

CBSE | DEPARTMENT OF SKILL EDUCATION

Shorthand English (SUBJECT CODE - 825)

Marking Scheme for Class XII(Session 2025 - 2026)

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 (24 MARKS):**
 - i. This section has 06 questions.
 - ii. Marks allotted are mentioned against each question/part.
 - iii. There is no negative marking.
 - iv. Do as per the instructions given.
7. **SECTION B – SUBJECTIVE TYPE QUESTIONS (26 MARKS):**
 - i. This section has 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.

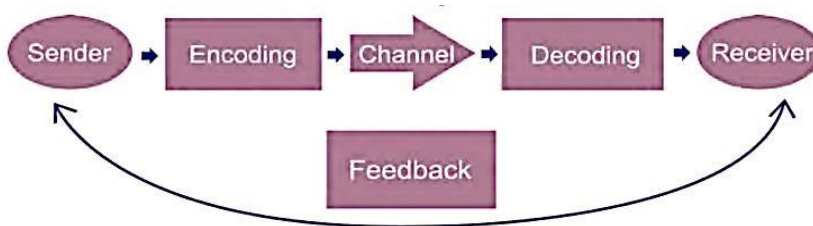
SECTION A: OBJECTIVE TYPE QUESTIONS

Q. 1	Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)	Marks
i.	Stress is a state of feeling upset, annoyed and hopeless.	1
ii.	(c) The chef	1
iii.	(a) entrepreneur	1
iv.	<u>green job</u>	1
v.	True	1
vi.	Active Cell	1
Q. 2	Answer any 5 out of the given 7 questions (1 x 5 = 5 marks)	Marks
i.	<u>first</u>	1
ii.	<u>upward</u>	1
iii.	NT (half-length N)	1
iv.	<u>8</u>	1
v.	Yes, logograms can be used to form special contractions.	1
vi.	a) Both the assertion and reasoning are true, and the reasoning is the correct explanation of the assertion.	1
vii.	<u>'next'</u>	1
Q. 3	Answer any 6 out of the given 7 questions (1 x 6 = 6 marks)	Marks
i.	False	1
ii.	<u>Association</u>	1
iii.	<u>Vowel Indication.</u>	1
iv.	<u>N</u>	1
v.	c) by the way	1
vi.	<u>Way</u>	1
vii.	True	1
Q. 4	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	Marks

i.	<u>as we</u>	1
ii.	<u>K</u>	1
iii.	<u>disjoined FS (Consonant F and S Circle)</u>	1
iv.	c) The assertion is true, but the reasoning is false. Explanation: While intersections are indeed important in shorthand for providing brief indications of titles and phrases, the reasoning that they specifically aid in transcribing dictation swiftly and accurately is not directly supported by the assertion. Speed and accuracy in shorthand involve various factors beyond just intersections, such as overall shorthand skill, practice, and familiarity with shorthand outlines. Therefore, the assertion is true (intersections aid in shorthand speed), but the reasoning is false (they alone do not ensure swift and accurate transcription).	1
v.	Council, Company, Captain, Capital, Cover	1
vi.	<u>Magna/ Magne/ Magni</u>	1
Q. 5	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	Marks
i.	<u>Diphone</u>	1
ii.	Limited, Liberal	1
iii.	False	1
iv.	<u>Yard</u>	1
v.	<u>Council/ Company/ Captain/ Capital/ Cover</u>	1
vi.	By disjoining the stroke coming before the termination.	1
Q. 6	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	Marks
i.	<u>Contraction</u>	1
ii.	<u>beginning</u>	1
iii.	<u>Right</u>	1
iv.	Arrange, Arranged, Arrangement	1
v.	<u>Valuation</u>	1
vi.	<u>'SH'</u>	1

SECTION B: SUBJECTIVE TYPE QUESTIONS

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

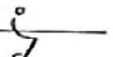
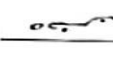
Q. 7	<u>Extrinsic motivation</u>: It arises because of incentives or external rewards. Lack of motivation or incentives may lead to frustration, for example, employees who are kept on a contractual basis for a long time may get frustrated and leave an organisation. <u>Intrinsic motivation</u>: It includes activities for which there is no apparent reward but one derives enjoyment and satisfaction in doing them. It occurs when people are internally motivated to do something because it brings them pleasure. They think it is important or feel what they are learning is significant. Incentives related to the motive or goal can satisfy one's needs.	2
Q. 8	Decisiveness is the ability to make profitable and quick decisions. Decisiveness becomes the most important attribute while setting up a business venture. It is about identifying an opportunity and acting on it.	2
Q. 9	Click on Insert > Select Shape > Choose Basic > Select Square	2
Q. 10	Greenhouse gases trap heat from the earth and prevent it from escaping into outer space. This causes the earth to heat, leading to 'global warming'. To reduce the emission of greenhouse gases, people are working towards reducing the use of fossil fuels by finding less polluting energy sources, such as Compressed Natural Gas (CNG).	2
Q. 11	Communication is a two-way process through which information or message is exchanged between individuals using language, symbols, signs or behaviour. Elements of effective communication  <pre> graph LR Sender([Sender]) --> Encoding[Encoding] Encoding --> Channel[Channel] Channel --> Decoding[Decoding] Decoding --> Receiver([Receiver]) Receiver -- Feedback --> Sender </pre>	2

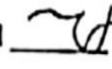
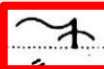
Answer any 3 out of the given 5 questions in 20 – 30 words each (2 x 3 = 6 marks)

Q. 12	Prefix means to fix a part of the word before the other part. Suffix means to fix a part of the word after the first part.	2
Q. 13	3. Advance Phrases are formed by using doubling principle as given below: – For the word 'other' Some other <u> </u> Some other way <u> </u> • for the word 'dear' e.g. My dear Mother <u> </u> My dear Sir <u> </u> • for the words 'there' & 'their' e.g. Upon their <u> </u> I know there is <u> </u> (Any 2)	2

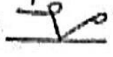
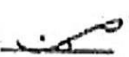
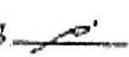
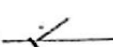
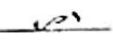
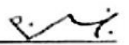
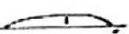
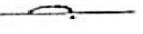
Q. 14	General Contractions are groups of words in which a lightly sounded medial consonant is omitted, stroke or hook is omitted and a final syllable is contracted or omitted. Special Contractions consist of particular words treated in a special or exceptional manner.	2
Q. 15	1. Advanced Phrases are formed by using: – Small circles 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  – Large Circles for the words 'as we', 'as & w', 'as & s', 'is & s', 'his & s', 's & s', and 's & is' e.g. As we think  As well as  As soon as  It is said  For his sake  In this city  This has been  This is 	2
Q. 16	In 'like' upward form of 'L' is used whereas in 'alike' downward form of 'L' is used because in the beginning consonant "L" is written in a downward direction if it is preceded by a vowel and immediately followed by consonants K, G, M, N & NG.	2 (1+ 1)

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

Q. 17	a) N b) D c) Upward R and circle S d) M e) Th f) Half-length P and NS circle	3
Q. 18	☐ 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-defence  Self-satisfied  Self-help  Self-made  Self-denial  Self-possession  Self-love  Self-imposed  Self-reliance  ☐ Self-con' of self-com' is presented 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-contained  Self-conscious  Self-composed  Self-confidence  Self-congratulate 	3

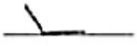
Q. 19	S. No.	Consonant	Represents	Example	3 (1+1+1)
	1	J	Journal	Monthly Journal 	
	2	F	form	 necessary form	
	3	m	morning	 Monday morning	

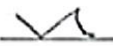
Answer any 3 out of the given 5 questions in 50– 80 words each (4 x 3 = 12 marks)

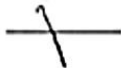
Q. 20	- After 'ns' circle e.g. Experiencing  Dancing  Enhancing  Bouncing  Cleansing  Rinsing  - After K', 'G', 'NG', 'SH' hooked finally, upstrokes hooked finally, ST or STR Loops and Shun Hook e.g. Influencing  Wishing  Distinguishing  Relinquishing  etc. should be written by using Consonant 'NG'. 'INGS' will be indicated by a final dash to be written perpendicular to the stroke e.g. Meetings  Sitings  Stitchings  Etchings  Plottings  Windings  Stroke 'NG' will always be used when coming medially e.g. Admiringly  Sparingly  Preservingly  Observingly  Plastering  Clustering  Boasting  Mastering  Nesting  Investing  Shining  Waving  Serving  But words like Testing  Suggesting  etc. Should be written by using ST loop and consonant 'NG' - After a half-length or double- length stroke when no angle is formed by the use of Stroke 'NG' e.g. Motoring  Fielding  Meeting  Treating  Cheating  Hoarding 	4
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Special Contractions are formed as follows:

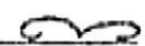
a) By employing the first two or three strokes of the full outline e.g.

Peculiarity  Proportionate 

Perform  Republic 

Probable  Preliminary 

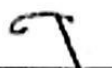
b) by omitting the medial stroke/strokes e.g.

Amalgamation  Inconsiderate 

Legislature  Investigation 

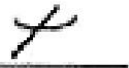
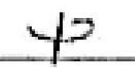
Defective 

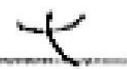
c) by employing logograms, initially or finally e.g.

Something  Remarkable 

Whatever  Whenever 

d) by intersections

Enlarge  Denominational 

Notwithstanding  Nevertheless 

Misfortune  Unprincipled 

Q. 22	Advanced Phrases are formed by using Halving Principle as given below – For the word "it" e.g, If it <u> </u> If it is not <u> </u> – For the word 'to' eg Able to <u> </u> Able to make <u> </u> – For the word not e.g. You may not <u> </u> You must not <u> </u> • For the words 'would' & 'word' e.g. This would <u> </u> This word <u> </u> • For 't' in the word 'time' e.g. At all times <u> </u> For some time <u> </u>	4																		
Q. 23	a) The method of writing one stroke through another is called Intersection. b) When parallel strokes occur and it is not convenient to intersect one stroke with another, in such cases, the following stroke is written close to the first one. c) When the word to be indicated by intersecting stroke comes first, the stroke is struck or written first, but when the intersecting stroke comes after, it is struck or written afterwards. d) If the intersection is applied on the first consonant of the word, it is to be read first and if on the last, it is to be read at the end.	4																		
Q. 24	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d3d3d3;"> <th style="text-align: left; padding: 5px;">Aspect</th><th style="text-align: left; padding: 5px;">Diphthongs</th><th style="text-align: left; padding: 5px;">Diphones</th></tr> </thead> <tbody> <tr> <td style="padding: 5px;">Definition</td><td style="padding: 5px;">Two vowel sounds pronounced simultaneously</td><td style="padding: 5px;">Two vowel sounds pronounced separately</td></tr> <tr> <td style="padding: 5px;">Phonetic Representation</td><td style="padding: 5px;">Expressed by three angular signs and a semi-circle</td><td style="padding: 5px;">Expressed by only two angular signs</td></tr> <tr> <td style="padding: 5px;">Number</td><td style="padding: 5px;">Four in number</td><td style="padding: 5px;">Two in number</td></tr> <tr> <td style="padding: 5px;">Attachment and Abbreviation of Signs</td><td style="padding: 5px;">Signs can be attached and abbreviated with strokes</td><td style="padding: 5px;">Signs cannot be attached and abbreviated</td></tr> <tr> <td style="padding: 5px;">Placement on Consonant</td><td style="padding: 5px;">Placed on first and third vowel places of a consonant</td><td style="padding: 5px;">Placed on all three places of a consonant</td></tr> </tbody> </table>	Aspect	Diphthongs	Diphones	Definition	Two vowel sounds pronounced simultaneously	Two vowel sounds pronounced separately	Phonetic Representation	Expressed by three angular signs and a semi-circle	Expressed by only two angular signs	Number	Four in number	Two in number	Attachment and Abbreviation of Signs	Signs can be attached and abbreviated with strokes	Signs cannot be attached and abbreviated	Placement on Consonant	Placed on first and third vowel places of a consonant	Placed on all three places of a consonant	4
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