CBSE – DEPARTMENT OF SKILL EDUCATION

SHORTHAND (ENGLISH)(SUBJECT CODE 825)

Sample Question Paper

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 (50 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).	**(1)**
2.	_____ is marked by an on going pattern of varying moods, self-image and behaviour.	**(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.	**(1)**
4.	A vegetable seller is also considered as an entrepreneur (True/False).	**(1)**

5.	Green tourism is also referred as _____.	(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
		(1)

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

7.	**Why the writing skills are important for a student?**	
8.	Describe obsessive personality disorders?	
9.	Write down any two features of using Spread sheet software?	
10.	What is a Business Idea?	
11.	**a**) Mention the role of green jobs in toxin free homes. **b**) Name any two green jobs in solar and wind power sector.	

PART B: SUBJECT SKILLS (50 MARKS)

Answer any 10 questions out of the given 12 questions:

12.	**Fill in the blanks with suitable words in the following questions:** A 'Diphone' is a union of two vowel sounds occurring consecutively but pronounced _____.	(1)
13.	Medial 'Con' or 'Com' or 'Cum' or 'Cog' is represented by writing the previous and the following forms _____.	(1)
14.	'Mental', Mentally' and 'Mentality' are represented by stroke MNT (Half-length stroke 'M' and 'N' Hook) _____.	(1)
15.	Contractions are generally written _____ the line.	(1)
16.	Circle 'S' and 'Shun Hook' are used in forming Advanced Phrases for the word _____.	(1)
17.	Advanced Phrases are formed by _____ the Logograms.	(1)

18.	Stroke 'D' is employed to represent the word _____ while forming Intersections.	**(1)**
19.	**Answer the following questions:** In which direction Consonant 'SH' is written after an upstroke?	**(1)**
20.	How initial 'trans' will be written in forming Prefixes?	**(1)**
21.	What does Consonants 'N' & 'M' represent in writing figures in Shorthand?	**(1)**
22.	Enlist the words which are represented by Large Circles in forming Advanced Phrases.	**(1)**
23.	Which words are represented by Consonant 'N' in forming Intersections?	**(1)**

Answer any 5 questions out of the given 7 questions of 2 marks each:

24.	Explain the rules of writing Consonant 'L' in downward direction.		
25.	What are the rules of Medial Semi-Circle? Explain by giving suitable Shorthand examples.		
26.	Write any four shorthand outlines by using Prefixes 'Magna', 'Magni' and 'Magne'.		
27.	How are the Special Contractions formed by omitting medial stroke/strokes? Give suitable Shorthand examples.		
28.	What do you understand by General Contractions? Write any four general Contractions in Shorthand.		
29.	Write any four Advanced Phrases in Shorthand by using 'R' and 'L' hooks.		
30.	Write any four words (Intersections) in shorthand by using Upward and downward 'R'.		

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'.	**(3)**

32.	How the Suffix 'Ship' is represented in Shorthand? Write any four words in shorthand by using Suffix 'Ship'.	(3)
33.	How are the Advanced Phrases formed by using Large Circles? Explain by giving suitable examples in Shorthand.	(3)
34.	Explain the use of 'N' Hook in forming Advanced Phrases. Write suitable examples in Shorthand.	(3)
35.	Enlist the words which are represented by Strokes 'K' & 'KR' (Stroke 'K' and 'R' Hook). Explain by giving suitable examples in Shorthand.	(3)
36.	Define intersections. Write any four words (intersections) using strokes 'P' & 'T'.	(3)
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 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.	

39.	Explain in detail the rules of the forming the following Suffixes:
	
	    i. lessness
	    ii. Yard
	    iii. Fullness
	    iv. Ly
	    v. Mental, Mentally & Mentality	

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

41.	Explain the following with proper rules of forming Advanced Phrases by using/omitting :		
	i. Small Circles		
	ii. R and L Hooks		
	iii. N and F/V Hooks		
	iv. Logograms		
	v. Consonants/syllables		
42.	How are the following words (Intersections) represented in Shorthand? Explain by giving suitable examples in Shorthand:		
	i. Party		
	ii. Government		
	iii. Attention		
	iv. Valuation		
	v. National and Nationalization		