

CBSE | DEPARTMENT OF SKILL EDUCATION

SHORTHAND (ENGLISH) (SUBJECT CODE - 825)

MARKING SCHEME FOR CLASS XII (SESSION 2024-2025)

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/PSSCI VE/ CBSE Study Material)	Unit/ Chap. No.	Page no. of source material	Marks
Q. 1	Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)				
I.	A sentence is a group of words, which together expresses a complete idea that has meaning.	Book on Employability skills	Unit 1	Pg. 16	1
II.	Openness	Book on Employability skills	Unit 2	Pg.33	1
III.	Ctrl+P	Book on Employability skills	Unit 3	Pg. 48	1
IV.	A startup is a company that is in the first stage of its operations.	Book on Employability skills	Unit 4	Pg. .88	1
V.	United Nations Environment Program	Book on Employability skills	Unit 5	Pg.112	1
VI.	To select an entire worksheet, click the grey rectangle on the upper left corner of the worksheet.	Book on Employability skills	Unit-3	Pg 46	1
Q. 2	Answer any 5 out of the given 7 questions (1 x 5 = 5 marks)				
I.	First	CBSE Study	Unit 1	Pg. 3	1

		Material			
II.	(b)	CBSE Study Material	Unit 1	Pg. 5	1
III.	Downward	CBSE Study Material	Unit 1	Pg. 10	1
IV.	upward	CBSE Study Material	Unit 1	Pg. 12	1
V.	Diaphones	CBSE Study Material	Unit 1	Pg. 2	1
VI.	Downward	CBSE Study Material	Unit 1	Pg. 10	1
VII.	Upward	CBSE Study Material	Unit 1	Pg. 13	1
Q. 3	Answer any 6 out of the given 7 questions (1 x 6 = 6 marks)				
I.	Beginning	CBSE Study Material	Unit 2	Pg. 34	1
II.	Disjoined	CBSE Study Material	Unit 2	Pg. 35	1
III.	Used	CBSE Study Material	Unit 2	Pg. 38	1
IV.	Ings	CBSE Study Material	Unit 2	Pg. 41	1
V.	Half-length M and N hook	CBSE Study Material	Unit 2	Pg. 43	1
VI.	Ly	CBSE Study Material	Unit 2	Pg. 44	1
VII.	stroke	CBSE Study Material	Unit 2	Pg. 42	1

Q. 4	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)				
I.	two	CBSE Study Material	Unit 3	Pg. 59	1
II.	General	CBSE Study Material	Unit 3	Pg. 59	1
III.	M	CBSE Study Material	Unit 3	Pg. 65	1
IV.	Billion	CBSE Study Material	Unit 3	Pg. 65	1
V.	'Half Length P and NS circle'	CBSE Study Material	Unit 3	Pg. 67	1
VI.	Logogram	CBSE Study Material	Unit 3	Pg. 63	1
Q. 5	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)				
I.	Rupees	CBSE Study Material	Unit 3	Pg. 66	1
II.	First and next	CBSE Study Material	Unit 4	Pg. 81	1
III.	Doubling	CBSE Study Material	Unit 4	Pg. 82	1
IV.	Any two – on, than, own, been	CBSE Study Material	Unit 4	Pg. 81	1

V.	Association	CBSE Study Material	Unit 4	Pg. 82	1
VI.	Intersection	CBSE Study Material	Unit 5	Pg. 113	1
Q. 6	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)				
I.	Consonant 'P' and 'R' hook	CBSE Study Material	Unit 5	Pg. 113	1
II.	Journal	CBSE Study Material	Unit 5	Pg. 114	1
III.	'L'	CBSE Study Material	Unit 5	Pg. 117	1
IV.	Mark, major, manager or morning	CBSE Study Material	Unit 5	Pg. 116	1
V.	way	CBSE Study Material	Unit 4	Pg. 82	1
VI.	Special	CBSE Study Material	Unit 3	Pg. 62	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
Answer any 3 out of the given 5 questions on Employability Skills in 20 – 30 words each (2 x 3 = 6 marks)					
Q. 1	Receiving, Understanding, Remembering, Evaluating, Responding	Book on Employability skills	Unit 1	Pg. 5	$\frac{1}{2} + \frac{1}{2} + \frac{1}{2} + \frac{1}{2} = 2$
Q. 2	<p>(Any 2 differences each)</p> <p>intrinsic motivation-</p> <ul style="list-style-type: none"> It may come from within. It includes activities for which there is no apparent reward but one derives enjoyment and satisfaction in doing them. Incentives related to the motive or goal can satisfy one's needs. <p>extrinsic motivation-</p> <ul style="list-style-type: none"> It is inspired by others or events. It arises because of incentives or external rewards. <p>Lack of motivation or incentives may lead to frustration,</p>	Book on Employability skills	Unit 2	Pg. 24	$\frac{1}{2} + \frac{1}{2} + \frac{1}{2} + \frac{1}{2} = 2$

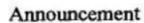
Q. 3	1. Click on Tools and select Protect Spreadsheet 2. A Protect Document dialog box appears. 3. Type in a password. 4. Type the same password in the Confirm textbox. 5. Click on OK	Book on Employability skills	Unit 3	Pg.60	2
Q. 4	(Any two points) <ul style="list-style-type: none"> Decisiveness is the most important attribute while setting up a business venture. It is about identifying an opportunity and acting on it. An opportunity is a chance to do something, generally, the right time or moment to do something.	Book on Employability skills	Unit 4	Pg.99	1+1=2

Q. 5	(Any 4 benefits) <ul style="list-style-type: none"> increase the efficiency of energy and raw material. reduce greenhouse gas emissions. control waste and pollution. protect and restore ecosystems. <ul style="list-style-type: none"> support adaptation to the effects of climate change. 	Book on Employability skills	Unit 5	Pg.114	$\frac{1}{2} + \frac{1}{2} + \frac{1}{2} + \frac{1}{2} = 2$
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Answer any 3 out of the given 5 questions in 20 – 30 words each (2 x 3 = 6 marks)

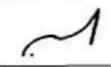
Q. 6	If 'W' comes in the middle of a word and dot vowel comes after it, the combination (W+dot vowel) will be expressed by a left semi circle ($\overset{\curvearrowleft}{}$), Example Twelve <u>$\overset{\curvearrowleft}{w}$</u> Twenty <u>$\overset{\curvearrowleft}{w}$</u> Farewe <u>$\overset{\curvearrowleft}{w}$</u>	CBSE Study Material	Unit 1	Pg. 4	2
Q. 7	Diphone is a union of the two vowel sounds occurring consecutively but pronounced separately. Diaphones are represented by two angular signs – $\overset{\curvearrowright}{}$ and $\overset{\curvearrowleft}{}$ And are written according to the first sounded position of the vowel.	CBSE Study Material	Unit 1	Pg. 2	2
Q. 8	Prefix means to fix a part of the word before the other part. e.g. Confine <u>$\overset{c}{}$</u> Confess <u>$\overset{c}{}$</u> C Suffix means to fix a part of the word after the first part e.g. Trying <u>$\overset{g}{}$</u> Playing <u>$\overset{g}{}$</u>	CBSE Study Material	Unit 2	Pg. 33	2

Q. 9	<p>A Grammalogue is a frequently occurring word represented by a single sign. It may be written above, on and through the line.</p> <p>Do _I (on the line) had I (above the line) difference I (through the line)</p> <p>A Contraction is a shorthand sign containing not less than two strokes. Contractions are written on the line</p> <p>Expect-ed  Respect-ed </p>	CBSE Study Material	Unit 3	Pg. 59; 58	2
Q. 10	<p>Advance phrases are formed by using Doubling Principle as given below: For the word 'other' e.g.</p> <p>Some other  Some other way </p> <p>• for the word 'dear' e.g.</p> <p>My dear Mother  My dear Sir </p> <p>• for the words 'there' & 'their' e.g.</p> <p>Upon their  I know there is </p>	CBSE Study Material	Unit 4	Pg. 82-83	2
Answer any 2 out of the given 3 questions in 30– 50 words each (3 x 2 = 6 marks)					
Q. 11	<p>1. After any initial attachment of hook, circle and downward stroke, except consonant 'D':</p> <p>Spacious </p> <p>2. After an upward stroke, e.g.</p> <p>Rash </p> <p>3. After a horizontal stroke, e.g.</p> <p>Cash </p>	CBSE Study Material	Unit 1	Pg. 11-12	3

Q. 12	<p>'Ment' is indicated by 'mnt' (half-length M and N hook) but whenever it is not convenient, then NT (half-length N) can be written to represent 'ment' e.g.</p> <p>Agreement  Enjoyment </p> <p style="text-align: center;">But</p> <p>Consignment  Announcement </p>	CBSE Study Material	Unit 2	Pg. 42	3
Q. 13	<p>General Contractions are group of words in which a lightly sounded medial consonant is omitted, stroke or hook is omitted, and a final syllable is contracted or omitted</p> <p>Exempt (P omitted)  Jumped (P omitted) </p> <p>Special Contractions consist of particular words treated in a special or exceptional manner.</p> <p>Peculiarity  Proportionate </p>	CBSE Study Material	Unit 3	Pg. 59; 62	3

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

Q. 14	<ol style="list-style-type: none"> 1. Two vowel sounds coming simultaneously and pronounced simultaneously are known as diphthongs whereas two vowel sounds coming simultaneously but being pronounced separately are known as Diphone. 2. Diphthongs are expressed by three angular signs and a semi-circle whereas Diphones are expressed by only two angular signs. 3. Diphthongs are found four in number whereas Diphones are two in number. 4. Diphthongs signs can be attached and abbreviated with 	CBSE Study Material	Unit 1	Pg. 3 - 4	4
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	some strokes whereas Diaphone sign cannot be attached and abbreviated				
Q. 15	<p>1. Consonant 'SH' should be written against or opposite side of the initial attachment in the form of circle, loop or hook with the down straight strokes, except consonant 'D' e.g.</p> <p>Brush  Spacious  Splash </p> <p>2. After consonant 'D', consonant 'SH' should always be written upward direction even if there is an attachment to consonant 'D' e.g.</p> <p>Dash  Dish  Swedish </p> <p>3. After a few downward curved strokes e.g.</p> <p>Fish  Vanish </p> <p>Afresh  Finish </p> <p>4. Consonant 'SH' should be written in upward direction after two straight strokes, between consonant 'B' & 'P', between 'L' & 'T' and between 'L' & 'D' e.g.</p> <p>Bishop  Propitious </p> <p>Lashed </p>	CBSE Study Material	Unit 1	Pg. 10-12	4
Q. 16	<p>'In' before 'str', 'skr' and H (upward) will be represented by a small hook written in the clock-wise motion (Right Motion). The outlines will always will be written in the third position because the first sounded vowel in 'in' is of third place e.g.</p> <p>Instrument  Inscribe  Inhale </p> <p>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.</p> <p>Inhumanity  Inhuman </p>	CBSE Study Material	Unit 2	Pg. 37	4

Q. 17

'Ing' is represented by stroke 'NG' in shorthand. Whenever consonant 'NG' is not convenient to write, then a light dot is used at the end of the stroke. This light dot will represent the sound of 'NG':

1. After straight strokes and downward 'r':

Paying  Etching  Teaching 

Repairing  Securing  Admirin 

2. After 'NS' circle:

Bouncing  Cleansing  Rinsing 

3. After 'K', 'G', 'NG', 'SH' hooked finally:

Caving 

Grieving 

4. After Grammalogues, where 'NG' stroke is not convenient:

Coming  Thinking  Remembering 

5. After half-length and double length strokes:

Motoring  Fielding  Meeting 

Q. 18

Advance phrases are formed by using Halving Principle as given below:

- For the word 'it' e.g.

If it is If it is not is

- For the word 'to' e.g.

Able to do Able to make do

- For the word 'not' e.g.

You may not do You must not do

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

This would do This word do

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

At all times is For some time is

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Unit 4

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