

CBSE | DEPARTMENT OF SKILL EDUCATION

SHORTHAND – ENGLISH (SUBJECT CODE 825)

CLASS XI (SESSION 2021-2022) MARKING SCHEME FOR TERM -1

Max. Time Allowed: 90 Minutes (1½ Hrs.)

Max. Marks: 30

General Instructions:

1. Please read the instructions carefully
2. This Question Paper is divided into 03 sections, viz., Section A, Section B and Section C.
3. Section A is of 05 marks and has 06 questions on Employability Skills.
4. Section B is of 20 marks and has 25 questions on Subject Specific Skills.
5. Section C is of 05 marks and has 07 competency-based questions.
6. Do as per the instructions given in the respective sections.
7. Marks allotted are mentioned against each section/question.
8. All questions must be attempted in the correct order

SECTION A

Answer any 5 questions out of the given 6 questions on Employability Skills (1 x 5 = 5 marks)

1.	(d) All of them	1
2.	(a) Conscious	1
3.	(d) all of the above	1
4.	(b) Time management	1
5.	(c) Ctrl + F	1
6.	(d) Layout	1

SECTION B

Answer any 20 questions out of the given 25 questions (1 x 20 = 20 marks)

7.	(c) 24	1
8.	(c) Right Semi-circle	1
9.	(a) cross	1
10.	(c) Grammalogues	1
11.	(c) Two vowel sounds in one syllable	1

12.	(c) Three	1
13.	(a) Before the consonant	1
14.	(c) Four	1
15.	(a) Abbreviated	1
16.	(d) Converting & translating	1
17.	(a) Heavy dot and heavy dash	1
18.	(b) 3	1
19.	(a) Six	1
20.	(a) Dot	1
21.	(c) Phraseography	1
22.	(b) Three	1
23.	(a) Tick	1
24.	(a) Vowel	1
25.	(a) Explodents	1
26.	(d)four	1
27.	(b) 1837	1
28.	(d)curved horizontal	1
29.	(c) downward	1
30.	(b)Phrase	1
31.	(d) 1/6 th	1

SECTION C

Answer any 5 questions out of the given 6 questions

(1 x 5 = 5 marks)

32.	(c) Third	1
33.	(b) Downward	1
34.	(c) Initial alphabet in capital	1
35.	(c) Straight	1
36.	(b) Phonography	1
37.	(c) 90	1
38.	(b) Downward, upward	1