

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

Shorthand English(Code no. 825) Class XII (Session 2019-2020)	
Theory	60 marks
Practical	40 marks
<b>Total Marks</b>	<b>100 marks</b>

❖ **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– 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\*

**\*No Theory Questions will be asked from these two units. Only Practical Questions will be asked from these two units.**

❖ **PART C: PRACTICAL WORK**

- Practical Examination
- Written Test
- Viva Voce

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

- Practical File / Student Portfolio
- Viva Voce