

# CBSE | DEPARTMENT OF SKILL EDUCATION

## SHORTHAND ENGLISH (SUBJECT CODE - 825)

### MARKING SCHEME FOR CLASS XI (SESSION 2023-2024)

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. No.	QUESTION	Source Material (NCERT/PSSCIVE/ CBSE Study Material)	Unit/ Chap. No.	Page no. of source material	Marks
<b>Q. 1</b>	<b>Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)</b>				
i	Communication	CBSE Study Material	Unit 1	Pg. 1	1
ii	External Motivation	NCERT	Unit 2	Pg. 93	1
lii	business plan	NCERT	Unit 4	Pg. 167	1
iv	Achievable	NCERT	Unit 2	Pg. 98	1
v	green economy	NCERT	Unit 5	Pg. 171	1
vi	word processor	NCERT	Unit 3	Pg. 106	1
<b>Q. 2</b>	<b>Answer any 5 out of the given 7 questions (1 x 5 = 5 marks)</b>				
i	Sir Isaac Pitman	CBSE Study Material	Unit 1	Pg. 1	1
ii	Stenography	CBSE Study Material	Unit 1	Pg. 2	1
lii	24	CBSE Study Material	Unit 2	Pg. 11	1
iv	$1/6^{\text{th}}$	CBSE Study Material	Unit 2	Pg. 12	1
v	Explosives	CBSE Study Material	Unit 2	Pg. 12	1
vi	preceding	CBSE Study Material	Unit 7	Pg. 89	1
vii	downwards	CBSE Study Material	Unit 7	Pg. 90	1
<b>Q. 3</b>	<b>Answer any 6 out of the given 7 questions (1 x 6 = 6 marks)</b>				
i	tr	CBSE Study Material	Unit 7	Pg. 95	1
ii	True	CBSE Study Material	Unit 7	Pg. 89	1
lii	dear	CBSE Study Material	Unit 7	Pg. 97	1
iv	'Str' or 'ster'	CBSE Study Material	Unit 5	Pg. 58	1
v	anticlockwise	CBSE Study Material	Unit 5	Pg. 52	1
vi	us	CBSE Study Material	Unit 5	Pg. 54	1
vii	'Sway' or 'sw'	CBSE Study Material	Unit 5	Pg. 56	1
<b>Q. 4</b>	<b>Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)</b>				
i	Phraseography	CBSE Study Material	Unit 4	Pg. 43	1
ii	right	CBSE Study Material	Unit 4	Pg. 42	1
lii	initially	CBSE Study Material	Unit 4	Pg. 44	1
iv	P	CBSE Study Material	Unit 4	Pg. 43	1
v	Downward	CBSE Study Material	Unit 4	Pg. 42	1
vi	Logogram	CBSE Study Material	Unit 4	Pg. 44	1
<b>Q. 5</b>	<b>Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)</b>				
i	12	CBSE Study Material	Unit 3	Pg. 23	1
ii	Triphone	CBSE Study Material	Unit 3	Pg. 29	1
lii	2 <sup>nd</sup> place	CBSE Study Material	Unit 3	Pg. 28	1
iv	logograms	CBSE Study Material	Unit 3	Pg. 30	1
v	a) Small cross	CBSE Study Material	Unit 3	Pg. 30	1
vi	Two	CBSE Study Material	Unit 3	Pg. 23	1
<b>Q. 6</b>	<b>Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)</b>				
i	L & R	CBSE Study Material	Unit 6	Pg. 65	1
ii	Upward	CBSE Study Material	Unit 6	Pg. 67	1
lii	b) Not used	CBSE Study Material	Unit 6	Pg. 70	1
iv	Compound	CBSE Study Material	Unit 8	Pg. 118	1
v	08 (Eight)	CBSE Study Material	Unit 8	Pg. 110	1
vi	R	CBSE Study Material	Unit 8	Pg. 115	1

## SECTION B: SUBJECTIVE TYPE QUESTIONS

Q. No.	QUESTION	Source Material (NCERT/PSSCIVE/ CBSE Study Material)	Unit/ Chap. No.	Page no. of source material	Marks
<b>Answer any 3 out of the given 5 questions on Employability Skills in 20 – 30 words each (2 x 3 = 6 marks)</b>					
<b>Q. 7</b>	<p>1. It is easy and quick.</p> <p>2. You can say what you want and get a quick response.</p> <p>3. It is an easier form of communication when you have to exchange ideas.</p>	NCERT	Unit 1	Pg. 8	2
<b>Q. 8</b>	<p>Time management is the process of planning and exercising control of time spent on various activities to increase efficiency and effectiveness.</p> <p>Following are the set of activities we need to take up for time management</p> <ul style="list-style-type: none"> <li>• Setting and prioritizing goals</li> <li>• Creating a schedule.</li> <li>• Making lists of tasks</li> <li>• Balancing work and leisure</li> <li>• Breaking large tasks into smaller tasks</li> </ul>	CBSE Study Material	Unit 2	Pg. 3&4	2
<b>Q. 9</b>	<p>1. The government makes policies and provides funds for implementing plans and policies.</p> <p>2. It makes legislations (laws), such as ‘The Environment (Protection) Act, 1986’ to protect the environment and take actions against law-breakers.</p> <p>3. It sets up missions, such as the Green India Mission and National Solar Mission to act on green economy projects.</p> <p>4. It works with scientists and educates the public on environmentally safe practices (pollution control, chemical-free farming).</p>	NCERT	Unit 5	Pg. 186	2
<b>Q. 10</b>	<p>i. Ctrl + N</p> <p>ii. Shift + Ctrl + S</p> <p>iii. Ctrl + B</p> <p>iv. F7</p>	CBSE Study Material	Unit 3	i. Pg. 4 ii. Pg. 6 iii. Pg. 11 iv. Pg. 18	2
<b>Q. 11</b>	<p>A manufacturing business is one that converts raw material(s) into finished product(s) to meet the demands of the customer. In this form of business, the finished product can be directly sold to the customer.</p> <p>A trading business does not manufacture a good or product but only facilitates the act of bringing the finished goods from the manufacturing unit to the buyer or customer (who is ready to pay for the produced good)</p>	NCERT	Unit 4	Pg. 139  Pg. 140	2

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

Q. 12	The method of converting or translating the matter written in shorthand to the language concerned (English/ Hindi) is known as transcription.	CBSE Study Material	Unit 1	Pg. 8	2																																										
Q. 13	<p>Curved strokes: - Simple curves written with different impressions and in different directions. The outlines of curved strokes are as follows:</p> <table border="0"> <thead> <tr> <th><b>Stroke</b></th> <th><b>Impression</b></th> <th><b>Direction</b></th> </tr> </thead> <tbody> <tr> <td><b>F</b> </td> <td><b>Light</b></td> <td><b>Downward</b></td> </tr> <tr> <td><b>V</b> </td> <td><b>Dark</b></td> <td><b>Downward</b></td> </tr> <tr> <td><b>TH</b> </td> <td><b>Light</b></td> <td><b>Downward</b></td> </tr> <tr> <td><b>TH</b> </td> <td><b>Dark</b></td> <td><b>Downward</b></td> </tr> <tr> <td><b>S</b> </td> <td><b>Light</b></td> <td><b>Downward</b></td> </tr> <tr> <td><b>Z</b> </td> <td><b>Dark</b></td> <td><b>Downward</b></td> </tr> <tr> <td><b>SH</b> </td> <td><b>Light</b></td> <td><b>Downward</b></td> </tr> <tr> <td><b>ZH</b> </td> <td><b>Dark</b></td> <td><b>Downward</b></td> </tr> <tr> <td><b>M</b> </td> <td><b>Light</b></td> <td><b>Horizontal</b></td> </tr> <tr> <td><b>N</b> </td> <td><b>Light</b></td> <td><b>Horizontal</b></td> </tr> <tr> <td><b>NG</b> </td> <td><b>Dark</b></td> <td><b>Horizontal</b></td> </tr> <tr> <td><b>L</b> </td> <td><b>Light</b></td> <td><b>Upward</b></td> </tr> <tr> <td><b>R</b> </td> <td><b>Light</b></td> <td><b>Downward</b></td> </tr> </tbody> </table>	<b>Stroke</b>	<b>Impression</b>	<b>Direction</b>	<b>F</b> 	<b>Light</b>	<b>Downward</b>	<b>V</b> 	<b>Dark</b>	<b>Downward</b>	<b>TH</b> 	<b>Light</b>	<b>Downward</b>	<b>TH</b> 	<b>Dark</b>	<b>Downward</b>	<b>S</b> 	<b>Light</b>	<b>Downward</b>	<b>Z</b> 	<b>Dark</b>	<b>Downward</b>	<b>SH</b> 	<b>Light</b>	<b>Downward</b>	<b>ZH</b> 	<b>Dark</b>	<b>Downward</b>	<b>M</b> 	<b>Light</b>	<b>Horizontal</b>	<b>N</b> 	<b>Light</b>	<b>Horizontal</b>	<b>NG</b> 	<b>Dark</b>	<b>Horizontal</b>	<b>L</b> 	<b>Light</b>	<b>Upward</b>	<b>R</b> 	<b>Light</b>	<b>Downward</b>	CBSE Study Material	Unit 2	Pg. 14	2
<b>Stroke</b>	<b>Impression</b>	<b>Direction</b>																																													
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Q. 14	<p>Following are the qualities of a good Phraseogram:</p> <ul style="list-style-type: none"> <li>• A Phraseogram should be easy to write</li> <li>• Phrase should neither ascend too far above the line nor below the line because it spoils the smooth running of hand</li> <li>• Phrase should be legible (easily readable) when written.</li> <li>• The first word -form of a Phrase should occupy its original place. It would be written if it stood alone e.g. the first word- form of 'they' would be written on the line as the first word -form 'H' is written on the line.</li> <li>• Vowels may be avoided while writing a phrases but vowels where the same outline represents two or more Phrases e.g. 'To me'  'To him' </li> <li>• Pen or pencil should not be lifted unless the whole phrase is</li> </ul>	CBSE Study Material	Unit 4	Pg. 43	2																																										

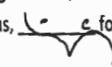
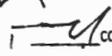
<p><b>Q. 15</b></p>	<p>The doubling principle is not employed under the following conditions:</p> <p>(a) if the word ends with a vowel e.g.</p> <p>boundary  entry  country  foundry </p> <p>(b) Doubling principle not employed in past tenses e.g.</p> <p>Distempered  surrendered  altered  ve</p> <p>Shattered  tendered  countered </p>	<p>CBSE Study Material</p>	<p>Unit 7</p>	<p>Pg. 97</p>	<p>2</p>
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<p><b>Q. 16</b></p>	<p>The stroke 'm' when thickened adds 'p' or 'b' consonants. It is used in the following ways:</p> <p>Initially: For example:</p> <p> embody  camp  lamp.</p> <p>Initial and final attachments can be made with 'mp' and 'mb' e.g.</p> <p> swamp  stamp  impose  imposed</p> <p><b>Note:</b> The Compound Consonant mp and mb is not employed when m-p or m-b and mp or mb immediately followed by r or L, the initially hooked letter are employed e.g. __</p> <p> map  mob  empress  embrace</p>	<p>CBSE Study Material</p>	<p>Unit 8</p>	<p>Pg. 116-117</p>	<p>2</p>
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**Answer any 2 out of the given 3 questions in 30– 50 words each (3 x 2 = 6 marks)**

<p><b>Q. 17</b></p>	<p>The sound which comes from inside the throat without the friction of tongue or lips is called Vowel. There are 12 vowels in shorthand. There are three places to put vowels i.e., 1<sup>st</sup> place (in the beginning of the stroke), 2<sup>nd</sup> place (in the middle of the stroke) and 3<sup>rd</sup> place (at the end of the stroke).</p> <p><b>Intervening Vowels:</b> The third-place vowel signs in between the two strokes are written before the second stroke at the end of the left-hand side because the vowel signs are written more conveniently in that place e.g.</p> <p>Pool  Book  Chill  Took </p>	<p>CBSE Study Material</p>	<p>Unit 3</p>	<p>Pg.23  Pg.24  Pg. 26</p>	<p>3</p>
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<p><b>Q. 18</b></p>	<p>The small loop represents 'st' or 'sd' pronounced as stee loop. It is attached with left motion to strokes. It covers half the portion of the stroke.</p> <p>Stee loop is not used when:</p>	<p>CBSE Study Material</p>	<p>Unit 5</p>	<p>Pg. 57  Pg. 58</p>	<p>3</p>
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	<p>If there is a vowel, between s and t, 'st' loop is not used e.g.</p> <p>Beset  tacit  receipt  upset </p> <p>If there is a vowel after 'st' in a word, 'st' loop is not used e</p> <p>Tasty  dusty  rusty  masty </p>				
<p><b>Q. 19</b></p>	<p><b>Never use 'whl' on the following conditions:</b></p> <p>a) When an initial vowel precedes 'whl'. The compound consonant 'L' are used.</p> <p> awheel  awhile.</p> <p>b) Occurs medially and the use of which is inconvenient for joining long outline, the dot 'h' the 'w' series of diphthongs and stroke 'L'</p> <p>Thus,  four-wheeler  overwhelm.</p> <p>c) In certain words ending 'wheel', thus  cog-wheel </p>	<p>CBSE Study Material</p>	<p>Unit 8</p>	<p>Pg. 114-115</p>	<p>3</p>

**Answer any 3 out of the given 5 questions in 50– 80 words each (4 x 3 = 12 marks)**

<p><b>Q. 20</b></p>	<p>When the two strokes are joined together without lifting the pen or pencil it is called joining of strokes.</p> <p>Rules for joining are as follows:</p> <ol style="list-style-type: none"> <li>1. pen or pencil should not be lifted in between while joining the consonants.</li> <li>2. The 2<sup>nd</sup> stroke should commence at the end of 1<sup>st</sup> stroke and 3<sup>rd</sup> should commence at the end of 2<sup>nd</sup> and so on.</li> <li>3. While joining the strokes must be written in the same direction as when standing alone.</li> <li>4. While joining the length, angle, impression and direction should not be changed.</li> </ol>	<p>CBSE Study Material</p>	<p>Unit 2</p>	<p>Pg. no. 15-16</p>	<p>4</p>
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<p><b>Q. 21</b></p>	<p>Two vowel sounds occurring simultaneously and pronounced together as a single vowel sound is called a Diphthong or it is union of two vowel sounds in a word of single syllable. There are four Diphthongs i.e. 'I', 'OW', 'OI', 'U' as heard in the sentence "I now enjoy music". Two of them are of first place and two of third place Diphthong. The rules for Diphthongs are given below:</p> <ol style="list-style-type: none"> <li>1. Diphthong 'I' is a first place Diphthong and is represented by an arrow pointing from the vowel 'i' to the vowel 'e'. e.g. Time  Like  Mike  Bi</li> <li>2. Diphthong 'OI' is also a first place Diphthong and is represented by an arrow pointing from the vowel 'o' to the vowel 'i'. e.g. Boy  Toy  Boil  En</li> <li>3. Diphthong 'OW' is a third place Diphthong and is represented by an arrow pointing from the vowel 'o' to the vowel 'u'. e.g. Out  Loud  Mouth  C -It can be abbreviated for the word 'Now' e.g. </li> <li>4. Diphthong 'U' is also a third place Diphthong and is represented by an arrow pointing from the vowel 'u' to the vowel 'i'. e.g. Duke  Beauty  Mule  I</li> </ol>	<p>CBSE Study Material</p>	<p>Unit 3</p>	<p>Pg. 28-29</p>	<p>4</p>
<p><b>Q. 22</b></p>	<p>Rules for the use of upward R are as follows:</p> <ul style="list-style-type: none"> <li>• When 'r' stands alone and followed by a vowel, upward R is used e.g. Ray  Raw </li> <li>• When 'r' comes in the middle of a word, generally upward R is used e.g. Mark  Carriage  March  N</li> <li>• When final 'r' in the word is followed by a vowel, upward R is used e.g. Lorry  Carry  Marry </li> <li>• Before consonants T, D, Chay, Jay and ith, upward R is used e.g. writ  raid  arch  urge </li> <li>• If consonant 'R' follows Consonants 'w', 'y', 'h' and up will always be used in upward direction e.g. Hero  Aware  Rare  Roar  Hurry  Harry  Distinctive outlines: Poor  Pure </li> </ul>	<p>CBSE Study Material</p>	<p>Unit 4</p>	<p>Pg. 41</p>	<p>4</p>

Q. 2

1. When Shun follows the circle 's' or 'ns', it is not expressed. Instead it is represented by a 'small hook or curl', written on top of the circle and with the same motion, or in continuation of the circle.

-----<sup>h</sup>-----decision      -----<sup>h</sup>-----dispensation

2. A third place vowel between the circle and shun hook is placed or curl; thus

-----<sup>h</sup>-----decision      -----<sup>h</sup>-----position      -----<sup>h</sup>-----  
-----<sup>a</sup>-----musician      -----<sup>h</sup>-----proposition      -----<sup>h</sup>-----

3. When a second place vowel is to be read between the circle and not be indicated; thus,

-----<sup>h</sup>-----<sup>e</sup>-----taxation      -----<sup>h</sup>-----<sup>e</sup>-----sensation      -----<sup>h</sup>-----  
-----<sup>h</sup>-----<sup>e</sup>-----possession      -----<sup>h</sup>-----<sup>e</sup>-----accession

4. First place vowels do not occur between the circle and shun.

5. To indicate a plural, the circle 's' is placed inside the curl; thus,

-----<sup>h</sup>-----<sup>s</sup>-----decisions      -----<sup>h</sup>-----<sup>s</sup>-----possessions      -----<sup>h</sup>-----  
-----<sup>h</sup>-----<sup>s</sup>-----physicians      -----<sup>h</sup>-----<sup>s</sup>-----musicians

Q. 24

Halving principle is not employed under the following situations

CBSE Study Material

Unit 7

Pg. 92-93

4

(i) Downward form of 'h' is not halved, when standing alone form of 'h' which is halved. e.g.

Hat  hit  height  hot  heat 

(ii) Upward form of 'r' when standing alone, without initial a halved. e.g.

Rate  right  writ  write  wrote 

(iii) In the words ending with 't' or 'd' and followed by a vowel is not employed e.g.

Mighty  body  knotty   
lady  Ready 

(iv) Stroke is not halved if followed by a 'triphone', e.g.

Fiat  diet 

(v) Halving principle is not used when there is a joining of t forming no angle, e.g.

Cooked  kicked  looked 

(vi) If 'r' (downward) and 'sh' occur 'el', then r(dn) and 'sh' a

Alert  polished  coloured 

(vii) After 'm', 'sh' is not halved, e.g.

Smashed  blemished 

(viii) After 'n', m or 'm' after n are not halved e.g.

Nominate  terminate  dominate  minut

(ix) when a vowel occurs between l-d or r-d, both consonants w full forms e.g.

Married  sorrowed  hurried  pallid

(x) Strokes for mp, mb and ng cannot be halved for the addition unless they are Hooked initially or finally; e.g.

Impute  belonged  rampart  hampered   
Imbued  lingered  impugned 