

CBSE Class 12 Shorthand (English) 2022 - Set 349 - Compartment



Question Paper

Conducted by the Central Board of Secondary Education (CBSE)

Time Allowed: 1.5 Hours

Maximum Marks: 30

General Instructions

- (i) Please read the instructions carefully.
- (ii) This question paper is divided into three sections: Section A, Section B and Section C.
- (iii) Section A carries 5 marks and has 6 questions on Employability Skills. Questions 1–4 carry 1 mark each; attempt any three. Questions 5 and 6 carry 2 marks each; attempt any one.
- (iv) Section B carries 17 marks and has 16 questions on Subject Specific Skills. Questions 7–13 carry 1 mark each; attempt any five. Questions 14–18 carry 2 marks each; attempt any three. Questions 19–22 carry 3 marks each; attempt any two.
- (v) Section C carries 8 marks and has 3 Competency-Based Questions. Questions 23–25 carry 4 marks each; attempt any two.
- (vi) Follow the instructions given in the respective sections.
- (vii) Marks allotted are mentioned against each section/question.

Section A

Answer any **3** questions out of the given **4** questions.
 $3 \times 1 = 3$

1. “Entrepreneurial Competencies play a key role in the success of an entrepreneur.” In the light of this statement, mention any two Entrepreneurial Competencies which are important in achievement of entrepreneurial goals.

2. What do you understand by the term ‘interpersonal skills’ ?

3. List any two ways by which we can reduce the amount of waste generated.

4. Write any two advantages of green jobs.

Answer any **1** question out of the given **2** questions.
 $1 \times 2 = 2$

5. Briefly write about any four environmental barriers faced by entrepreneurs.

6. Explain the role of green jobs in water conservation.

Section B

Answer any 5 questions out of the given 7 questions.
 $5 \times 1 = 5$

7. Mention any two advanced phrases which indicate the use of 'SHUN hook'.

8. Write any two examples of phrases formed by using Halving Principle.

9. How do you write the phrase "I hope you are satisfied" in Shorthand ?

10. The method of writing one stroke through another is called _____.

11. Which stroke is used to represent 'corporation' while using as an intersection ?

12. Which stroke is to be used to express 'department' when writing as an intersection ?

13. Name the intersecting stroke which should be used while indicating the word 'national' in a phrase.

Answer any 3 questions out of the given 5 questions.
 $3 \times 2 = 6$

14. Write any four phrases which support the use of F/V hook.

15. Small circle can be used to form phrases. Give any two outlines using small circle in phraseography.

16. How would you write the following phrases with the help of large circle ?

(a) in this subject

(b) as we can

(c) it is said

(d) as is

17. Mention the use of intersecting strokes 'upward R' and 'downward R'.

18. Write any two words which are formed when strokes 'T' and 'B' are used as an intersection.

Answer any 2 questions out of the given 4 questions.
 $2 \times 3 = 6$

19. Write with suitable examples, the formation of advanced phrases by using 'N' hook for the following words :

(a) on

(b) been

(c) than

20. How is 'Large circle' used in phraseography ?

21. With the help of an example, mention the use of stroke 'K' as an intersection.

22. How do you express intersecting stroke while writing Shorthand outlines ?

Section C

Answer any 2 questions out of the given 3 questions.
 $2 \times 4 = 8$

23. While taking dictation of minutes of meeting, Amit has used advanced phrases for many words. Write the Shorthand outline of the following phrases which has been used by Amit during his dictation :

- (a) we have received
- (b) in fact
- (c) as well as possible
- (d) this month
- (e) there must be
- (f) worthwhile
- (g) in this manner
- (j) as much as possible

24. Rita has been using Doubling Principle while forming phrases. In this connection, write how she used Doubling Principle while forming phrases. Support your answer with suitable examples.

25. If used as an intersection, what words are represented by the following consonants ?

- (a) G
- (b) B
- (c) TH
- (d) P

- End of Question Paper -