

CBSE Class 12 Shorthand (English) 2025 - Set 349/S - Compartment



Question Paper

Conducted by the Central Board of Secondary Education (CBSE)

Time Allowed: 3 Hours

Maximum Marks: 60

General Instructions

- (i) Please read the instructions carefully.
- (ii) This question paper consists of 24 questions in two sections : Section A and Section B.
- (iii) Section A has Objective Type Questions whereas Section B contains Subjective Type Questions.
- (iv) Out of the given (6 + 18 =) 24 questions, the candidate has to answer (6 + 11 =) 17 questions in the allotted (maximum) time of 3 hours.
- (v) All questions of a particular section must be attempted in the correct order.
- (vi) Section A : Objective Type Questions (30 marks) : (a) This section has 6 questions. (b) There is no negative marking. (c) Do as per the instructions given. (d) Marks allotted are mentioned against each question/part.
- (vii) Section B : Subjective Type Questions (30 marks) : (a) This section has 18 questions. (b) A candidate has to do 11 questions. (c) Do as per the instructions given. (d) Marks allotted are mentioned against each question/part.

Section A

1. Answer any 4 out of the given 6 questions on Employability Skills. $4 \times 1 = 4$

1(i). Which of the following is **not** a positive listening skill ?

- (A) Making eye contact (B) Pretending to listen
(C) Taking notes (D) Waiting until the end to ask question

1(ii). Emotional stability does **not** consist of :

- (A) Being calm (B) Self-confident
(C) Insecurity (D) Having no negative feelings

1(iii). The abbreviation for an Excel spreadsheet is _____.

1(iv). We should reduce emission of _____.

1(v). Name two components of the OpenOffice Impress window.

1(vi). The intersection of rows and columns is called _____.

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

2(i). 'SH' hooked for 'L' is always written as _____.

2(ii). The semi-circle for 'W' and vowel is not used _____.

2(iii). _____ signs are placed on all the three places of a consonant.

2(iv). In a single stroke outlines having an initial and final vowel, _____ vowel should be inserted.

2(v). Consonant 'SH' should always be written in _____ direction after upstrokes and horizontal strokes.

2(vi). _____ should be used in half length outlines when standing alone.

2(vii). Diaphones can be divided into _____ vowel groups.

3. Answer any 6 out of the given 7 questions. $6 \times 1 = 6$

3(i). Prefix self-con is represented by _____ written in the position of 'con', 'com dot'.

3(ii). Suffix _____ is represented by disjoined 'mnt' (half length M hooked for N).

3(iii). In case of _____ words, stroke 'N' is used in prefixes.

3(iv). After grammalogues where stroke 'NG' is not convenient, we use _____.

3(v). Suffix 'Lessness' is represented by _____.

3(vi). Prefix _____ is represented by doubling the stroke N.

3(vii). Prefix 'magna' is represented by _____ stroke M.

4. Answer any **5** out of the given **6** questions.
 $5 \times 1 = 5$

4(i). _____ are formed by employing first two or three strokes of the full outline.

4(ii). Paise are represented by _____ in figures.

4(iii). Contraction means _____ of certain consonants while writing in shorthand.

4(iv). To represent lakhs we use _____.

4(v). _____ is represented by consonant B and circle 'S' in figures.

4(vi). To represent hundred thousand we use consonant _____.

5. Answer any **5** out of the given **6** questions.
 $5 \times 1 = 5$

5(i). To represent words like, 'it', 'to', 'not' 'would', _____ is used in advanced phraseography.

5(ii). Circle 'S' and 'SHUN' hook is used for the word _____.

5(iii). To represent the words 'first' and 'next', _____ is used.

5(iv). We can use small circle 'S' for words _____ in advanced phraseography.

5(v). _____ are used to form Advance Phrases.

5(vi). The resulting outline of a phrase is called _____.

6. Answer any **5** out of the given **6** questions.
 $5 \times 1 = 5$

6(i). Stroke 'L' is used to represent _____ in intersection.

6(ii). Stroke 'D' is used for the word _____ in intersection.

6(iii). In intersection _____ could be represented by stroke 'V'.

6(iv). To represent _____ we use stroke 'CH'.

6(v). Word _____ is represented by consonant 'KR' (Stroke 'K' and 'R' Hook).

6(vi). Method of writing one stroke through another is called _____.

Section B

Answer any **3** out of the given **5** questions on Employability Skills. Answer each question in 20 – 30 words. $3 \times 2 = 6$

7. Is Hearing the same as Active Listening ?

8. How is entrepreneurship beneficial for the society ?

9. How can you minimize waste and pollution ?

10. How would you print a presentation ?

11. What is an Avoidant Personality Disorder ?

Answer any **3** out of the given **5** questions in 20 – 30 words each. $3 \times 2 = 6$

12. State rules for the use of downward 'L'.

13. Write down two derivatives each of 'special', 'social', and 'character'.
(Any two).

14. Give outlines of the words using Medial W and dash and dot vowels.
(Two each).

15. State two cases in which strokes are halved and disjoined to represent a suffix.

16. Form the phrases using Doubling Principles.

Answer any **2** out of the given **3** questions in 30 – 50 words each. $2 \times 3 = 6$

17. How would you use prefix 'con', 'com', 'cog' in the beginning and middle of the words ?

18. State the rules regarding use of Diphones.

19. Write the difference between General and Special Contractions.

Answer any **3** out of the given **5** questions in 50 – 80 words each. $3 \times 4 = 12$

20. How would you represent the prefix 'self' ? How would it be represented if it comes with prefix 'con', 'com', or 'cog' ?

21. State the use of doubling principles in advanced phraseography ?

22. How are the suffixes 'Lessness' and 'Fullness' represented ?

23. Make the shorthand outline of the following words :

- (A) Real
- (B) Poem
- (C) Brush
- (D) Shaker
- (E) Location
- (F) Allocation
- (G) Skill
- (H) Twenty

24. How would you differentiate between contractions and grammalogues ?

- End of Question Paper -