

**SHORTHAND (English) (CODE-825)
SESSION (2019-20)
JOB ROLE: Stenographer/ Executive Assistant**

The students are enabled to complete the Shorthand course. Shorthand writers are employed on the various posts such as Stenographers, Personal Assistants (PAs), Senior Personal Assistants (SPAs), Private Secretaries (PSs), Reporters in State Legislatures and in both the Houses of Parliament, and Press Reporters all over the world. Shorthand knowing persons are employed in large numbers and this subject has been recognized in every part of the world.

Class XI (2019-20)

Total Marks: 100 (Theory-60+Practical-40)

SCHEME OF UNITS

This course is a planned sequence of instructions consisting of units meant for developing employability and vocational competencies of students of Class XI opting for vocational subject along with general education subjects. The unit-wise distribution of hours and marks for class XI is as follows:

Shorthand(825) CLASS XI session 2019-20				
	Units	No. of Hours for Theory and Practical 260		Max. Marks for Theory and Practical 100
Part A	Employability Skills			
	Unit 1 : Communication Skills-III	10		10
	Unit 2 : Self-Management Skills-III	10		
	Unit 3 : Information and Communication Technology Skills-III	10		
	Unit 4 : Entrepreneurial Skills-III	15		
	Unit 5 : Green Skills-III	05		
	Total	50		10
Part B		Theory Periods	Practical Periods	
	Unit 1: INTRODUCTION TO STENOGRAPHY	05	05	03
	Unit 2: CONSONANTS AND THEIR JOINING	15	05	05
	Unit 3: VOWELS, DIPHTHONGS AND TRIPHONES, GRAMMALOGUES AND PUNCTUATION SIGNS	15	10	09
	Unit 4: ALTERNATIVE FORMS OF 'R' AND 'H', ABBREVIATED 'W', PHRASEOGRAPHY AND TICK 'THE'	15	10	09
	Unit 5: CIRCLES AND LOOPS	20	10	05
	Unit 6: HOOKS (INITIAL AND FINAL)	15	10	05
	Unit 7: HALVING PRINCIPLE AND DOUBLING PRINCIPLE	20	30	09
	Unit 8: COMPOUND CONSONANTS, DOT AND TICK 'H'	15	10	05

		120	90	50
Part C	Practical Work			
	Practical Examination			15
	Written Test			10
	Viva Voce			05
	Total			30
Part D	Project Work/Field Visit			
	Practical File/ Student Portfolio			10
	Total	120+90+50		10
	Grand Total	260		100

Note:-Detailed Curriculum/ Topics to be covered under employability skill can be downloaded from CBSE website.

Part B

Unit 1.INTRODUCTION TO STENOGRAPHY

3

- Meaning and Importance
- Techniques of Note Taking
- Sitting Posture
- Essentials of a good Stenographer

Unit 2.CONSONANTS AND THEIR JOINING

5

- Meaning of Consonants
- Classification of Consonants
- Length of Strokes
- Pairs of Consonants
- Types of Strokes
- Formation of Consonants
- Joining of Strokes

Unit 3. VOWELS, DIPHTHONGS, TRIPHONES, GRAMMALOGUES

9

AND PUNCTUATION SIGNS

- Meaning
- Places of Vowels
- Intervening Vowels
- Diphthongs and Triphones

- Grammalogues and Punctuation Signs

Unit 4. ALTERNATIVE FORMS OF 'R' AND 'H', ABBREVIATED 'W', PHRASEOGRAPHY AND TICK 'THE' **9**

- Upward and Downward forms of Consonants 'R' and 'H'
- Qualities of a good Phraseogram

Unit 5. CIRCLES AND LOOPS **5**

- Small Circle for 'S' and 'Z'
- Use of Circle 'S' in Phraseography
- Short forms/Grammalogues
- Large Circle 'SS', 'SZ' and 'SW'
- Loops

Unit 6. HOOKS (INITIAL AND FINAL) **5**

- Hook to straight strokes and curved strokes
- Attachment of circle 'S' with double consonants(Straight Strokes) and curved strokes
- Attachment of Circle in the middle
- Shun Hook
- Shun following circle 'S' and 'NS'
- Use of Shun Hook in Phraseography

Unit 7. HALVING PRINCIPLE AND DOUBLING PRINCIPLE **9**

- Meaning of Halving Principle
- When is the Halving Principle not employed?
- Use of Halving Principle in Phraseography
- Short Forms/Grammalogues
- Meaning of Doubling Principle
- When is the Doubling Principle not employed?
- Use of Doubling Principle in Phraseography
- Short Forms

- Meaning of Compound Consonants
- Rules for the use of Compound Consonants
- DOT 'H'
- Tick 'H' in Phrases

Note: The Curriculum of Shorthand of Class XI & XII is based on Pitman Shorthand. There is minor variation between old Syllabus and new Syllabus. Some of the Chapters which were not included in the old syllabus have been incorporated in the new syllabus. Only the sequence of Chapters has been changed based on Pitman Shorthand.

Examination Scheme

Theory

Theory paper to be set by the School Examiner / Teacher covering the contents given above, of Questions of Short, Medium and Long Answers, for testing the knowledge, understanding and application of mind, acquired during the year as per the Sample Question Paper given in the Book.

Practical

Practical: Practical to be performed according to the chapters of English Shorthand Book: Consonants, Joining of Consonants, Vowels, Intervening Vowels, Grammalogues, Phraseography, Tick 'The', Punctuation Marks, Diphthongs & Triphones.

- **Practice of Alternative forms 'R', 'H' and Abbreviated 'W'.**
- **Practice of words** of Small Circles S/Z, Large Circles SW,SS/SZ, Small Loop–ST, Large Loop – STR.
- **Practice of words** of Halving and Doubling Principle, Tick 'H' & Dot 'H'.

Examination Scheme: The School Examiner will conduct Practical Examination in the following manner:

1. A Dictation Passage of 5 minutes on the theory chapters studied by the student during the year up to Tick 'H' & Dot 'H', as per the Sample Question Paper given in the Book.
2. Dictation of Grammalogues, Words and Phrases Studied during the year.
3. Viva-Voce
4. Practical Work File to be maintained and shown to the Examiner for evaluation / awarding marks.

PRACTICAL – INSTRUCTIONS TO EXAMINERS

Marks=40

Job -1 Dictation of one seen passage from the book up to Tick 'H' and Dot 'H' consisting of 200 words as per details given below:

-Dictation time: 5 minutes

- Reading and transcription time: 20 minutes

Job-2 Dictation of Grammalogues, Phrases and Words studied during the year.

Job-3 Viva-Voce

Job-4 Practical File

Note: - 10 minutes time may be given to the Examinees for adjustment and checking of Computers before starting the practical.

