

CBSE | DEPARTMENT OF SKILL EDUCATION

SHORTHAND (ENGLISH) (SUBJECT CODE 825)

Marking Scheme of Sample Question Paper for Class XII

(Session 2020-2021)

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.	Ans: People	1
ii.	Ans: Non-verbal communication/signal	1
iii.	Ans: Presentation	1
iv.	Ans: Spreadsheet	1
v.	Ans: Narcissistic	1
vi.	Ans: Energy Auditors	1

Q. 2	Answer any 5 out of the given 7 questions (1 x 5 = 5 marks)	
i.	Ans: First	1
ii.	Ans: (b)	1
iii.	Ans: Downward	1
iv.	Ans: Upward	1
v.	Ans: Diaphones	1
vi.	Ans: Downward	1
vii.	Ans: Upward	

Q. 3	Answer any 6 out of the given 7 questions (1 x 6 = 6 marks)	
i.	Ans: Beginning	1
ii.	Ans: disjointed	1
iii.	Ans: Used	1
iv.	Ans: lngs	1
v.	Ans: Half-length M and N hook	1
vi.	Ans: LY	1
vii.	Ans: stroke	

Q. 4	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	Ans: two	1
ii.	Ans: General	1
iii.	Ans: M	1
iv.	Ans: Billion	1
v.	Ans: 'Half Length P and NS circle'	1
vi.	Ans: Logogram	1

Q. 5	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	Ans: Rupees	1
ii.	Ans: First and next	1
iii.	Ans: Doubling	1
iv.	Ans: Any two – on, than, own, been	1
v.	Ans: Association	1
vi.	Ans: Intersection	1

Q. 6	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	Ans: Consonant 'P' and 'R' hook	1
ii.	Ans: Journal	1
iii.	Ans: 'L'	1
iv.	Ans: Slashes	1
v.	Ans: Semi-Blocked Style	1
vi.	Ans: Block/Fully Blocked Style	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	Ans: Writing is the form of communication that allows students to put their feelings and ideas on paper, to organize their knowledge and beliefs into convincing arguments, and to convey meaning through well-constructed text.	2
Q. 8	Ans: Interrogate or ask questions. These are direct questions and are punctuated by a question mark. Why haven't you completed your work?	2
Q. 9	Ans: 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	2
Q. 10	Ans: 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 and other environmental factors.	2
Q. 11	Ans: 1. Construction worker, crew member 2. Designer 3. Carpenter 4. Building Planner and coordinators	2

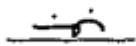


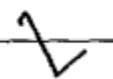
Answer any 3 out of the given 5 questions in 20 – 30 words each (2 x 3 = 6 marks)

Q. 12	Ans: 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 <u>◌̣</u> Twenty <u>◌̣</u> Farewell <u>◌̣</u>	2
Q. 13	Ans: Diphone is a union of the two vowel sounds occurring consecutively but pronounced separately. Diaphones are represented by two angular signs – <u>◌̣</u> and <u>◌̣</u> And are written according to the first sounded position of the vowel.	2
Q. 14	Ans: Prefix meAns to fix a part of the word before the other part e.g. Confine <u>◌̣</u> Confess <u>◌̣</u> Contain <u>◌̣</u> Suffix meAns to fix a part of the word after the first part e.g. Trying <u>◌̣</u> Playing <u>◌̣</u> Staying <u>◌̣</u>	2



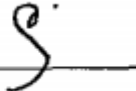

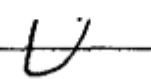
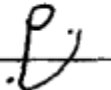
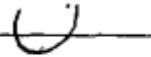
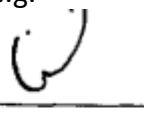

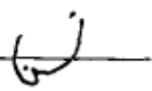

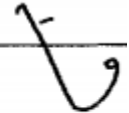
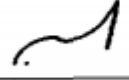
<p>Q. 15</p>	<p>Ans: A Grammologue is a frequently occurring word represented by a single sign. It may be written above, on and through the line. Put <u> </u> of <u> </u> on <u> </u> A Contraction is a shorthand sign containing not less than two strokes. Contractions are written on the line.</p> <p>Expect-ed <u> </u> Respect-ed <u> </u> Suspect-ed <u> </u></p>	<p>2</p>
<p>Q. 16</p>	<p>Ans:</p> <p>Advanced Phrases are formed by using Halving Principle as given below:</p> <ul style="list-style-type: none"> - For the word 'it' e.g. <p style="text-align: center;">If it <u> </u> If it is not <u> </u></p> <ul style="list-style-type: none"> - For the word 'to' e.g. <p style="text-align: center;">Able to <u> </u> Able to make <u> </u></p> <p>Any two from page No.82, Point No. 2: Advanced phrases are formed by using Halving Principle.</p>	<p>2</p>

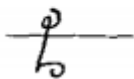
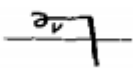
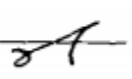

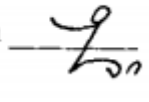
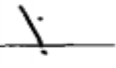
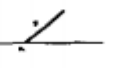
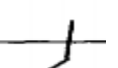
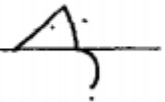
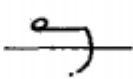
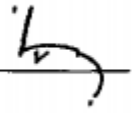
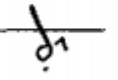
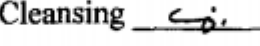
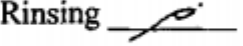
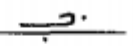
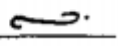
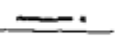

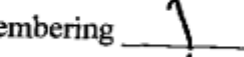
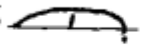
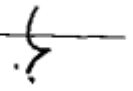

Answer any 2 out of the given 3 questions in 30– 50 words each (3 x 2 = 6 marks)

<p>Q. 17</p>	<p>Ans:1. After any initial attachment of hook, circle and downward stroke, except consonant 'D':</p> <p>Spacious <u> </u></p> <p>2. After an upward stroke, e.g.</p> <p>Rash <u> </u></p> <p>3. After a horizontal stroke, e.g.</p> <p>Cash <u> </u></p>	<p>3</p>
<p>Q. 18</p>	<p>Ans: '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 <u> </u> Enjoyment <u> </u></p> <p style="text-align: center;">But</p> <p>Consignment <u> </u> Announcement <u> </u></p>	<p>3</p>

<p>Q. 19</p>	<p>Ans: 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>	<p>3</p>
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Answer any 3 out of the given 5 questions in 50– 80 words each (4 x 3 = 12 marks)

<p>Q. 20</p>	<p>Ans: 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 some strokes whereas Diaphone sign cannot be attached and abbreviated.</p>	<p>4</p>
<p>Q. 21</p>	<p>Ans: 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' & 'P', between 'L' & 'T' and between 'L' & 'D' e.g.</p> <p>Bishop  Propitious </p> <p>Lashed </p>	<p>4</p>

<p>Q. 22</p>	<p>Ans: '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>	<p>4</p>
<p>Q. 23</p>	<p>Ans: '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> <p>Bouncing  Cleansing  Rinsing </p> <p>3. After 'K', 'G', 'NG', 'SH' hooked finally:</p> <p>Caving  Grieving </p> <p>3. After Grammalogues, where 'NG' stroke is not convenient:</p> <p>Coming  Thinking  Remembering </p> <p>4.</p> <p>After half-length and double length strokes:</p> <p>Motoring  Fielding  Meeting </p>	<p>4</p>
<p>Q. 24</p>	<p>Ans: 1. Before start doing trAnscription work, the matter written in shorthand should be read once or twice in order to understand the contents and subject matter of the matter dictated.</p> <p>2. After trAnscribing the whole matter, it should be read back for accuracy. In case</p>	<p>4</p>

	<p>any mistake is detected during the reading time, the same should be rectified before giving the print command.</p> <p>3. After each page of the matter/shorthand notes is trAnscribed, a cancellation line should be drawn through it.</p> <p>4. The shorthand notes should be stored for future reference.</p>	
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