

SHORTHAND ENGLISH (CODE NO. 825)
CLASS XI (SESSION 2019-2020)

Shorthand English (Code no. 825) Class XI (Session 2019-2020)	
Theory	60 marks
Practical	40 marks
Total Marks	100 marks

❖ **PART A: EMPLOYABILITY SKILLS**

- Unit 1: Communication Skills
- Unit 2: Self-Management Skills
- Unit 3: Basic ICT Skills
- Unit 4: Entrepreneurial Skills
- Unit 5: Green Skills

❖ **PART B:**

- Unit 1– Introduction to Stenography
- Unit 2 – Consonants and their Joining
- Unit 3 – Vowels, Diphthongs and Triphones, Grammalogues 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’

❖ **PART C: PRACTICAL WORK**

- Practical Examination
- Written Test
- Viva Voce

❖ **PART D: PROJECT WORK / FIELD VISIT**

- Practical File / Student Portfolio
- Viva Voce