

# CBSE | DEPARTMENT OF SKILL EDUCATION

## Shorthand English (SUBJECT CODE - 825)

Blue-print for Sample Question Paper for Class XI (Session 2024 - 2025)

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	1	1	2
3	ICT - III	1	1	2
4	Entrepreneurial Skills - III	2	1	3
5	Green Skills - III	1	1	2
<b>TOTAL QUESTIONS</b>		<b>6</b>	<b>5</b>	<b>11</b>
<b>NO. OF QUESTIONS TO BE ANSWERED</b>		<b>Any 4</b>	<b>Any 3</b>	<b>07</b>
<b>TOTAL MARKS</b>		<b>1 x 4 = 4</b>	<b>2 x 3 = 6</b>	<b>10 Marks</b>

### 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	-	-	3
2	Consonants and their joining	4	-	1	-	5
3	Vowels, Diphthongs and Triphones, Grammalogues and Punctuation Signs	5	1	1	1	8
4	Alternative forms of 'R' and H', abbreviated 'W', Phraseography and Tick 'The'	5	1	1	1	8
5	Circles and Loops	4	-	-	1	5
6	Hooks (Initial and Final)	4	-	-	1	5
7	Halving Principle and Doubling Principle	4	1	-	1	6
8	Compound Consonants, Dot and Tick 'H'	4	1	-	-	5
<b>TOTAL QUESTIONS</b>		<b>32</b>	<b>5</b>	<b>3</b>	<b>5</b>	<b>45</b>
<b>NO. OF QUESTIONS TO BE ANSWERED</b>		<b>26</b>	<b>Any 3</b>	<b>Any 2</b>	<b>Any 3</b>	<b>34</b>
<b>TOTAL MARKS</b>		<b>1 x 26 = 26</b>	<b>2 x 3 = 6</b>	<b>3 x 2 = 6</b>	<b>4 x 3 = 12</b>	<b>50 Marks</b>

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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 (06+ 18 =) 24 questions, a candidate has to answer (06 + 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**

<b>Q. 1</b>	<b>Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)</b>	
i.	You're waiting in line at a coffee shop during a busy morning rush. Suddenly, someone bypasses the queue and steps directly to the counter ahead of you. What would you do? (a) Confront the person loudly to deter them from doing it again. (b) Politely inform them of the queue, reminding them that everyone is waiting their turn. (c) Quietly tolerate the intrusion and allow the person to proceed. (d) Refrain from addressing the person directly but express your frustration to fellow customers afterward.	1
ii.	Any business activity that is intangible, which cannot be seen and felt, but is for the benefit of a buyer is called a _____.	1
iii.	What is sustainable development?	1
iv.	Define Entrepreneur.	1
v.	What is an effective strategy for improving time management skills? (a) Socializing with friends (b) Playing video games (c) Creating a schedule or planner (d) Binge-watching television shows	1
vi.	In a document, Sarah consistently misspelled the word "technology" as "tecnology". Which option in the spelling dialog box would you choose to correct all instances of the misspelled word at once? (a) Correct (b) Always Correct (c) Add to Dictionary (d) Correct All	1
<b>Q. 2</b>	<b>Answer any 5 out of the given 7 questions (1 x 5 = 5 marks)</b>	
i.	In the middle of a phrase the word 'he' is represented by a _____	1
ii.	There are three types of strokes i.e. straight strokes, curved strokes and _____ strokes.	1
iii.	How is the small circle representing the sound 's' attached when it precedes straight strokes.	1
iv.	_____ loop does not come in the beginning of a word.	1
v.	<b>True/False:</b> Consonant 'Y' is classified as an Aspirate.	1
vi.	What is the sound produced when the small circle 's' is attached at the end of a word in shorthand?	1
vii.	After the words 'I' & 'We', the word _____ is represented by Consonant 'P' while phrasing.	1
<b>Q. 3</b>	<b>Answer any 6 out of the given 7 questions (1 x 6 = 6 marks)</b>	
i.	When a small hook is attached with right motion (non-circle side), with straight strokes, it will add _____ to that stroke.	1
ii.	A _____ is a frequently occurring word represented by a single sign	1
iii.	What sound does a large circle represent when it is attached initially?	1
iv.	Who introduced Pitman Shorthand?	1
v.	In phrase 'too much', much is represented by strokes _____ and _____.	1
vi.	Name any 2 strokes which are not hooked for the sounds 'r' and 'el'.	1
vii.	Every stroke has _____ sides.	1
<b>Q. 4</b>	<b>Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)</b>	
i.	The word 'were' is written with the help of consonant 'W' + _____ 'R'	1
ii.	Consonants 'L' & 'R' are classified as _____.	1
iii.	The double consonants 'shr' is always written _____.	1
iv.	When 'r' hook is attached initially to _____ stroke, it produces the sound of 'ng-kr' and 'ng-gr'.	1

v.	Where should a horizontal consonant be written when followed by a down stroke with a first-place vowel in between, according to shorthand rules?	1
vi.	Doubling principle is used in phraseography for the representation of the words _____ & _____.	1
<b>Q. 5</b>	<b>Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)</b>	
i.	<b>Assertion:</b> The method of converting or translating shorthand into the concerned language (e.g., English/Hindi) is known as transcription.  <b>Reasoning:</b> It is crucial to start reading and transcribing shorthand early on, with typing on a computer preferred over handwriting for transcription tasks.  <b>Options:</b> (a) Both assertion and reasoning are true, and the reasoning is the correct explanation of the assertion. (b) Both assertion and reasoning are true, but the reasoning is not the correct explanation of the assertion. (c) Assertion is true, but the reasoning is false. (d) Assertion is false, but the reasoning is true.	1
ii.	What sounds are halved in shorthand?	1
iii.	Why halving principle is not used in the word 'rate'?	1
iv.	<b>True/False:</b> If the first sounded vowel of a word is of first place, the first consonant of that word is written on the line and the vowel placed at the first place.	1
v.	There are _____ compound consonants in shorthand with distinct sign.	1
vi.	The dot for hay is always written against a _____ sign.	1
<b>Q. 6</b>	<b>Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)</b>	
i.	In the compound consonant Emp/Emb, the stroke _____ when thickened adds p or b consonants.	1
ii.	Why are third place vowel signs in shorthand written before the second stroke at the end of the left-hand side?	1
iii.	<b>True/False:</b> If a Vowel comes in between R-D or L-D, the outlines will be written in full.	1
iv.	A small initial hook written inside upward L prefixes _____	1
v.	What is the uniform size of consonants?	1
vi.	Tick for 'the' is never used _____.	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.**

<b>Q. 1</b>	Write down the shortcut keys for the following actions: a) making text bold b) opening a new document c) to start spell checker d) creating numbered list	<b>2</b>
<b>Q. 2</b>	In the workplace, employees are often driven by various forms of motivation. Briefly explain the concepts of external and internal motivation and provide an example of each.	<b>2</b>
<b>Q. 3</b>	What role do private agencies play in contributing to sustainable development?	<b>2</b>
<b>Q. 4</b>	Define Perspectives in Communication. What is Visual Perception?	<b>2</b>
<b>Q. 5</b>	Mention any 2 primary challenges that entrepreneurs commonly encounter while managing and operating a business?	<b>2</b>

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

<b>Q. 6</b>	What are vowels? How many vowels are there in shorthand?	<b>2</b>
<b>Q. 7</b>	What are the exceptions where the doubling principle is not used?	<b>2</b>
<b>Q. 8</b>	List any 2 guidelines for improving shorthand writing speed.	<b>2</b>
<b>Q. 9</b>	When is compound consonant 'Lr' not employed?	<b>2</b>
<b>Q. 10</b>	Which form of hay is used in the word 'hike'? why? Also give outline of the same.	<b>2</b>

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

<b>Q. 11</b>	What is a triphone? Provide two examples to illustrate its usage.	<b>3</b>
<b>Q. 12</b>	What are the essential qualities that characterize a well-designed phraseogram in shorthand writing?	<b>3</b>
<b>Q. 13</b>	Explain the concept of joining strokes and outline any two rules associated with it.	<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>	What is a Diphthong? How many diphthongs are there in shorthand? Briefly explain the two 3rd place diphthongs?	<b>4</b>
<b>Q. 15</b>	a) What is doubling principle? b) What are the rules governing the halving principle for single-syllable words?	<b>1+3</b>
<b>Q. 16</b>	State any 4 rules governing the use of the 'shun' hook? Also provide examples to illustrate its application.	<b>4</b>
<b>Q. 17</b>	Discuss the various rules where the upward form of 'R' is used, citing examples to illustrate its application.	<b>4</b>
<b>Q. 18</b>	What are the specific rules governing situations where the loop for 'st' and 'str' cannot be utilized?	<b>4</b>