

CBSE | DEPARTMENT OF SKILL EDUCATION

Shorthand English (SUBJECT CODE -825)

Blue-print for Sample Question Paper for Class XII (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 - IV	1	1	2
2	Self-Management Skills - IV	2	1	3
3	ICT - IV	1	1	2
4	Entrepreneurial Skills - IV	1	1	2
5	Green Skills - IV	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	Diaphones, Medial Semi-Circle. Upward & downward 'L' & Upward and downward 'SH'	5	1	-	1	7
2	Prefixes and Suffixes	8	1	1	1	11
3	General Contractions, Special Contractions and Figures	4	1	1	1	7
4	Advanced Phraseography	7	2	-	1	10
5	Intersections	8	-	1	1	10
6	Dictation Passages and their Transcription	-	-	-	-	-
7	Business Letters and their Transcription	-	-	-	-	-
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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Max. Time: 3 Hours

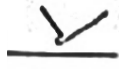

Max. Marks: 60

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

Q. 1	Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)	
i.	What is stress?	1
ii.	In the sentence ' The chef prepared a delicious meal, ' what constitutes the subject?" (a) delicious (b) prepared (c) The chef (d) meal	1
iii.	Riya starts her own online bakery business, experimenting with unique recipes and innovative marketing strategies. Riya can be described as a/an: (a) entrepreneur (b) wage employed person (c) labourer (d) freelancer	1
iv.	A _____ is defined as one that helps bring about and maintain transition to environmentally sustainable forms of production and consumption.	1
v.	True/False: Meditation and Yoga help in managing stress.	1
vi.	What do you call a selected single cell in a spreadsheet that is ready for data entry or editing?	1
Q. 2	Answer any 5 out of the given 7 questions (1 x 5 = 5 marks)	
i.	The _____ sounded vowel in the word determines the position of the outline.	1
ii.	After two straight strokes consonant 'SH' should be written in _____ direction	1
iii.	Ment.' is indicated by 'mnt'(Half-length M and N Hook) but whenever it is not convenient, then _____ can be written to represent 'ment'.	1
iv.	Figures one to twenty, except _____, are represented by Shorthand outlines when they stand alone.	1
v.	Can Logograms be used to form Special Contractions?	1
vi.	Assertion: Contractions in shorthand should have distinctive, convenient, and readable outlines. Reasoning: Clear and distinct outlines prevent confusion between shorthand contractions and ordinary words, ensuring accurate and efficient transcription. Options: a) Both the assertion and reasoning are true, and the reasoning is the correct explanation of the assertion. b) Both the assertion and reasoning are true, but the reasoning is not the correct explanation of the assertion. c) The assertion is true, but the reasoning is false. d) Both the assertion and reasoning are false.	1
vii.	Advanced shorthand phrases use loops to represent ' first ' and _____	1
Q. 3	Answer any 6 out of the given 7 questions (1 x 6 = 6 marks)	
i.	True/False: Logical and logically are represented by joined Consonant J.	1
ii.	In advanced phraseography, Circle 's' & Shun Hook' is used for the word _____.	1
iii.	Writing of a word in a position as to indicate a vowel without inserting the vowel sign is known as _____.	1
iv.	_____ hook is used to represent the words on , than and been in	1

	advance phraseography.	
v.	Choose the correct option which represents the following outline. 	1
	a) Be we b) by way c) by the way d) bet we	
vi.	Half-length Consonant _____ is used for forming Advanced Phrases for the words 'word and would'.	1
vii.	True/False: Advanced Phrases are formed by omitting the Logograms.	1
Q. 4	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	Large circle used initially <u>e</u> in the given outline represent the word _____ while phrasing.	1
ii.	Initial accom or accommo is represented by Consonant _____ either joined or disjoined.	1
iii.	'Fullness' is indicated by _____ in forming Suffixes.	1
iv.	Assertion: Intersections are an important aid for developing speed in shorthand. Reasoning: Intersections allow for brief and rapid indication of official titles and colloquial phrases, making it easier to transcribe dictation swiftly and accurately. Options: a) Both the assertion and reasoning are true, and the reasoning is the correct explanation of the assertion. b) Both the assertion and reasoning are true, but the reasoning is not the correct explanation of the assertion. c) The assertion is true, but the reasoning is false. d) Both the assertion and reasoning are false.	1
v.	Enlist any two words which are represented by Stroke 'K' in forming Intersections.	1
vi.	Prefix _____ is represented by disjoined Consonant "M"	1
Q. 5	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	A _____ is a union of two vowel sounds occurring consecutively but pronounced separately.	1
ii.	Which words are represented by 'L' in forming intersections?	1
iii.	True/False: Stroke SR represents the word 'Senior in forming Intersections	1
iv.	_____ is represented by half- length consonant 'Y'.	1
v.	Stroke 'K' is employed to represent the word _____ in forming Intersections.	1
vi.	How the Suffixes 'ality', 'ility', 'arity", "elty', etc. are represented in Shorthand?	1
Q. 6	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	_____ means omission of certain consonants at the time of writing in Shorthand.	1
ii.	In the given outline:  GN intersection represents the word _____	1
iii.	If W comes in the middle of a word and a dash vowel comes after it, the combination (W+dash vowel) will be expressed by a _____ Semi-Circle	1
iv.	Which words are represented by Downward "R in forming intersections?	1
v.	V consonant would represent the word _____ while intersecting.	1
vi.	"Ship' is represented by joined or disjoined stroke _____.	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. 1	Distinguish between extrinsic and intrinsic motivation.	2
Q. 2	What is Decisiveness? Why is decisiveness considered crucial when starting a new business venture?	2
Q. 3	What are the steps to insert a square shape in a presentation?	2
Q. 4	How do greenhouse gases contribute to global warming and what steps are being taken to reduce their emission?	2
Q. 5	What is communication? Sketch a diagram illustrating the components of effective communication?	2

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

Q. 6	Define Prefix and Suffix.	2
Q. 7	How does the Doubling Principle in shorthand facilitate the representation of advanced phrases.	2
Q. 8	Distinguish between general and special contractions.	2
Q. 9	Explain in brief the rules of forming advance phrases using small and large circles.	2
Q. 10	Which form of L is used in the word 'like' & 'alike' and why?	1+ 1

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

Q. 11	Which consonant is used to symbolize the following numerical value a) Hundred b) Dollar c) Rupees d) Million e) Thousand f) Pounds	3																
Q. 12	Name and explain the Prefixes which are represented by a small disjoined circle.	3																
Q. 13	In shorthand, intersections involving consonants are used to represent specific words or phrases by combining the strokes in a distinctive manner. Complete the following table of intersections	3																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">S. No.</th> <th style="width: 20%;">Consonant</th> <th style="width: 20%;">Represent</th> <th style="width: 50%;">Example</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">J</td> <td style="background-color: #e0e0e0;"></td> <td>Monthly Journal </td> </tr> <tr> <td style="text-align: center;">2</td> <td style="background-color: #e0e0e0;"></td> <td style="text-align: center;">form</td> <td> necessary form</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">m</td> <td style="text-align: center;">mark</td> <td style="background-color: #e0e0e0;"></td> </tr> </tbody> </table>	S. No.	Consonant	Represent	Example	1	J		Monthly Journal	2		form	necessary form	3	m	mark		
S. No.	Consonant	Represent	Example															
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Answer any 3 out of the given 5 questions in 50– 80 words each (4 x 3 = 12 marks)

Q. 14	How does shorthand utilize the suffix '-ing' to streamline the representation of words?	4
Q. 15	Explain with examples the rules for forming special contractions.	4

Q. 16	Explain by giving suitable examples the use of Halving Principle in forming Advances Phrases.	4
Q. 17	a) What is intersection? b) What technique is used when parallel strokes occur and intersecting one stroke with another is not convenient? c) How does the order of strokes in shorthand intersections correspond to the position of the word being indicated? d) How does the placement of intersections on the first versus the last consonant of a word affect the reading sequence?	4
Q. 18	Enumerate four key differences between diphthongs and diphones.	4