CBSE | DEPARTMENT OF SKILL EDUCATION

SHORTHAND (ENGLISH) (SUBJECT CODE - 825)

Blue-print for Sample Question Paper for Class XII (Session 2023-2024)

Max. Time: 3 Hours   **Max. Marks: 60**

PART A - EMPLOYABILITY SKILLS (10 MARKS):

UNIT NO.	NAME OF THE UNIT	OBJECTIVE TYPE QUESTIONS 1 MARK EACH	SHORT ANSWER TYPE QUESTIONS 2 MARKS EACH	TOTAL QUESTIONS
1	Communication Skills - IV	1	1	2
2	Self-Management Skills - IV	1	1	2
3	Information and Communication Technology Skills - IV	2	1	2
4	Entrepreneurial Skills - IV	1	1	2
5	Green Skills - IV	1	1	2
	TOTAL QUESTIONS	**6**	**5**	**11**
	NO. OF QUESTIONS TO BE ANSWERED	**Any 4**	**Any 3**	**07**
	TOTAL MARKS	**1 x 4 = 4**	**2 x 3 = 6**	**10**

PART B - SUBJECT SPECIFIC SKILLS (50 MARKS):

UNIT NO.	NAME OF THE UNIT	OBJECTIVE TYPE QUESTIONS 1 MARK EACH	SHORT ANS. TYPE QUES.- I 2 MARKS EACH	SHORT ANS. TYPE QUES.- II 3 MARKS EACH	DESCRIPTIVE/ LONG ANS. TYPE QUESTIONS 4 MARKS EACH	TOTAL QUESTIONS
1.	Diaphones, Medial Semi-Circle. Upward and downward 'L' and Upwardand downward 'SH'	7	2	1	2	12
2	Prefixes and Suffixes	7	1	1	2	11
3	General Contractions, Special Contractions and Figures	8	1	1	-	10
4.	Advanced Phraseography	5	1	-	1	7
5.	Intersections	5	-	-	-	5
6.	Dictation Passages and their Transcription	-	-	-	-	-
7.	Business Letters and their Transcription	-	-	-	-	-
	TOTAL QUESTIONS	**32**	**5**	**3**	**5**	**45**
	NO. OF QUESTIONS TO BE ANSWERED	**26**	**Any 3**	**Any 2**	**Any 3**	**34**
	TOTAL MARKS	**1 x 26= 26**	**2 x 3 = 6**	**3 x 2 = 6**	**4 x 3 = 12**	**50 MARKS**

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Sample Question Paper for Class XII (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. 1	Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)	
i.	What is a sentence?	1
ii.	Mina, is creative, curious, active, flexible and adventurous. She is interested in learning new things, meeting new people and making friends, and likes visiting new places. Identify the type of personality trait she has?	1
iii.	What is the shortcut key to print a spreadsheet?	1
iv.	Define a startup.	1
v.	Write the full form of UNEP.	1
vi.	What will you do to select an entire worksheet in a spreadsheet?	1

Q. 2	Answer any 5 out of the given 7 questions (1 x 5 = 5 marks)	
i.	Dash Vowel + Any other vowel represents the angular sign of diaphone will be written according to _____ sounded vowel.	1
ii.	When there is a final vowel after 'w', the following is used: (a) Semi-circle (b) 'w' Consonant	1
iii.	After 'Sk' the consonant 'L' is written in which direction.	1
iv.	Before consonant 'V', 'SH' is written in which direction _____	1
v.	Two vowel sounds coming simultaneously but being pronounced separately are known as _____ _____	1
vi.	The 'L' will be written ____ if it is preceded by a vowel and followed by 'N'.	1
vii.	Consonant 'SH' will be written in _____ direction when it occurs between 'b' and 'p'	1

Q. 3	Answer any 6 out of the given 7 questions (1 x 6 = 6 marks)	
i.	Initial 'com' is represented by an light 'dot' in the _____ of a stroke.	1
ii.	Initial 'magna' is represented by _____ consonant 'M'. (a) Joined (b) disjoined	1
iii.	Grammalogues are also _____ (used/not used) as prefixes.	1
iv.	_____ will be indicated by final dash.	1
v.	Mentality is represented by disjoining _____	1
vi.	Joined or disjoined "L" represents the sound of _____ in suffix.	1
vii.	Medially the sound of 'ing' is represented by _____	1

Q. 4	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	A shorthand contraction is consisting of atleast _____ strokes.	1
ii.	The _____ contractions are formed by omitting the medial or final stroke.	1
iii.	Million is represented by _____ consonant to represent figures in Shorthand.	1

iv.	'B' Consonant is used to represent _____ in figures in Shorthand.	1
v.	How is the monetary unit of pounds represented?	1
vi.	Altogether ⌐ is the example of employing _____ for making the contraction.	1

Q. 5	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	Upward 'R' and circle 's' represents _____ in monetary unit.	1
ii.	'ST' loop is used to represent _____ in advanced phraseography.	1
iii.	For the addition of 'other', _____ principle is used in advanced phraseography.	1
iv.	'N' hook is used to represent _____, _____ in advanced phraseography.	1
v.	Circle 's' and 'shun' hook is used to represent _____ in advanced phraseography.	1
vi.	The method of writing one stroke through another is called _____,	1

Q. 6	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	The word 'Professor' is represented by _____ in intersection.	1
ii.	The stroke 'J' is employed to represent _____ in forming intersection.	1
iii.	'Limited' is written by employing _____ consonant in intersection.	1
iv.	The stroke 'M' is employed to represent _____ in forming intersection.	1
v.	Half-length consonant _____ is used for forming advance phrases for the words 'word and would'.	1
vi.	_____ Contractions consist of particular words treated in a special or exceptional manner.	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. 1	What are the stages of active listening?	2
Q. 2	Differentiate between intrinsic motivation and extrinsic motivation.	2
Q. 3	How will you protect your spreadsheet with a password?	2
Q. 4	'It is important to be decisive as an entrepreneur.' Justify.	2
Q. 5	Enumerate the benefits of green jobs.	2

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

Q. 6	Define the rules for writing the left medial semi-circle.	2
Q. 7	Define Diphones with their signs of representation and position.	2
Q. 8	What is the difference between prefix and suffix? Explain with at least two examples.	2
Q. 9	Define the difference between grammalogues and contractions.	2
Q. 10	Write any two rules of advanced phraseography using the doubling principle.	2

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

Q. 11	Write down any three rules of downward 'SH' with at least one example of each.	3
Q. 12	How the 'ment' is represented in case of suffix in Shorthand.	3
Q. 13	Define the difference between General Contractions and Special Contractions with examples.	3

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

Q. 14	Write down, any four, the difference between the diphthong and diaphone.	4
Q. 15	Explain any four rules of upward 'SH', with suitable examples.	4
Q. 16	Write down the rules of 'in' before 'str', 'skr' and upward 'H', with examples.	4
Q. 17	Define any four rules for writing 'ing' as suffix in shorthand with examples.	4
Q. 18	Write any four rules of advanced phraseography using the halving principle.	4