

# **CBSE – DEPARTMENT OF SKILL EDUCATION**

## **SHORTHAND (ENGLISH) (SUBJECT CODE 825)**

### **SAMPLE QUESTION PAPER WITH MARKING SCHEME**

#### **Class XII (Session 2019–2020)**

**Time: 3 Hours**

**Max. Marks: 60**

#### **General Instructions:**

1. *This Question Paper consists of two parts viz. Part A: Employability Skills and Part B: Subject Skills.*

#### ***Part A: Employability Skills (10 Marks)***

- i. *Answer any 4 questions out of the given 6 questions of 1 mark each.*
- ii. *Answer any 3 questions out of the given 5 questions of 2 marks each.*

#### ***Part B: Subject Skills (40 Marks):***

- iii. *Answer any 10 questions out of the given 12 questions of 1 mark each.*
  - iv. *Answer any 5 questions from the given 7 questions of 2 marks each.*
  - v. *Answer any 5 questions from the given 7 questions of 3 marks each.*
  - vi. *Answer any 3 questions from the given 5 questions of 5 marks each.*
2. *This question paper contains 42 questions out of which 30 questions are to be answered.*
  3. *All questions of a particular part/section must be attempted in the correct order.*
  4. *The maximum time allowed is 3 hrs.*

## **PART A: EMPLOYABILITY SKILLS (10 MARKS)**

#### **Answer any 4 questions out of the given 6 questions of 1 mark each:**

1.	Mini sagas were 'invented' by the Science fiction writer Brian Aldiss (True/False).  Answer-False	(1)
2.	_____ is marked by an on going pattern of varying moods, self-image and behaviour.  Answer- Borderline	(1)
3.	To select consecutive multiple slides hold down the:-  a) SHIFT key and select the slides. b) CTRL key and select the slides. c) TAB key and select the slides. d) ALT key and select the slides.  Answer - a) SHIFT key and select the slides.	(1)



4.	A vegetable seller is also considered as an entrepreneur (True/False). Answer- (True)	(1)
5.	Green tourism is also referred as _____. Answer- New experience economy	(1)
6.	Self-motivation helps us to – a) Motivate and inspired students b) Build strength to complete any task or work c) It decreases individual's energy d) Build a network of people around you Answer- Build strength to complete any task or work	(1)

**Answer any 3 questions out of the given 5 questions of 2 marks each:**

7.	<b>Why the writing skills are important for a student?</b> Answer- Writing is a 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. In its most advanced form, written expression can be as vivid as a work of art.	(2)
8.	<b>Describe obsessive personality disorders?</b> Answer- Obsessive personality disorder is a personality disorder that is characterized by extreme perfectionism, order and neatness.	(2)
9.	<b>Write down any two features of using Spread sheet software?</b> Answer- a) Large volumes of data can be easily handled and manipulated. b) Built-in functions make calculations easier, faster, and more accurate.	(2)
10.	<b>What is a Business Idea?</b> Answer- A business idea is a solution that an entrepreneur thinks of to serve the customer. An idea determines what business activity an entrepreneur would take up to make financial gains. An idea can be product-service based or a hybrid model.	(2)
11.	<b>a) Mention the role of green jobs in toxin free homes. b) Name any two green jobs in solar and wind power sector.</b>  Answer - a) Green jobs will promote the usage of eco-friendly raw materials and conserve energy. b) Energy auditor, chief sustainability officers, wind/ solar energy engineers (any two)	(2)



## 3 3

### PART B: SUBJECT SKILLS (50 MARKS)

Answer any 10 questions out of the given 12 questions:

12.	<p><b>Fill in the blanks with suitable words in the following questions:</b>  A 'Diphone' is a union of two vowel sounds occurring consecutively but pronounced _____.  Answer. <b>Separately</b></p>	1
13.	<p>Medial 'Con' or 'Com' or 'Cum' or 'Cog' is represented by writing the previous and the following forms _____.  Answer. <b>Disjoined</b></p>	1
14.	<p>'Mental', 'Mentally' and 'Mentality' are represented by stroke MNT (Half-length stroke 'M' and 'N' Hook) _____.  Answer. <b>Disjoined</b></p>	1
15.	<p>Contractions are generally written _____ the line.  Answer. <b>On</b></p>	1
16.	<p>Circle 'S' and 'Shun Hook' are used in forming Advanced Phrases for the word _____.  Answer. <b>Association</b></p>	1
17.	<p>Advanced Phrases are formed by _____ the Logograms.  Answer. <b>Omitting</b></p>	1
18.	<p>Stroke 'D' is employed to represent the word _____ while forming Intersections.  Answer. <b>Department</b></p>	1
19.	<p><b>Answer the following questions:</b>  In which direction Consonant 'SH' is written after an upstroke?  Answer. <b>In downward direction</b></p>	1
20.	<p>How initial 'trans' will be written in forming Prefixes?  Answer. Initial 'trans' will be written by using 'tras' _____ (omission of N)</p>	1
21.	<p>What does Consonants 'N' &amp; 'M' represent in writing figures in Shorthand?  Answer. Consonants 'N' &amp; 'M' represent 'Hundred Million' in writing figures in Shorthand.</p>	1
22.	<p>Enlist the words which are represented by Large Circles in forming Advanced Phrases.   Answer. Large Circles are used in forming Advanced Phrases for the words 'as we', 'as &amp; w', 'as &amp; s', 'is &amp; s', 'his &amp; s', 's &amp; s', 's &amp; has', and 's &amp; is'.</p>	1
23.	<p>Which words are represented by Consonant 'N' in forming Intersections?   Answer. The Words 'National and Nationalization' are represented by Consonant 'N' in forming Intersections.</p>	1

24. Explain the rules of writing Consonant 'L' in downward direction.  
Answer- The rules for writing Consonant 'L' in downward direction are given below:

1+1=2

1. In the beginning consonant 'L' is written in downward direction if it is preceded by a vowel and immediately followed by consonants 'K', 'G', 'M', 'N' & 'NG' e.g.

Like Love but Alike Alone

Loan Loan but Alone Alone

Legation Legation but Allegation Allegation

Lame Lame but Elm Elm

2. Consonant 'L' is written in downward direction after 'SK' e.g.


Skill Skill Skull Skull


Scale Scale


3. Medial 'L' is generally written in upward direction but for convenient joining, any form can be used e.g.


Uphold (upward) Uphold




Vulgar (upward) 

Facility (upward) 

Film (downward) 

Volume (downward) 

Column (downward) 

25. What are the rules of Medial Semi-Circle? Explain by giving suitable Shorthand examples.


1+1=2

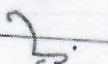
Answer. The rules are given below;


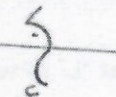
1. If 'W' comes in the middle of a word and a dot vowel comes after it, the combination (W + dot vowel) will be expressed by a left semi-


circle '  ' e.g.


Twelve 


Twenty 


Frequent 


Subsequent  Herewith 

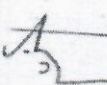
2. If 'w' comes in the middle of a word and a dash vowel comes after it, the combination (W + dash vowel) will be expressed by a Right Semi-Circle '  ' e.g


Limewater 

Firework 





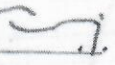







Framework 

Misquote 

Wood-work 

Blameworthy 



26.	<p>Write any four shorthand outlines by using Prefixes 'Magna', 'Magni' and 'Magne'.</p> <p>Answer. Any four out of the following:</p> <p>Magnetize <u></u> Magnify <u></u></p> <p>Magnitude <u></u> Magnifier <u></u></p> <p>Magnanimity <u></u> Magnificent <u></u></p>	$\frac{1}{2} \times 4 = 2$
27.	<p>How are the Special Contractions formed by omitting medial stroke/strokes? Give suitable Shorthand examples.</p> <p>Answer. Special Contractions are formed by omitting medial stroke/strokes as explained below:</p> <p>Amalgamation <u></u></p> <p>Arbitration <u></u></p> <p>Universe <u></u></p> <p>Parliamentary <u></u></p> <p>Defective <u></u></p> <p>Insurance <u></u></p>	1+1
28.	<p>What do you understand by General Contractions? Write any four general Contractions in Shorthand.</p> <p>Answer. A Contraction is a short form containing not less than two strokes, in which one or more of the consonants of the word are not represented. Phonographically, the term contraction means omission of certain consonants at the time of writing in Shorthand. The omission of consonants is restricted to the</p>	1+1=2

medial or final part of the outline. General Contractions are groups of words in which a lightly sounded medial consonant is omitted, stroke or hook is omitted, and a final syllable is contracted or omitted.

Any four examples out of the following:

Subscription 8 Public 1

Postpone 1 Presumption 2

Perspective 1 Production 2

29. Write any four Advanced Phrases in Shorthand by using 'R' and 'L' hooks.

1+1=2

Answer. Any four out of the following:

More than 2

By all means 2

It is only necessary 2

In our view 2

They will only be 2

It appears 1

30. Write any four words (Intersections) in shorthand by using Upward and downward 'R'.

$\frac{1}{2} \times 4 = 2$

Answer. Any four out of the following:



Railway Ticket	<u>X</u>	They may require	<u>X</u>
Do you require	<u>X</u>	Railway official	<u>X</u>
Who will arrange	<u>X</u>		
It will be arranged	<u>X</u>		
Better arrangement	<u>X</u>		
It was arranged	<u>X</u>		

Answer any 5 questions out of the given 7 questions of 3 marks each:


31.	Write any six shorthand outlines by using Prefixes 'Intro' and 'Trans'.	$\frac{1}{2} \times 6 = 3$	
Answer. Any six out of the following:			
Introduce	<u>i</u>	Introducing	<u>i</u>
Introduction	<u>i</u>	Introspection	<u>i</u>
Transfer	<u>t</u>	Transgression	<u>t</u>
Transmit	<u>t</u>	Translate	<u>t</u>
Transit	<u>t</u>	Transport	<u>t</u>





32. How the Suffix 'Ship' is represented in Shorthand? Write any four words in shorthand by using Suffix 'Ship'.


$\frac{1}{2} \times 6 = 3$


Answer. 'Ship' is represented by joined or disjoined stroke 'SH'. Any four examples out of the following:


Relationship 


Leadership 


Guardianship 

Chairmanship 

Scholarship 

Friendship 


Citizenship 


Censorship 


33. How are the Advanced Phrases formed by using Large Circles? Explain by giving suitable examples in Shorthand.


3


Answer. Large Circles are used in forming Advanced Phrases for the words 'as we', 'as & w', 'as & s', 'is & s', 'his & s', 's & s', 's & has', and 's & is' e.g.


As we think 


As well as 

As soon as they 


It is said 


For his sake 

In this city 









As we can 

As we have 

This has been 

As we shall 




34.	<p>Explain the use of 'N' Hook in forming Advanced Phrases. Write suitable examples in Shorthand.</p> <p>Answer. 'N' Hook is used in forming Advanced Phrases for the words 'on', 'than', 'own', &amp; 'been', e.g.</p> <p>Carried on. <u>          </u>       Smaller than <u>          </u> </p> <p>Going on <u>          </u>       More than <u>          </u> </p> <p>At all our own <u>          </u>       I have been <u>          </u> </p> <p>Rather than <u>          </u>       Longer than <u>          </u> </p>	1+2=3
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35. Enlist the words which are represented by Strokes 'K' & 'KR' (Stroke 'K' and 'R' Hook). Explain by giving suitable examples in Shorthand.

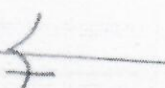
1½ = 3


Answer. The following words are represented by Strokes 'K' & 'KR':  
Consonant 'K' represents the words 'Council', 'Company', 'Captain' & 'Capital' e.g.


Carriage Company 

Watch Company 



Captain of the Ship 


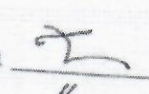
Share Capital 


Town Council 

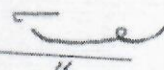
Captain of the team 

- Stroke 'KR' (Stroke K and R Hook) represents the words 'Colonel' & 'Corporation' e.g.

Colonel Kapoor  Corporation Staff 

Steel Corporation  Colonel Ram 

Investment Corporation 

Colonel Anderson 

36 Define intersections. Write any four words (intersections) using strokes 'P' & 'T'.


Answer. Definition: The method of writing one stroke through another is called Intersection. When parallel strokes occur, and it is not convenient to intersect one stroke with another, in such cases, the


1+  
¼X 4=3




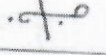
following stroke is written close to the first one.


- Stroke 'P' represents the word 'Party' in forming Intersections.  
Any four out of the following:


Political Party 

Garden Party 


Labour Party 


Congress Party 


Birthday Party 


Parliament Party 


- Stroke 'T' represents the word 'Attention' in forming Intersections.  
Any four out of the following:


Early attention 

Your attention 

To draw the attention 

Careful attention 


Necessary attention 

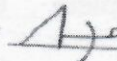
Best attention 


37. Enlist the words (Intersections) which are represented by Strokes 'S' & 'SR' (Circle 'S' and Upward 'R'). Explain by giving suitable examples in Shorthand.


Answer. Strokes 'S' and 'SR' are used to represent the following:

- Stroke 'S' is used to represent the word 'Society' e.g.

Welfare Society 

Red Cross Society 


Medical Society 


Local Society 


$1\frac{1}{2}$   
+  
 $1\frac{1}{2}$   
=3





- Stroke 'SR' (Circle 'S' and Upward R) is employed to represent the word 'Conservative' e.g.

Conservative Club 

Conservative Government 

Conservative Policy 

Conservative Party 

Conservative Estimates 


**Answer any 3 questions out of the given 5 questions of 5 marks each:**

38. Describe the rules of forming Prefixes. Explain in detail by giving suitable examples in Shorthand.


½ x 10  
=5


Answer. The Rules of forming Prefixes are given below:


1. Initial Com. or Comm. or Con. or Conn. is represented by a light dot at the beginning of the following stroke. The outline will be written according to the first sounded vowel after the Prefix Com or Con. or Conn. e.g.


Congratulate 

Competent 


Confine 


Confess 


Compare 

Combine 


But in certain words, it is convenient to write the Prefix in full in words such as:


Commission 


Commerce 


Conquer 

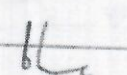
2. Medial Con. or Com. or Cum. or Cog. is represented by writing the previous and the following forms disjoined e.g.


Incomplete 

Recognize 

Welcoming 

By consent 


Discontinue 


Re-consider 





The outlines will be written according to the first sounded vowel.


3. Initial 'accom.' or 'accommo.' is represented by Consonant 'K' either joined or disjoined. The outline must always be written at first place because the first sounded vowel in 'accom' or 'accommo' is of first place e.g.


Accommodation 

Accomplish 

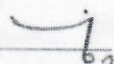
Accommodator 


Accomplisher 


Accompanist 

Accompanying 

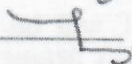
4. Initial 'Intro' is represented by double length N ('ntr.') The outline will always be written in third position because the first sounded vowel in 'intro' is of third place e.g.

Introduce 

Introducing 


Introduction 

Introspect 


Introspection 


Introduces 


5. Initial 'magna', 'magne', 'magni' is represented by disjoined Consonant 'M'. The outline will be written in the first place because the first sounded vowel in 'magna', etc. is of first place. e.g.

Magnetize 


Magnify 


Magnitude 

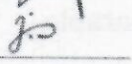
Magnificent 


Magnanimous 


6. Initial 'Trans' will be represented by writing 'Tras' (omission of 'N'). The outlines will be written in the first position because the first sounded vowel in Trans. is of first place. e.g.

Transcribe 


Transport 


Translation 

Transmission 


Transmitter 

But sometimes the full outline is more convenient in words like

Transit 

Transaction 

Transcend 






Transfuse 



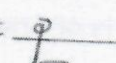





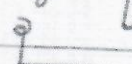
7. Prefix 'Self' is represented by a disjoined Circle written close to the following stroke in the second vowel place. The outline will always be written in the second position because the first sounded vowel in 'self' is of second place e.g.

Self-made  Self-denial   
 Self-possession  Self-love   
 Self help 





8. 'Self-con' or 'self-com' is represented by a disjoined Circle written in the position of 'con', 'com' dot and there is no need of writing 'con' or 'com' dot. The outlines will always be written at the second position because the first sounded vowel in 'self-con' is of second place e.g.

Self-control  Self-confident   
 Self-congratulation  Self-composed   
 Self-contained 





9. 'In' before 'str', 'skr' and upward 'H' will be represented by a small hook written in the clockwise motion (Right motion). The outlines will always be written in the third position because the first sounded vowel in 'in' is of third place e.g.

Instrument  Inscribe   
 Inhale  Inhabit   
 Inhabitation  Inherent   
 Instructor 

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.

Inhumanity  Inhuman   
 Inhospitable  Inseparable 

10. In cases where two 'Ls' or 'Rs' come initially, they may be represented by only one downward 'L' or 'R' provided the rule permit for writing them in downward direction e.g.

Resolute  but Irresolute   
 Limitable  but Illimitable 



Resistible



but

Irresistible



But in case distinctive and convenient outline is not obtained, then two Ls, Rs, Ms, Ns. should be written e.g.

Legal



but

Illegal



Material



but

Immaterial



Necessary



but

Unnecessary



39

Explain in detail the rules of the forming the following Suffixes:

1x5=5

- i. lessness
- ii. Yard
- iii. Fullness
- iv. Ly
- v. Mental, Mentally & Mentality

A. The rules of the above Suffixes are given below:

- i) **Lessness:** Lessness is represented by 'LS' (Consonant L and Circle S) e.g.

Hopelessness



Lawlessness



Sleeplessness



Joylessness



- ii) **Yard:** Yard is represented by half-length consonant 'Y' e.g.

Brickyard



Graveyard



Dockyard



Courtyard



- iii) **Fullness:** Fullness is indicated by 'FS' (Consonant F and Circle S) e.g.

Carefulness



Usefulness



Restfulness



Cheerfulness



- iv) **LY:** 'LY' is represented by disjoined/joined Stroke 'L' e.g.

Friendly



Openly



Urgently



Chiefly



Blindly



- v) **Mental, Mentally & Mentality:** Mental, Mentally and Mentality are represented by Stroke MNT (Half-length M and N Hook)



disjoined e.g.

Experimental g Experimentally g

Experimentality g Instrumental g

Regimental g Fundamental g

40 Describe in detail by giving Shorthand examples the rules of forming Advanced Phrases with the help of Halving and Doubling Principles.

$2\frac{1}{2} + 2\frac{1}{2}$   
=5

Answer- Advanced Phrases are formed by using Halving Principle as given below:

- For the word 'it' e.g.

If it l

If it is not l

In which it is g

If it be not g

- For the word 'to' e.g.

Able to g

Able to make g

Able to think g

You will be able to g

- For the word 'not' e.g.

You may not g

You must not g

You cannot g

You should not be g

- For the words 'would' & 'word' e.g.

This would g

This word g

They would be g

If it would be g

- For 't' in the word 'time' e.g.

At all times g

For some time g

At the same time g

From time to time g

- Advanced Phrases are formed by using Doubling Principle as given below:

- for the word 'other', e.g.

Some other g

Some other way g

In other words g

Some other respects g



- for the word 'dear' e.g.

My dear Mother        My dear Sir       

My dear friend        My dear madam       

- for the words 'there' & 'their' e.g.

Upon their        I know there is       

We have their        Has to be there       

41 Explain the following with proper rules of forming Advanced Phrases by using/omitting:

1x5=5

- Small Circles
- R and L Hooks
- N and F/V Hooks
- Logograms
- Consonants/syllables

A. The rules of forming Advanced Phrases are given below:

- Small circles are used for the words 'as', 'has', 'is' & 'us' e.g.

As it were        As fast as       

As the matter        In his opinion       

It has been        From us       

- R' & 'L' Hooks are used for the miscellaneous words e.g.

In our view        By all means       

It is only necessary        In the early part       

They will only be        It appears       

- 'N' & F/V Hooks' for the words 'on', 'than', 'own', 'been', and 'of', 'have', 'after' & 'even' e.g.

Carried on        Smaller than       

Our own        I have been       

Out of        Those who have       

Monday afternoon        Tuesday evening       

- Advanced Phrases are formed by omitting the Logograms e.g.



By the way ✓

Regret to say

From first to last

Out of place

It appears to me

For the first time

- Advanced Phrases are formed by omitting the Consonants/  
Syllables e.g.

In this manner

Next month

And the contrary

Cannot be considered

Must be

Into consideration

42 How are the following words (Intersections) represented in Shorthand?  
Explain by giving suitable examples in Shorthand:

(5)

- A. Party  
B. Government  
C. Attention  
D. Valuation  
E. National & Nationalization

Answer- The above Intersections are represented as follows:

- **Party:** Stroke 'P' is employed to represent the word 'Party' e.g.

Political Party

Garden Party

Labour Party

Party Government

- **Government:** Stroke 'G' is employed to represent the word 'Government' e.g.

Indian Government

Government of India

British Government

French Government

- **Attention:** Stroke 'T' is employed to represent the word 'Attention' e.g.

Early attention

Your attention



Best attention X

To draw the attention Y

Necessary attention set

- **Valuation:** Stroke 'V' is employed to represent the word 'Valuation' e.g.

Valuation of the Property V

Low Valuation X

Property Valuation VX

Valuation of the site VX

- **National and Nationalization:** Stroke 'N' is employed to represent the words 'National' & 'Nationalization' e.g.

National affair N

National finance N

National Defence N

Nationalization of the Banks N