions (1 x 6 = 6 marks)	Marks
i.	'r'	1
ii.	<u>Grammaloque</u>	1
iii.	When a large circle is attached initially in shorthand, it represents the sound 'sw'.	1
iv.	Sir Isaac Pitman	1
v.	<u>M and CH.</u>	1
vi.	S, Z, eL, R (down)	1
vii.	<u>two</u>	1
Q. 4	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	Marks
i.	<u>Upward</u>	1
ii.	<u>Liquids</u>	1
iii.	<u>downward.</u>	1
iv.	'ng'	1
v.	the horizontal stroke should be written sufficiently high above the line so that the second down stroke finishes above the line	1
vi.	there, their, other and dear. (Any two)	1
Q. 5	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	Marks
i.	(a) Both assertion and reasoning are true, and the reasoning is the correct explanation of the assertion.	1
ii.	In shorthand, the sounds of "t" or "d" are halved.	1
iii.	Upward form of 'r' when standing alone, without initial attachment is not halved.	1
iv.	False	1
v.	<u>eight</u>	1
vi.	<u>vowel</u>	1
Q. 6	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	Marks
i.	<u>m</u>	1
ii.	because the vowel signs are written more conveniently in that place	1
iii.	True	1
iv.	'W'	1
v.	1/6 th of an inch	1
vi.	<u>initially.</u>	1

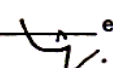























SECTION B: SUBJECTIVE TYPE QUESTIONS

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





Q. 7	a) Ctrl + B b) ctrl + N c) F7 d) F12	2
Q. 8	<u>Types of Motivation</u> <u>External Motivation: REWARD</u> We do things because it gives us respect, recognition, opportunities to grow further, money or power. <u>Example</u> — Suresh goes to the gym daily for 4 hours and does weightlifting as he wants to win the body-building competition. <u>Internal Motivation: LOVE</u> We do things because they make us happy, healthy and feel good. <u>Example</u> — Rajesh goes to the gym and does weightlifting to stay healthy and fit.	2
Q. 9	<ul style="list-style-type: none"> • The role of private agencies includes following laws and policies made by the government. • Making sure government policies are being followed by participating in government missions. • Reporting people or groups who break the law. • Educating people and creating awareness about green economy activities. • Providing information to the government and helping it implement green policies. <p>(Any 2)</p>	2
Q. 10	Perspectives are ideas, views, or fixed ways of thinking. Visual Perception: Judging people or situations by how they look. For example, a man wearing torn clothes is poor.	2
Q. 11	<ol style="list-style-type: none"> 1. Idea: What should my business idea be? How do I know that this idea will work? 2. Money: How much money should be raised to start a business? 3. Acquiring material: From where to get the material and at what cost? 4. Manufacturing: How to manufacture (if it is a product business)? 5. Pricing: At what price should I sell the product so that I make enough profits? How do I know what price the customer is willing to pay? 6. Marketing and advertising: How would I tell my customers about business which will attract them to come to me? 7. Selling: How would the customer buy from me? Will the customer come to me or will I go to the customer? 8. Accounting: How do I keep a track of the money I am spending and making? How do I know how much profit I am making? 9. Standing out: How can I be better than what is already available in the market? How do I add value to my customer? 10. Growing business: How can I grow my business and continue to get better? <p>(Any 2)</p>	2

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

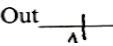
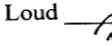
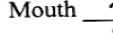
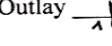













Q. 12	The sound which comes from inside the throat without the friction of tongue or lips is called a vowel. In Shorthand, there are twelve vowels.	2
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<p>Q. 13</p>	<p>The doubling principle is not employed under the following conditions:</p> <p>(a) if the word ends with a vowel e.g.</p> <p>boundary  entry  country  foundry  laundry </p> <p>(b) Doubling principle not employed in past tenses e.g.</p> <p>Distempered  surrendered  altered  ventured </p> <p>Shattered  tendered  countered </p>	<p>2</p>
<p>Q. 14</p>	<p>In order to increase one's speed of shorthand writing, the writer should adhere to the following instructions: -</p> <p>Use good quality paper for taking shorthand notes.</p> <ul style="list-style-type: none"> • Write lightly, passing quickly from one outline to the next and from the end of one line to the beginning of the next • Good vocabulary of English language • Mastery of English Grammar • Proper writing ability to draft letters etc. • Training to turn over a page very quickly • Habit of writing with light and easy touch • Good knowledge of rules of the system and special short forms • Avoid sneezing during the period of writing • While taking down the notes, never think of other things to pour in your mind • Think only of the words being read out and the outlines one is writing • Transcribe the words written, very smoothly and speedily. • Regular reading of few topics from English Newspapers, • listening English news from Radio/TV • Regular learning of at least ten new English words, • Increase knowledge on Grammar • Practice chatting with public/friends only in English • Read regularly various synonyms, antonyms • While writing shorthand in the shorthand notebook, only the facing pages are to be used. • Good knowledge of punctuation (Any 2) 	<p>2</p>
<p>Q. 15</p>	<p>a) When an accented vowel or a diphthong occurs between final 'L-r' e.g.  failure.</p> <p>b) When a vowel follows final 'L'. Thus follery  ancillary </p> <p>c) When upward 'L' begins with an attachment e.g.  sailor  solar.</p> <p>d) After the straight downward strokes p,b,t,d,ch,j and k,g,m, or L (up) e.g.</p> <p> pailer  boiler  toiler  dealer  collar  miller</p>	<p>2</p>
<p>Q. 16</p>	<p>The downward form of hay is used in the word hike. If consonant 'H' comes alone in a word or when it is followed immediately by Consonants 'K' or 'G', it will always be written in downward direction.</p> <p>Outline: Hike </p>	<p>2</p>

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

<p>Q. 17</p>	<p>A Triphone is a Diphthong sound plus a vowel sound. The first sound is always that of a Diphthong. So Triphone is a union of a Diphthong and one Vowel. If a Vowel comes after a Diphthong, a small tick is attached to that Diphthong in the opposition direction. This tick will indicate that there is a vowel after a Diphthong but will not indicate which is that Vowel e.g.</p> <p>Diary  Loyal  Genuine  Diadem </p>	<p>3 (2+1)</p>
<p>Q. 18</p>	<p>Following are the qualities of a good Phraseogram:</p> <ul style="list-style-type: none"> • A Phraseogram should be easy to write • Phrase should neither ascend too far above the line nor descend too far below the line because it spoils the smooth running of hand. • Phrase should be legible (easily readable) when written. • The first word -form of a Phrase should occupy its original position, in which it would be written if it stood alone e.g. the first word -form of a phrase 'How can they' would be written on the line as the first word -form 'How' standing alone is written on the line. • Vowels may be avoided while writing a phrase but vowels may be written where the same outline represents two or more Phrases. • Pen or pencil should not be lifted unless the whole phrase is complete. <p>(Any 3)</p>	<p>3</p>
<p>Q. 19</p>	<p>Joining of Strokes: When the two strokes are joined together without lifting the pen or pencil, it is called joining of strokes.</p> <p>- Rules for Joining of Strokes: (Any 2)</p> <ul style="list-style-type: none"> • While joining the strokes, pen or pencil should not be lifted till the whole outline is complete. • The second stroke should commence at the end of the first stroke, the third stroke should commence at the end of the second stroke and so on. • When strokes are joined to each other, they must be written in the same direction as when standing alone, down strokes being always written in downward direction i.e. from top to bottom, horizontal strokes being always written from left to right and upstrokes being always written in upward direction from bottom to top. • While joining strokes, their length, angle, impression and direction should not be changed. 	<p>3 (1+2)</p>

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

<p>Q. 20</p>	<p>Two vowel sounds occurring simultaneously and pronounced together is called a Diphthong or it is union of two vowel sounds in a word of single syllable. There are four Diphthongs i.e. 'I', 'OW', 'Oi', 'U'.</p> <p>There are two third place diphthongs</p> <p>1. Diphthong 'OW' is a third place Diphthong and is represented by an angular sign (^) e.g.</p> <p>Out  Loud  Mouth  Outlay </p> <p>It can be abbreviated for the word 'Now' e.g. </p> <p>2. Diphthong 'U' is also a third place Diphthong and is represented by a semi-circle (') e.g. Dupe  Beauty  Mule  Duke </p> <p>This sign can be joined to the consonants wherever it is convenient to join e.g.</p> <p>Due  Few  Issue  Review </p> <p>The sign of Diphthong 'U' changes its form when joined to other Consonants e.g</p> <p>Renew  Value  Avenue  Revenue </p>	<p>4 (1+1+2)</p>
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

Q. 21





a) When any stroke is doubled in length, it is called as Doubling Principle.



4
(1+3)

b) - **HALVING PRINCIPLE FOR SINGLE SYLLABLE WORDS:**





- In the case of single syllable words, beginning with light strokes, light strokes are halved for 't' only e.g.





Pat  cat  chat  tight 



fat  late  mat  net 

Wait  yet 



- Single syllable words beginning with thick/heavy strokes, are halved for 'd' only, e.g.

Dead  deed  bad  bid 

bade  bed  good  Void 

guide  aged 

- In case of single syllable words with third place vowel, the said half-length stroke is written on the line e.g.

Pit  lit  meet  knit 

Q. 22

(Any 4)

4

- i) Shun hook is written inside the curves; thus,

Fashion  Motion  Nation  Relations 

- ii) When attached to a straight stroke with an initial attachment (circle, loop, or hook), the Shun hook is written on the side opposite to the initial attachment;













Station  Creation  Section  Oppression 

Illustration  Discussion 




Exceptions – There are a few words where this rule cannot be applied, such as,
Stationery, stationary / dispassionate.




- iii) When attached to a straight stroke having no initial attachment, Shun hook is written on the right side of t, d, j, thus,

Rotation  Gradation  Magician 

Reputation  Addition  Logician 

- iv) Shun hook is written opposite to the last vowel; thus,

Passion  Option  Operation 

Application  Caution  Occasion 




- v) Shun hook is written downward after fk/fg and vk/vg, thus,



Fiction  Specification  Vacation 

- vi) The Shun hook is written upwards after lk/lg, thus,

Location  Selection  Legation 

- vii) Shun hook may be used in the middle of an outline, where convenient, thus,

National  Professional  Vocational 

Educational  Additional 

<p>Q. 23</p>	<p>❖ If a word begins with 'R' without any initial vowel i.e., not preceded by a vowel, then we use Upward 'R'</p> <p>raw ray row rate rob read rush rope</p> <p>❖ When 'r' comes in the middle of a word, generally upward form of 'r' is used e.g.</p> <p>Mark Carriage March Marriage</p> <p>❖ When final 'r' in the word is followed by a vowel, upward form of 'R' is used e.g.</p> <p>Lorry Carry Marry dairy</p> <p>❖ Before consonants T, D, Chay, Jay and ith, upward form of 'R' (ray) is used e.g.</p> <p>writ raid arch urge earth</p> <p>❖ If consonant 'R' follows Consonants 'w', 'y', 'h' and upward 'R', then 'R' will always be used in upward direction e.g.</p> <p>Hero Aware Rare Rear Roar Hurry Harry</p> <p>Distinctive outlines: Poor Pure</p>	<p>4</p>
<p>Q. 24</p>	<p>1. 'str' loop is never used in the beginning of a word, such as strike; stroke, strap</p> <p>2. If there is a vowel, between s and t, 'st' loop is not used e.g.</p> <p>Beset tacit receipt upset</p> <p>3. If there is a vowel after 'st' in a word, 'st' loop is not used e.g.</p> <p>Tasty dusty rusty masty nasty</p> <p>4. If there is vowel, occurring after 'str' sound, 'str' loop is not used, e.g.</p> <p>Mastry Pastry</p>	<p>4</p>