

CBSE | DEPARTMENT OF SKILL EDUCATION CURRICULUM FOR SESSION 2024-2025

SHORTHAND (ENGLISH) (SUBJECT CODE 825)

JOB ROLE: Stenographer

CLASS-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:

SHORTHAND (ENGLISH) (SUBJECT CODE 825)
CLASS XII FOR SESSION 2024-2025
Total Marks: 100 (Theory-60 + Practical-40)

	UNITS	NO. OF HOURS for Theory and Practical		MAX. MARKS for Theory and Practical
Part A	Employability Skills			
	Unit 1 : Communication Skills-IV	10		2
	Unit 2 : Self-Management Skills-IV	10		2
	Unit 3 : ICT Skills-IV	10		2
	Unit 4 : Entrepreneurial Skills-IV	15		2
	Unit 5 : Green Skills-IV	05		2
	Total	50		10
Part B	Subject Specific Skills	Theory	Practical	Marks
	Unit 1: Dip hones, 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	20	08	13
	Unit 5: Intersections	20	08	12
	Unit 6: Dictation Passages and their Transcription	-	30	—
	Unit 7: Business Letters and their Transcription	-	20	—
	Total	110	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		10
	Total			10
	GRAND TOTAL	260		100

DETAILED CURRICULUM/TOPICS:**Part-A: EMPLOYABILITY SKILLS**

S. No.	Units	Duration in Hours
1.	Unit 1: Communication Skills-IV	13
2.	Unit 2: Self-management Skills-IV	07
3.	Unit 3: Information and Communication Technology Skills-IV	13
4.	Unit 4: Entrepreneurial Skills-IV	10
5.	Unit 5: Green Skills-IV	07
	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

S. No.	Units	Duration in Hours
1.	Unit 1: Dip hoes, Medial Semi-Circle, Essential Vowels, Upward & Downward L, Upward and Downward 'SH'.	20
2.	Unit 2: Prefixes And Suffixes	25
3.	Unit 3: General Contractions, Special Contractions and Figures	25
4.	Unit 4: Advanced Phraseography	20
5.	Unit 5: Intersections	20
6.	Unit 6: Dictation Passages and their Transcription	-
7.	Unit 7: Business Letters and their Transcription	-
	TOTAL DURATION	110

UNIT	SUB-UNIT	SESSION/ ACTIVITY/ PRACTICAL
1. Dip hones, Medial Semi-Circle, Essential Vowels, Upward & Downward L, Upward and Downward 'SH'.	Part A: Dip hones Definition Rules Difference between Dip hones and Diphthongs	Session: Dip hones <ul style="list-style-type: none"> • Definition • Rules • Difference between Dip hones and Diphthongs
		Activity : Practice of Rules, outlines/words and sentences related to chapter of Dip hone
	Part B: Medial Semi-Circle Rules	Session: Medial Semi-Circle <ul style="list-style-type: none"> • Rules
		Activity: Practice of Rules, outlines/words and sentences related to the chapter of Medial Semi-Circle
	Part C: Essential Vowels Vowel Indication Rules	Session: Essential Vowels
		Activity : Revision of rules relating to vowels, outlines/words and sentences
	Part D: Upward and Downward Consonant 'L' Rules	Session: Upward and Downward Consonant 'L' <ul style="list-style-type: none"> • Rules
		Activity : Practice of Rules, outlines/words and sentences related to the chapter of Upward and Downward Consonant 'L'
	Part E: Upward and Downward Form of Consonant 'SH'	Session: Upward and Downward Form of Consonant 'SH' <ul style="list-style-type: none"> • Rules
		Activity : Practice of Rules, outlines/words and sentences related to the chapter of Upward and Downward Form of Consonant 'SH'
2. Prefixes And Suffixes	Meaning	Session: Prefixes And Suffixes
	Part A: Prefixes - Rules	Session: Prefixes <ul style="list-style-type: none"> • Meaning Rules
		Activity : Practice of Rules, outlines/words and sentences related to the chapter of Prefixes
	Part B: Suffixes - Rules	Session: Suffixes <ul style="list-style-type: none"> • Meaning Rules
		Activity : Practice of Rules, outlines/words and sentences related to the chapter of Suffixes
3. General Contractions, Special Contractions and Figures	Part A: General Contractions Meaning - Rules	Session: General Contractions <ul style="list-style-type: none"> • Meaning Rules
		Activity : Practice of Rules, outlines/words and sentences related to the chapter of General Contractions
	Part B: Special Contractions Meaning Rules	Session: Special Contractions <ul style="list-style-type: none"> • Meaning Rules
		Activity : Practice of Rules, outlines/words and sentences related to the chapter of Special Contractions
	Part C: Figures Meaning Writing Monetary Units in Shorthand.	Session: Figures <ul style="list-style-type: none"> • Meaning Writing Monetary Units with different consonants in Shorthand

UNIT	SUB-UNIT	SESSION/ ACTIVITY/ PRACTICAL
		Activity : Practice of rules, outlines/words with the use of different consonants for Monetary Units and sentences related to the Figures
4. Advanced Phraseography	Rules	Session: Advanced Phraseography Rules
		Activity : Practice of Rules, outlines/words and sentences related to Advanced Phraseography
5. Intersections	Meaning	Session: Intersections <ul style="list-style-type: none"> Meaning Rules for intersecting one stroke with the other
		Activity : Practice of Rules, outlines/words and sentences related to Intersections
6. Dictation Passages and their Transcription	Meaning Precautions	Session: Dictation and Transcription <ul style="list-style-type: none"> Meaning Dictation Passages - Rules & Precautions Transcription of the dictated passages- Rules & Precautions NO THEORY QUESTION
		Activity: Practice of Dictation passages/exercises in graded manners i.e. the increase of speed slowly from lower to upper and practice of the transcription of the dictated passages/exercises on computer with proper display within the required time frame.
PRACTICAL (JOB-I)	DICTATION	One Dictation of Unseen Passage of 400 words at the speed of 80 wpm for 5 minutes (Reading & Transcription Time on computer: 40 minutes).
7. Business Letters and their Transcription	Business letters and their transcription	Session: Dictation of Business Letters and their transcription on Computer NO THEORY QUESTION
		Activity : Practice of dictated Business letters into the transcriptions on computer with the rules of display within the required time limit
PRACTICAL (JOB-II)	DICTATION	One dictation of Business Letter in 3 minutes. The body of the letter will be dictated @60wpm (Reading and Transcription time on computer: 20 minutes)
PRACTICAL (JOB-III)	Viva-Voce	Viva on the Rules and outlines
PRACTICAL (JOB-IV)	Practical File	On Job-I and Job-II