

CBSE | DEPARTMENT OF SKILL EDUCATION

CURRICULUM FOR SESSION 2020-2021

SHORTHAND (ENGLISH) (Subject Code-825)

JOB ROLE: STENOGRAPHER/ EXECUTIVE ASSISTANT

CLASS – XI & XII

COURSE OVERVIEW:

Stenographer may refer to: A person whose job is to write down what somebody speaks through a quick system of signs or scripts and then to transcribe/type the same.

A stenographer is a person who is skilled in Shorthand and writes and types quickly at the speed required by the Officer. Shorthand is a subject whereas stenography is the art or the process of writing in Shorthand. It is the combination of words pronounced in English and are written in Shorthand.

By learning Shorthand your vocabulary and grip on English Language will improve and it will also fetch you a good professional employment. Shorthand notes are typically temporary intended either for immediate use or for later typing.

The main objectives of the Shorthand are to take dictation: to record the minutes during the meeting and later on to transcribe the same on computer

OBJECTIVES OF THE COURSE:

In this course, the student will be made capable to learn the principles of Shorthand and be equipped for getting job.

The following are the main objectives of this course:

- To familiarize the students with the principles of the Shorthand;
- To develop the skill of taking down dictation at the different speeds in a graded manner;
- To make the student capable of transcribing the same from Shorthand to English;

- To prepare the student for getting employment in Private Sector, Public Sector, Banks, Insurance, Ministries, Courts, Houses of Parliament and State Legislative Assemblies.
- To develop skills in students which are required for obtaining jobs for providing secretarial assistance:
 - Good knowledge of English language
 - Knowledge of computers
 - Speed in E-Typewriting
 - Concentration
 - Patience, motivation and compensation.

SALIENT FEATURES:

In the modern times, speed is required in every sphere of life. In this way the learner should be capable of taking dictation and transcribing the same at a faster speed than the long-hand writing speed.

The importance of the Shorthand:

- (i) It saves the time of the Officer
- (ii) It promotes the skill in getting the opportunities for job in the market
- (iii) It generates employment
- (iv) It can be used for personal use
- (v) It is very useful for Media persons in jotting down the points at the time of incidents

CURRICULUM:

This course is a planned sequence of instructions consisting of Units meant for developing employability and Skills competencies of students of Class XI and XII opting for Skills subject along with other subjects. The unit-wise distribution of hours and marks is as follows:

CLASS –XI (SESSION 2020-2021)

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

SHORTHAND (ENGLISH) (Subject Code-825)				
Class XI (Session 2020-21)				
	UNITS	NO. OF HOURS for Theory and Practical		MAX. MARKS for Theory and Practical
Part A	Employability Skills			
	Unit 1 : Communication Skills-III	10		10
	Unit 2 : Self-Management Skills-III	10		
	Unit 3 : ICT Skills-III	10		
	Unit 4 : Entrepreneurial Skills-III	15		
	Unit 5 : Green Skills-III	05		
	Total	50		10
Part B	Subject Specific Skills	Theory	Practical	Marks
	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
		Total	120	90
Part C	Practical Work			
	Practical Examination			15
	Written Test			10
	Viva Voce			5
		Total		
Part D	Project Work/Field Visit			
	Practical File/ Student Portfolio			10
		Total		
	GRAND TOTAL	260		100

DETAILED CURRICULUM FOR CLASS XI

Part-A: EMPLOYABILITY SKILLS

S. No.	Units	Duration in Hours
1.	Unit 1: Communication Skills-III	10
2.	Unit 2: Self-management Skills-III	10
3.	Unit 3: Information and Communication Technology Skills-III	10
4.	Unit 4: Entrepreneurial Skills-III	15
5.	Unit 5: Green Skills-III	05
	TOTAL DURATION	50

NOTE: For Detailed Curriculum/ Topics to be covered under Part A: Employability Skills can be downloaded from CBSE website.

PART B: SUBJECT SPECIFIC SKILLS:

- Unit 1: Introduction to Stenography
- Unit 2: Consonants and their joining
- Unit 3: Vowels, Diphthongs and Triphones, Gramalogues and Punctuation Signs
- Unit 4: Alternative forms of 'R' and 'H', abbreviated 'W', Phraseography and Tick 'The'
- Unit 5: Circles and Loops
- Unit 6: Hooks (Initial and Final)
- Unit 7: Halving Principle and Doubling Principle
- Unit 8: Compound Consonants, Dot and Tick 'H'

UNIT/ TOPICS/ SUB-TOPICS	MARKS
UNIT 1: INTRODUCTION TO STENOGRAPHY <ul style="list-style-type: none">• Meaning and Importance• Techniques of Note Taking• Sitting Posture• Essentials of a good Stenographer	03

UNIT/ TOPICS/ SUB-TOPICS	MARKS
UNIT 2: CONSONANTS AND THEIR JOINING <ul style="list-style-type: none"> • Meaning of Consonants • Classification of Consonants • Length of Strokes • Pairs of Consonants • Types of Strokes • Formation of Consonants • Joining of Strokes 	05
UNIT 3: VOWELS, DIPHTHONGS, TRIPHONES, GRAMMALOGUES AND PUNCTUATION SIGNS <ul style="list-style-type: none"> • Meaning • Places of Vowels • Intervening Vowels • Diphthongs and Triphones • Grammalogues and Punctuation Signs 	09
UNIT 4: ALTERNATIVE FORMS OF 'R' AND 'H', ABBREVIATED 'W', PHRASEOGRAPHY AND TICK 'THE' <ul style="list-style-type: none"> • Upward and Downward forms of Consonants 'R' and 'H' • Qualities of a good Phraseogram 	09
UNIT 5: CIRCLES AND LOOPS Small Circle for 'S' and 'Z' <ul style="list-style-type: none"> • Use of Circle 'S' in Phraseography • Short forms/Grammalogues • Large Circle 'SS', 'SZ' and 'SW' • Loops 	05
UNIT 6: HOOKS (INITIAL AND FINAL) <ul style="list-style-type: none"> • 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 	05

UNIT/ TOPICS/ SUB-TOPICS	MARKS
UNIT 7: HALVING PRINCIPLE AND DOUBLING PRINCIPLE <ul style="list-style-type: none"> • 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 	09
UNIT 8: COMPOUND CONSONANTS, DOT AND TICK 'H' <ul style="list-style-type: none"> • Meaning of Compound Consonants • Rules for the use of Compound Consonants • DOT 'H' • Tick 'H' in Phrases 	05
TOTAL MARKS	50

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

The 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

The Practical is 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

Time: 3 hours

Marks: 40

The School/ Internal 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

Time: 3 hours

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.

CLASS –XII (SESSION 2020-2021)

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

SHORTHAND (ENGLISH) (Subject Code-825)				
Class XII (Session 2020-21)				
	UNITS	NO. OF HOURS for Theory and Practical		MAX. MARKS for Theory and Practical
Part A	Employability Skills			
	Unit 1 : Communication Skills-III	10		10
	Unit 2 : Self-Management Skills-III	10		
	Unit 3 : ICT Skills-III	10		
	Unit 4 : Entrepreneurial Skills-III	15		
	Unit 5 : Green Skills-III	05		
	Total	50		10
Part B	Subject Specific Skills	Theory	Practical	Marks
	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			5
	Total			30
Part D	Project Work/Field Visit			
	Practical File/ Student Portfolio			10
	Total			10
GRAND TOTAL		260		100

DETAILED CURRICULUM FOR CLASS XII

PART A: EMPLOYABILITY SKILLS

S. No.	Units	Duration in Hours
1.	Unit 1: Communication Skills-IV	10
2.	Unit 2: Self-management Skills-IV	10
3.	Unit 3: Information and Communication Technology Skills-IV	10
4.	Unit 4: Entrepreneurial Skills-IV	15
5.	Unit 5: Green Skills-IV	05
	TOTAL DURATION	50

NOTE: For Detailed Curriculum/ Topics to be covered under Part A: Employability Skills can be downloaded from CBSE website.

PART B: SUBJECT SPECIFIC SKILLS:

- Unit 1: Diphones, Medial Semi-Circle, Essential Vowels, Upward & Downward L, Upward and Downward 'SH'.
- Unit 2: Prefixes And Suffixes
- Unit 3: General Contractions, Special Contractions and Figures
- Unit 4: Advanced Phraseography
- Unit 5: Intersections
- Unit 6: Dictation Passages and their Transcription
- Unit 7: Business Letters and their Transcription

UNIT/ TOPICS/ SUB-TOPICS	MARKS
<p>UNIT 1: DIPHONES, MEDIAL SEMI-CIRCLE, ESSENTIAL VOWELS, UPWARD DOWNWARD L, UPWARD AND DOWNWARD 'SH'.</p> <ul style="list-style-type: none"> • Part A: Diphones <ul style="list-style-type: none"> – Definition – Rules – Difference between Diphones and Diphthongs • Part B: Medial Semi-Circle <ul style="list-style-type: none"> – Rules • Part C: Essential Vowels <ul style="list-style-type: none"> – Vowel Indication Rules • Part D: Upward and Downward Consonant 'L' <ul style="list-style-type: none"> – Rules • Part E: Upward and Downward Form of Consonant 'SH' 	03
<p>UNIT 2: PREFIXES AND SUFFIXES</p> <ul style="list-style-type: none"> • Meaning • Part A: Prefixes <ul style="list-style-type: none"> – Rules • Part B: Suffixes <ul style="list-style-type: none"> – Rules 	13
<p>UNIT 3: GENERAL CONTRACTIONS, SPECIAL CONTRACTIONS AND FIGURES</p> <ul style="list-style-type: none"> • Part A: General Contractions <ul style="list-style-type: none"> – Meaning – Rules • Part B: Special Contractions <ul style="list-style-type: none"> – Meaning – Rules • Part C: Figures <ul style="list-style-type: none"> – Meaning – Writing Monetary Units in Shorthand 	09
<p>UNIT 4: ADVANCE PHRASEOGRAPHY</p> <ul style="list-style-type: none"> • Rules 	13
<p>UNIT 5: INTERSECTIONS</p> <ul style="list-style-type: none"> • Meaning 	12

UNIT/ TOPICS/ SUB-TOPICS	MARKS
<p>*NO THEORY QUESTIONS FROM THE FOLLOWING UNITS. ONLY PRACTICAL QUESTION TO BE SET FROM BELOW UNITS:</p> <p>UNIT 6: DICTATION PASSAGES AND THEIR TRANSCRIPTION*</p> <ul style="list-style-type: none"> • Meaning • Precautions <p>UNIT 7: BUSINESS LETTERS AND THEIR TRANSCRIPTION*</p> <ul style="list-style-type: none"> • Business Letters • Styles of Business Letters – Indented, Block and Semi- Block • Dictation of Business Letters • Specimens of Business Letters in different styles 	
TOTAL MARKS	50

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.

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)

Time: 3 hours

Marks: 40

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.

CAREER OPPORTUNITIES:

Students will be able to grab the career opportunities available in this field.

Knowledge of this course provides the opportunities for students to train themselves for getting employment as Stenographer/ P.A/ P.S/ Executive Secretaries in Public and Private Sectors, and also Parliamentary Reporters in both the Houses of Parliament and State Legislative Assemblies.

VERTICAL MOBILITY:

- The Students can directly appear in the competitive examinations for the post of
 - Junior Assistants, Front Office Assistants, Data Entry Operators, Stenographer
 - Grade 'D' and Stenographer Grade 'C' and Personal Assistants.
- The students can do Graduation and opt OMSP as one of the discipline Core Subject; and will also be eligible for further promotional post such as Principal Private Secretary, Senior Principal Private Secretary and Principal Staff Officer.
- After acquiring graduation degree as well as the high speed of **140 & 160 w.p.m.**
- in Shorthand and the student will also be eligible for the post of Parliamentary
- Reporters.
- The students can become eligible for taking up teaching jobs in schools as well as Colleges.