

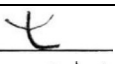
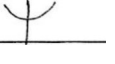

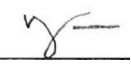
Marking Scheme
Strictly Confidential
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Senior Secondary School Examination, 2026 (XIIth)
SUBJECT NAME : SHORTHAND (ENGLISH) (Q.P. CODE 825/349)


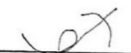





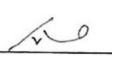


General Instructions: -

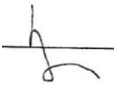


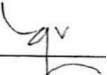


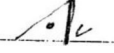



1	The CBSE has decided to introduce On Screen Marking (OSM) for the evaluation of Class XII answer Book with the 2026 Examination.
2	You are aware that evaluation is the most important process in the actual and correct assessment of the candidates. A small mistake in evaluation may lead to serious problems 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.
3	“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.”
4	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.
5	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.
6	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.
7	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.
8	If a question has parts, please award marks on the right-hand side for each part in the OSM Portal. Marks awarded for different parts of the question will be totaled up by the OSM System.
9	If a question does not have any parts, marks must be awarded in the left-hand margin in the OSM Portal. This may also be followed strictly.

10	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 ”.
11	No marks to be deducted for the cumulative effect of an error. It should be penalized only once.
12	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.
13	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.
14	Ensure that you do not make the following common types of errors committed by the Examiner in the past :- <ul style="list-style-type: none"> • 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.
15	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.
16	The Examiners should acquaint themselves with the guidelines given in the “ Guidelines for Spot Evaluation ” before starting the actual evaluation.
17	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) (P3490825)

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.				4x1=4
(i)	(D) She lives in Delhi.		Unit 1	Pg. 9	1
(ii)	(D) OCPD (Obsessive Compulsive Personality Disorder).		Unit 2	Pg. 37	1
(iii)	Personality is a cluster of thoughts, feelings and behaviours that make a person unique and different from others.		Unit 2	Pg. 33	1
(iv)	(B) Data		Unit 3	Pg. 58	1
(v)	Initiative, Taking risk, Experience, Motivation etc.		Unit 4	Pg. 81	1
(vi)	(B) use air purifiers with HEPA filters.		Unit 5	Pg. 117	1
2.	Answer any 5 out of the given 7 questions.				5x1=5
(i)	Diphthong	CBSE Study Material	Unit 1	Pg. 4	1
(ii)	Alike	CBSE Study Material	Unit 1	Pg. 10	1
(iii)	Disjoined	CBSE Study Material	Unit 2	Pg. 49	1
(iv)	Self	CBSE Study Material	Unit 2	Pg. 42	1
(v)	(a) nevertheless :  (b) notwithstanding :  (half mark for each)	CBSE Study Material	Unit 3	Pg. 66	1
(vi)	Intersecting stroke 'K' is used for 'Council, Company, Captain and Capital'. Share capital :  Iron and Steel Company :  (half mark for each word)	CBSE Study Material	Unit 5	Pg. 114	1

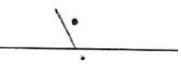
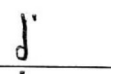
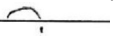



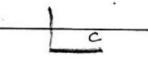

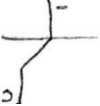
(vii)	<p>'Downward R' is used for the words 'arrange, arranged and arrangement' in forming intersections.</p> <p>It will be arranged : </p> <p>necessary arrangement : </p> <p>(half mark for each intersection)</p>	CBSE Study Material	Unit 5	Pg. 116	1
3.	Answer any 6 out of the given 7 questions.				6x1=6
(i)	<p>fat : </p> <p>fate : </p> <p>fit : </p> <p>(any two correct outlines and half mark for each)</p>	CBSE Study Material	Unit 1	Pg. 9	1
(ii)	<p>Ality, Ility, Arity, Ority, Elty and other similar terminations are expressed by disjoining the stroke coming before the termination to the other remained stroke. Thus, the disjoining will indicate the Suffix after the disjoined stroke and it will not confuse with a medial 'Com'. For example –</p> <p>formality : </p> <p>majority : </p> <p>(half mark for explanation and half mark for any one example)</p>	CBSE Study Material	Unit 2	Pg. 47	1
(iii)	recognize : 	CBSE Study Material	Unit 2	Pg. 40	1
(iv)	Contraction	CBSE Study Material	Unit 3	Pg. 61	1
(v)	<p>Final Circle is used for the sounds of ses, sez, zes or zez. e.g.</p> <p>faces : </p> <p>roses : </p> <p>(half mark for explanation and half mark for any one example)</p>	CBSE Study Material	Unit 4	Pg. 84	1


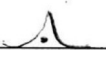
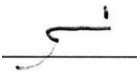
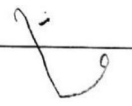
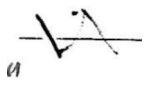






(vi)	Advanced phrases formed by omitting logograms : e.g. it appears to me :  out of place :  from first to last :  for the first time :  (any two phrases and half mark for each phrase)	CBSE Study Material	Unit 4	Pg. 86	1
(vii)	Magne	CBSE Study Material	Unit 2	Pg. 41	1
4.	Answer any 5 out of the given 6 questions.				5x1=5
(i)	monk :  monkey :  (half mark for each correct outline)	CBSE Study Material	Unit 1	Pg. 11	1
(ii)	-mental	CBSE Study Material	Unit 2	Pg. 49	1
(iii)	Initial 'Intro' is represented by double length N ("ntr.").	CBSE Study Material	Unit 2	Pg. 41	1
(iv)	N	CBSE Study Material	Unit 3	Pg. 69	1
(v)	Circle	CBSE Study Material	Unit 4	Pg. 84	1
(vi)	Close to	CBSE Study Material	Unit 5	Pg. 113	1
5.	Answer any 5 out of the given 6 questions.				5x1=5
(i)	Upward	CBSE Study Material	Unit 1	Pg. 13	1
(ii)	three	CBSE Study Material	Unit 1	Pg. 4	1
(iii)	(a) radio :  (b) poet :  (half mark for each)	CBSE Study Material	Unit 1	Pg. 4	1
(iv)	disrespect :  disrespectful :  (any one outline and one mark for the outline)	CBSE Study Material	Unit 3	Pg. 63	1


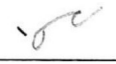
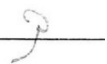




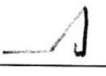
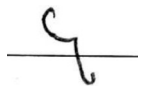

(v)	two thousand : <u>21</u>	CBSE Study Material	Unit 3	Pg. 69	1
(vi)	Limited	CBSE Study Material	Unit 5	Pg. 116	1
6.	Answer any 5 out of the given 6 questions.				5x1=5
(i)	two crore : <u>2</u>	CBSE Study Material	Unit 3	Pg. 70	1
(ii)	altogether : <u>✓</u> defective : <u>✓</u> (half mark for each)	CBSE Study Material	Unit 3	Pg. 66	1
(iii)	W	CBSE Study Material	Unit 4	Pg. 86	1
(iv)	Doubling	CBSE Study Material	Unit 4	Pg. 86	1
(v)	Intersecting Stroke S is used for 'Society'. Welfare Society : <u>✓</u> Red Cross Society : <u>✓</u> (half mark for explanation and half mark for any one example)	CBSE Study Material	Unit 5	Pg. 115	1
(vi)	(a) Rupees six hundred : <u>26</u> (b) Seven percent : <u>7%</u> (half mark for each)	CBSE Study Material	Unit 3	Pg. 71	1
	SECTION – B (Subjective type questions)				
	Answer any 3 out of the given 5 questions.				3x2=6
7.			Unit 1	Pg. 2	2
8.	Two ways to maintain positive attitude are : (i) Start the day with morning routine. (ii) Focus on constructive and positive things.		Unit 2	Pg. 24	1x2=2
9.	Components of spreadsheet : 1. Row 2. Column 3. Cell 4. Worksheet 5. Workbook		Unit 3	Pg. 41, 42	2

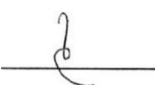
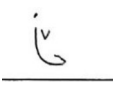
10.	<p>Perseverance can be built in following ways :</p> <p style="text-align: center;">Perseverance ↓ Not giving up when there is a difficult situation ↓ Working hard to achieve the goal ↓ Analysing failures and learning from them</p>		Unit 4	Pg. 104	2
11.	<p>(i) Reusing scrap materials. (ii) Ensuring quality control. (iii) Waste exchange. (iv) Use Eco-friendly material. (v) Managing e-wastage.</p>		Unit 5	Pg. 119	$\frac{1}{2} \times 4 = 2$
	Answer any 3 out of the given 5 questions.				3x2=6
12.	<p>In before str, skr and upward H will be represented by a small hook written in the clockwise motion (Right motion). The outlines will always be written in the third position because the first sounded vowel in 'in' is of third place. e.g.</p> <p>Instrument : </p> <p>Instructor : </p> <p>(one mark for explanation and one mark for any two examples)</p>	CBSE Study Material	Unit 2	Pg. 43	2
13.	<p>motion : </p> <p>emotion : </p> <p>(half mark for each, one mark for explanation)</p>	CBSE Study Material	Unit 1	Pg. 10	2
14.	<p>The Vowels should be inserted in the following cases :</p> <ul style="list-style-type: none"> Where words of the same part of speech have similar outlines and the same position. Where a word is unfamiliar, or unfamiliar in the special sense in which it is used. Where an outline has been written incorrectly, badly, or in the wrong position. In which case the insertion of a vowel is the quickest and simplest way of making the outlines legible. Where the subject matter is unknown. Where the language is poetical, unusual because in these cases the context is not as helpful as in other cases. <p>(any two points and one mark for each)</p>	CBSE Study Material	Unit 1	Pg. 12	2

15.	In advanced phrases, small circle is used to indicate words – as, us, is, his, has etc. who has : <u> b </u> to us : <u> b </u> etc. (one mark for explanation and one mark for any two examples)	CBSE Study Material	Unit 4	Pg. 84	2
16.	emergency : <u> af </u> appointment : <u> b </u> (half mark for each)	CBSE Study Material	Unit 3	Pg. 64	2
	Answer any 2 out of the given 3 questions.				2x3=6
17.	Dot Vowel Diphones : The left angular sign <u> < </u> represents a dot vowel followed by any other vowel. The sign will be put in the place of the first vowel of the combination. e.g. Payal : <u> < </u> laying : <u> < </u> payee : <u> < </u> Dash Vowel Diphones : The right angular sign <u> > </u> represents a dash vowel followed by any other vowel. This sign will also be put in the place of the first vowel of the combination. e.g. sawing : <u> > </u> going : <u> > </u> doing : <u> > </u> (1.5 marks for each part with examples)	CBSE Study Material	Unit 1	Pg. 3	3
18.	(a) by employing the first two or three strokes of the full outline e.g. peculiar : <u> l </u> perform : <u> l </u> (b) by employing logograms, initially or finally e.g. something : <u> s </u> remarkable : <u> r </u> (1.5 marks for each part)	CBSE Study Material	Unit 3	Pg. 65-66	3

19.	<p>Ing.' is represented by Consonant 'NG'. Wherever 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 "ing".</p> <p>This light dot for 'ing' will be written in the following cases :</p> <ul style="list-style-type: none"> After light straight strokes and downward 'R' : <p>paying : </p> <ul style="list-style-type: none"> After 'ns' circle : <p>dancing : </p> <ul style="list-style-type: none"> After a half-length or double-length stroke when no angle is formed by the use of Stroke 'NG' : <p>meeting : </p> <p>motoring : </p> <ul style="list-style-type: none"> After 'K', 'G', 'NG', 'SH' hooked finally, upstrokes hooked finally, ST or STR Loops : and Shun Hook : <p>mentioning : </p> <p>(any three points and one mark for each)</p>	CBSE Study Material	Unit 2	Pg. 45-46	3
	Answer any 3 out of the given 5 questions.				3x4=12
20.	<p>Use of Medial W :</p> <p>The sound 'w' when occurred medially in a word is represented by left semi-circle or right semi-circle.</p> <p>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.</p> <p>Examples :</p> <p>twelve : </p> <p>twig : </p> <p>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.</p> <p>woodwork : </p> <p>touchwood : </p> <p>(Two marks for left semi-circle and two marks for right semi-circle)</p>	CBSE Study Material	Unit 1	Pg. 6	4

21.	<p>Upward and Downward form of SH :</p> <p>(a) After consonant D, SH should always be written in upward direction. e.g. dash : </p> <p>(b) SH should be written upward before F, V, TH, THEE, KR, GR, KL, GL, FR, VR, MR and L. e.g. shave :  sugar : </p> <p>(c) SH should be written upward after two straight down strokes and between B and P. propitious :  Bishop : </p> <p>(d) Consonant SH should be written against initial attachment with the down straight strokes, except the consonant D. brush :  trash : </p> <p>(e) SH should always be written downward after an upstroke, down straight stroke without initial attachment and horizontal strokes; cash :  smash : </p> <p>(f) After a down curved stroke, SH should be written according to its motion. fish :  finish : </p> <p>(any four points and one mark for each)</p>	CBSE Study Material	Unit 1	Pg. 15	4
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22.	<p>(a) friendly : LY' is represented by disjoined/joined Stroke 'L'</p> <p>friendly : </p> <p>(b) stalwart : "Ward", 'Wort', 'Wart' is represented by half-length Consonant 'W'.</p> <p>stalwart : </p> <p>(c) friendship : Ship' is represented by joined or disjoined stroke 'SH'.</p> <p>friendship : </p> <p>(d) agreement : Ment.' is indicated by 'mnt' (Half-length M and N Hook).</p> <p>agreement : </p> <p>(one mark for each part)</p>	CBSE Study Material	Unit 2	Pg. 48-51	4
23.	<p>Initial Hooks R & L for the miscellaneous words :</p> <p>in our view : </p> <p>by all means : </p> <p>'N' & F/V Hooks" for the words 'on', 'than', 'own', 'been', and 'of, have 'after' & 'even'.</p> <p>Use of Small final hook N in advanced phrases for the words – been, than, on and own.</p> <p>I have been : </p> <p>carried on : </p> <p>Use of small final hook F/V in forming phrases :</p> <p>over and above : </p> <p>out of : </p> <p>(two marks for use of small initial hooks and two marks for use of small final hooks)</p>	CBSE Study Material	Unit 4	Pg. 84-85	4

24.	<p>(a) Initial 'Trans' will be represented by writing 'Trans' (omission of 'N'). The outlines will be written in the first position because the first sounded vowel in Trans. is of first place, e.g.</p> <p>transfer : </p> <p>(b) Prefix Com. or Comm, or Con, or Conn.' is represented by a light dot at the beginning of the following stroke. The outline will be written according to the first sounded vowel after the Prefix Com or Con, or Conn.</p> <p>confine : </p> <p>(two marks for each part)</p>	CBSE	Unit 2	Pg. 39- 41	4