

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 XII (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 XII opting for vocational subject along with general education subjects. The unit-wise distribution of hours and marks for class XII is as follow:

Shorthand- English (825) CLASS XII 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-IV	10		10
	Unit 2 : Self-Management Skills-IV	10		
	Unit 3 : Information and Communication Technology Skills-IV	10		
	Unit 4 : Entrepreneurial Skills-IV	15		
	Unit 5 : Green Skills-IV	05		
	Total	50		10
Part B		Theory Periods	Practical Periods	
	Unit 1: Diphones, Medial Semi-Circle, Essential Vowels, Upward & Downward L, Upward and Downward 'SH'.	20	08	06
	Unit 2: Prefixes And Suffixes	25	08	13
	Unit 3: General Contractions, Special Contractions and Figures	25	08	06
	Unit 4: Advanced Phraseography	25	08	13
	Unit 5: Intersections	25	08	12
	Unit 6: Dictation Passages and their Transcription	-	30	-
	Unit 7: Business Letters and their Transcription	-	20	-
	Total	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

Marks: 50

Unit 1: Diphones, Medial Semi-Circle, Essential Vowels, Upward & Downward L, Upward and Downward 'SH'. 6

Part A: Diphones

- Definition
- Rules
- Difference between Diphones and Diphthongs

Part B: Medial Semi-Circle

- Rules

Part C: Essential Vowels

- Vowel Indication
- Rules

Part D: Upward and Downward Consonant 'L'

- Rules

Part E: Upward and Downward Form of Consonant 'SH'

Unit 2: PREFIXES AND SUFFIXES

13

- Meaning

Part A: Prefixes

- Rules

Part B: Suffixes

- Rules

Unit 3: General Contractions, Special Contractions and Figures

6

Part A: General Contractions

- Meaning
- Rules

Part B: Special Contractions

- Meaning
- Rules

Part C: Figures

- • Meaning
- • writing Monetary Units in Shorthand

Unit 4: Advance Phraseography

13

- Rules

Unit 5: INTERSECTIONS

12

- Meaning

Unit 6: Dictation Passages and their Transcription *

- Meaning
- Precautions

Unit 7: Business Letters and their Transcription *

- Business Letters
- Styles of Business Letters – Indented, Block and Semi-Block
- Dictation of Business Letters
- Specimens of Business Letters in different styles

**** No Theory Questions from these two units. Only Practical Questions to be set from these two units.**

PRACTICAL

Time: 3 hours

Marks: 40

1. Practice of writing words and sentences of Diphones, Medial Semi-Circle, Essential Vowels, Upward & Downward 'L', Upward & Downward 'SH'.
2. Practice of writing words and sentences of prefixes, Suffixes, Contractions, Figures, and Intersections.
3. Practice of writing words and sentence of Advanced Phraseography.
4. Practice of taking Dictation of Seen and Unseen Passages @ 80-85 wpm and their transcription on Computer.
5. Practice of taking dictation of Business Letters in Shorthand @ 60 wpm and their transcription on the Computer with proper display.
6. Practice of Unseen Dictation can be done from the Shorthand Magazines and Audio Cassettes available in the Market.

EXAMINATION SCHEME

The Practical will be conducted by the Board Examiner according to the following standards & the Sample Question Paper:

1. Dictation of one Unseen Passage @ 80 wpm consisting of 400 words and
Its transcription on Computer.
Transcription Time: 40 Minutes.
2. Dictation of a Business Letter @ 60 wpm for 3 Minutes.
Transcription Time: 20 Minutes
3. Viva-Voce
4. Practical File

Note: In no case, Question Paper is to be given to the examinees.

PRACTICAL – INSTRUCTION TO EXAMINERS

(Five copies of the Question Paper to be given to each Centre)

Job-I: One Dictation of Unseen Passage of 400 words at the speed of 80 wpm for 5 minutes (Reading & Transcription time: 40 minutes). After completing the 1st Job, collect the Answer sheets. **Marks 15**

Job-II: Business Letter to be dictated in 3 minutes. (Reading & Transcription time: 20 minutes). The name and addresses should be dictated at low speed. The Body of the letter should be dictated @ 60 words per minute. **Marks 10**

Job-III: Viva-Voce **Marks 5**

Job-IV: Practical File **Marks 10**

Note:

- Examiner should give one or two trial passages of one minute each to the students before start of the practical.
- 10 Minutes time may be given to the Examinees for adjustment and checking and computer before starting the Practical.

