

Marking Scheme
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Senior Secondary School Examination, 2026 (XIIth)
SUBJECT NAME : - SHORTHAND ENGLISH (Q.P. CODE : 349/825)

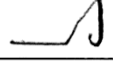
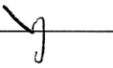
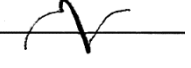
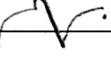
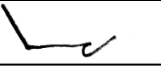
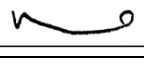
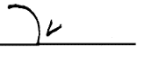
General Instructions: -

1	You are aware that evaluation is the most important process in the actual and correct assessment of the candidates. A small mistake in evaluation may lead to serious problems which may affect the future of the candidates, education system and teaching profession. To avoid mistakes, it is requested that before starting evaluation, you must read and understand the spot evaluation guidelines carefully.
2	“Evaluation policy is a confidential policy as it is related to the confidentiality of the examinations conducted, evaluation done and several other aspects. Its leakage to public in any manner could lead to derailment of the examination system and affect the life and future of millions of candidates. Sharing this policy/document to anyone, publishing in any magazine and printing in Newspaper/Website, etc. may invite action under various rules of the Board and IPC.”
3	Evaluation is to be done as per instructions provided in the Marking Scheme. It should not be done according to one’s own interpretation or any other consideration. Marking Scheme should be strictly adhered to and religiously followed. However, while evaluating, answers which are based on latest information or knowledge and/or are innovative, they may be assessed for their correctness otherwise and due marks be awarded to them. In Class-XII, while evaluating two competency-based questions, please try to understand given answer and even if reply is not from marking scheme but correct competency is enumerated by the candidate, due marks should be awarded.
4	The Marking scheme carries only suggested value points for the answers. These are in the nature of Guidelines only and do not constitute the complete answer. The students can have their own expression and if the expression is correct, the due marks should be awarded accordingly.
5	The Head-Examiner must go through the first five answer books evaluated by each evaluator on the first day, to ensure that evaluation has been carried out as per the instructions given in the Marking Scheme. If there is any variation, the same should be zero after deliberation and discussion. The remaining answer books meant for evaluation shall be given only after ensuring that there is no significant variation in the marking of individual evaluators.
6	Evaluators will mark (✓) wherever answer is correct. For wrong answer CROSS ‘X’ be marked. Evaluators will not put right (✓) while evaluating which gives an impression that answer is correct and no marks are awarded. This is most common mistake which evaluators are committing.
7	If a question has parts, please award marks on the right-hand side for each part. Marks awarded for different parts of the question should then be totalled up and written in the left hand margin and encircled. This may be followed strictly.
8	If a question does not have any parts, marks must be awarded in the left-hand margin and encircled. This may also be followed strictly.

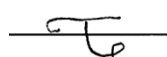
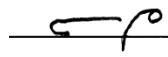
9	If a student has attempted an extra question, answer of the question deserving more marks should be retained and the other answer scored out with a note " Extra Question "
10	No marks to be deducted for the cumulative effect of an error. It should be penalized only once.
11	A full scale of marks _____ (example 0 to 80/70/60/50/40/30 marks as given in Question Paper) has to be used. Please do not hesitate to award full marks if the answer deserves it.
12	Every examiner has to necessarily do evaluation work for full working hours i.e., 8 hours every day and evaluate 20 answer books per day in main subjects and 25 answer books per day in other subjects (Details are given in Spot Guidelines). This is in view of the reduced syllabus and number of questions in question paper.
13	Ensure that you do not make the following common types of errors committed by the Examiner in the past :- • Leaving answer or part thereof unassessed in an answer book. • Giving more marks for an answer than assigned to it. • Wrong totalling or marks awarded on an answer. • Wrong transfer of marks from the inside pages of the answer book to the title page. • Wrong question wise totalling on the title page. • Wrong totalling of marks of the two columns on the title page. • Wrong grand total. • Marks in words and figures not tallying/not same. • Wrong transfer of marks from the answer book to online award list. • Answers marked as correct, but marks not awarded. (Ensure that the right tick mark is correctly and clearly indicated. It should merely be a line. Same is with the X for incorrect answer.) • Half or a part of answer marked correct and the rest as wrong, but no marks awarded.
14	While evaluating the answer books if the answer is found to be totally incorrect, it should be marked as cross (X) and awarded zero (0) Marks.
15	Any unassessed portion, non-carrying over of marks to the title page, or totalling error detected by the candidate shall damage the prestige of all the personnel engaged in the evaluation work as also as the Board. Hence, in order to uphold the prestige of all concerned, it is again reiterated that the instructions be followed meticulously and judiciously.
16	The Examiners should acquaint themselves with the guidelines given in the " Guidelines for Spot Evaluation " before starting the actual evaluation.
17	Every examiner shall also ensure that all the answers are evaluated, marks carried over to the title page, correctly totalled and written in figures and words.
18	The candidates are entitled to obtain photocopy of the Answer Book on request on payment of the prescribed processing fee. All Examiners/Additional Head Examiners/Head Examiners are once again reminded that they must ensure that evaluation is carried out strictly as per value points for each answer as given in the Marking Scheme.

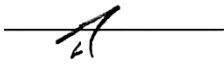
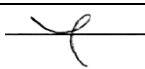
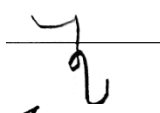
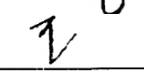
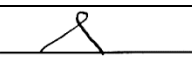
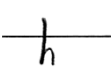
MARKING SCHEME
SHORTHAND (ENGLISH) (Subject Code - 825)
(PAPER CODE : 349) (P349/825)

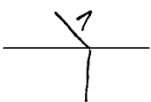
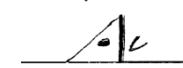
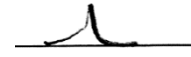
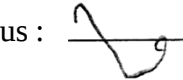
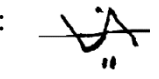
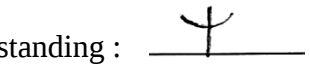
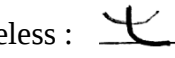
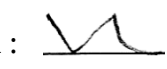
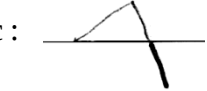
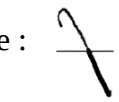
Q. No.	EXPECTED OUTCOMES/VALUE POINTS	Source Material (NCERT/PS SCIVE/Case Study Material)	Unit / Chap. No.	Page No. of Source Material	Marks
	SECTION – A (Objective type questions)				
1.	Answer any 4 out of the given 6 questions on Employability Skills.				4x1=4
(i)	(B) A group of words that communicates a complete thought or meaning.		Unit 1	Pg. 9	1
(ii)	Stress is a state of feeling upset, annoyed and hopeless.		Unit 2	Pg. 26	1
(iii)	(A) Suspicious		Unit 2	Pg. 34	1
(iv)	(B) Information and Communication Technology		Unit 3	Pg. 39	1
(v)	(D) Work area		Unit 4	Pg. 42	1
(vi)	‘Start up India’				1
2.	Answer any 5 out of the given 7 questions.				5x1=5
(i)	Dash	CBSE Study Material	Unit 1	Pg. 3	1
(ii)	Downward	CBSE Study Material	Unit 1	Pg. 13	1
(iii)	Light	CBSE Study Material	Unit 2	Pg. 45	1
(iv)	Disjoined L Stroke	CBSE Study Material	Unit 2	Pg. 50	1
(v)	Phraseography	CBSE Study Material	Unit 4	Pg. 83	1
(vi)	Limited	CBSE Study Material	Unit 5	Pg. 116	1
(vii)	KR	CBSE Study Material	Unit 5	Pg. 114	1
3.	Answer any 6 out of the given 7 questions.				6x1=6
(i)	Stroke K	CBSE Study Material	Unit 1	Pg. 13	1
(ii)	Stroke SH	CBSE Study Material	Unit 2	Pg. 50	1

(iii)	Consonant M	CBSE Study Material	Unit 2	Pg. 41	1
(iv)	Omission	CBSE Study Material	Unit 3	Pg. 62	1
(v)	N hook is used in advanced phrases for the words-been, than, on and own. I have been :  Carried on :  Better than :  Their own :  (any two phrases and half mark for each)	CBSE Study Material	Unit 4	Pg. 85	1
(vi)	Consonant W	CBSE Study Material	Unit 4	Pg. 86	1
(vii)	N stroke	CBSE Study Material	Unit 2	Pg. 41	1
4.	Answer any 5 out of the given 6 questions.				5x1=5
(i)	Liberal :  Liberally :  (half mark for each outline)	CBSE Study Material	Unit 1	Pg. 11	1
(ii)	Backward : 	CBSE Study Material	Unit 2	Pg. 51	1
(iii)	I am content : 	CBSE Study Material	Unit 4	Pg. 40	1
(iv)	The method of writing one stroke through another is called Intersection.	CBSE Study Material	Unit 5	Pg. 112	1
(v)	I know there is : 	CBSE Study Material	Unit 4	Pg. 86	1
(vi)	Four thousand : 	CBSE Study Material	Unit 3	Pg. 69	1
5.	Answer any 5 out of the given 6 questions.				5x1=5
(i)	(a) column : Downward L (b) facility : Upward L (half mark for each)	CBSE Study Material	Unit 1	Pg. 14	1
(ii)	area :  era :  (half mark for each)	CBSE Study Material	Unit 1	Pg. 8	1

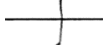
(iii)	A Diphone is a union of two vowel sounds occurring consecutively but pronounced separately.	CBSE Study Material	Unit 1	Pg. 3	1
(iv)	Disrespectful : <u>dh</u>	CBSE Study Material	Unit 3	Pg. 63	1
(v)	Five million : <u>5</u>	CBSE Study Material	Unit 3	Pg. 69	1
(vi)	Department	CBSE Study Material	Unit 5	Pg. 114	1
6.	Answer any 5 out of the given 6 questions.				5x1=5
(i)	(a) Three hundred thousand : <u>3</u> (b) Six hundred pounds : <u>6</u> (half mark for each)	CBSE Study Material	Unit 3	Pg. 70	1
(ii)	(a) something : <u>sm</u> (b) remarkable : <u>rm</u> (c) together : <u>tr</u> (d) altogether : <u>tr</u> etc. (half two and half mark for each)	CBSE Study Material	Unit 3	Pg. 66	1
(iii)	Circle's & Shun Hook' for the word "Association'- Traders' Association : <u>tr</u>	CBSE Study Material	Unit 4	Pg. 85	1
(iv)	(a) probable : <u>pr</u> (b) inconsiderate : <u>tr</u> (half mark for each)	CBSE Study Material	Unit 3	Pg. 65-66	1
(v)	N	CBSE Study Material	Unit 3	Pg. 64	1
(vi)	National	CBSE Study Material	Unit 5	Pg. 115	1

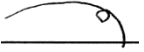
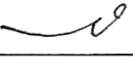
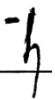
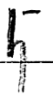
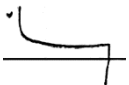
	SECTION – B (Subjective type questions)				
	Answer any 3 out of the given 5 questions on Employability Skills.				3x2=6
7.	Communication is a two-way process through which information or message is exchanged between individuals using language, symbols, signs or behaviour. Speaking, listening, reading and writing are the parts of communication.		Unit 1	Pg. 1	2
8.	1. Openness - Individuals are creative, curious, active, flexible and adventurous 2. Consciousness – Self disciplined work on time, take care of others 3. Extraversion – Love to interact with people 4. Agreeableness – Kind, sympathetic, cooperative, considerate and warm. 5. Neuroticism – tendency towards anxiety, self doubt, depression, shyness.		Unit 2	Pg. 33	0.5x4 any four
9.	1. Sorting Data in IT refers to the process of arranging data elements in a specific order such as ascending or descending based on pre-defined criterion. 2. It helps in data organization, making it easier to search, analyze and process information efficiently.		Unit 3	Pg. 58	1x2
10.	Environmental barriers : 1. Lack of adequate resources or raw material 2. Non-availability of skilled labour 3. Lack of requisite machinery and infrastructure 4. Unavailability of monetary resources on time		Unit 4	Pg.	2
11.	According to UNEP-United Nations Environment Program, green jobs or green collar jobs are works in agricultural, administrative, research and development, manufacturing and service activities that contribute substantially to preserving or restoring environment quality.		Unit 5	Pg. 112	2
	Answer any 3 out of the given 5 questions.				3x2=6
12.	Suffix 'fulness' : '-fulness' is written using 'fs'. e.g. Carefulness :  Suffix 'lessness' : '-lessness' is written using 'ls'. e.g. Carelessness :  (one mark for each)	CBSE Study Material	Unit 2	Pg. 50	2

13.	(a) poem :  (b) real :  (One mark for each)	CBSE Study Material	Unit 1	Pg. 3-4	2
14.	Next month :  Cannot be considered :  Into consideration :  And the contrary :  (half mark for each phrase)	CBSE Study Material	Unit 4	Pg. 86	2
15.	(a) respect-ed :  (b) suspect-ed :  (c) expect-ed :  (any two and one mark for each)	CBSE Study Material	Unit 3	Pg. 63	2
16.	Differences between Diphthongs & Diphones - 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 Diphones. - Diphthongs are expressed by three angular signs and a semi-circle whereas Diphones are expressed by only two angular signs. - Diphthongs are four in number whereas Diphones are two in number. - Diphthong signs can be attached and abbreviated with some strokes whereas Diphone signs cannot be attached and abbreviated. - Diphthong signs are placed on first and third vowel places of a consonant whereas Diphone signs are placed on all the three places of a Consonant. DIPHTHONGS: E.g. Item :  Due :  DIPHONES : E.g.	CBSE Study Material	Unit 1	Pg. 4	2

	Poet :  Radio :  (any two points and one mark for each point)				
	Answer any 2 out of the given 3 questions.				3x2=6
17.	Rules for upward form of SH : (a) After consonant D, SH should always be written in upward direction. e.g. dash :  (b) SH should be written upward before F, V, TH, THEE, KR, GR, KL, GL, FR, VR, MR and L. e.g. shave :  sugar :  (c) SH should be written upward after two straight down strokes and between B and P. e.g. propitious :  Bishop :  (one mark for each point)	CBSE Study Material	Unit 1	Pg. 15	3
18.	Intersecting Strokes are used in the following manner to form Special Contractions : enlarge :  notwithstanding :  nevertheless :  By employing the first two or three strokes of the full outline to form Special Contractions. perform :  republic :  probable :  (one and half marks for each)	CBSE Study Material	Unit 3	Pg. 65-66	3

19.	(a) instruct : Prefix 'In' before 'str' is represented by a small hook, written in the direction of 's' circle. instruct :  (b) majority : Suffix 'rity' is represented by disjoining the stroke which comes before the termination. majority :  (c) sentimental : Suffix 'mental' is represented by disjoined 'ment'. sentimental :  (one mark for each part)	CBSE Study Material	Unit 2	Pg. 43-49	3
	Answer any 3 out of the given 5 questions.				4x3=12
20.	Use of Medial Semi-Circle : The sound 'w' when occurred medially in a word is represented by left semi-circle or right semi-circle. A left semi-circle is used to represent 'w' + any dot vowel occurred in the middle of a word i.e. 'wah', 'wā', 'wē' etc. Examples : twelve :  twig :  A right semi-circle is used to represent 'w' + any dash vowel occurs in the middle of a word i.e. 'waw', 'wō', 'wōō' etc. woodwork :  touchwood :  (Two marks for left semi-circle two marks for right semi-circle)	CBSE Study Material	Unit 1	Pg. 6	4

21.	Final ‘ing-’ as dot is used in following circumstances : (a) after light straight downward stroke and the downward form of R. e.g. teaching :  boring :  (b) after circles, loops and hooks where the stroke form is not convenient to write. E.g. dancing :  (c) after half length and double length of strokes where sharp and clear angle is not obtained. E.g. meeting :  motoring :  (d) After Grammalogues where Stroke “NG” is not convenient e.g. coming :  thinking :  (one mark for each)	CBSE Study Material	Unit 2	Pg. 45-46	4
22.	(a) 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 :  (b) Initial accom or accommo is represented by Consonant K either joined or disjoined. The outline must always be written at first place because the first sounded vowel in accom or accommo’ is of first place e.g. accommodate :  (c) Initial ‘magna’, ‘magne’, ‘magni’ is represented by disjoined Consonant “M”. The outline will be written in the first place because the first sounded vowel in ‘magna’. Etc. is of first place. E.g. Magnitude : 	CBSE Study Material	Unit 2	Pg. 40-42	4

	(d) Initial 'Intro' is represented by double length N ('ntr.') The outline will always be written in third position because the first sounded vowel in 'intro' is of third place e.g. Introduction :  (one mark for each part)				
23.	To form advanced phrases, Halving Principle is used for the words – to, it, not, word and would. e.g. able to :  if it is :  I am not :  Some words :  To form advanced phrases, Doubling Principle is employed for the addition of words – there, their dear and other. E.g. My dear sir :  I am sure there is :  In other words :  In their :  (2 marks for Halving Principle and 2 marks for Double Principle in forming phrases)	CBSE Study Material	Unit 4	Pg. 85-86	4
24.	(a) latitude :  altitude :  (b) auditor :  daughter :  (c) affect :  effect : 	CBSE Study Material	Unit 1	Pg. 10	4

	(d) across :  cross :  (half marks for each outline)				
	- o o o -				