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# STENOGRAPHY AND COMPUTER APPLICATION

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## CLASS–XII ELECTIVE

### TYPOGRAPHY & COMPUTER APPLICATION (ENGLISH) (607) (Common for Office Secretaryship and Stenography & Computer Application)

## CLASS–XII ELECTIVE

### SHORTHAND (ENGLISH) (608)

### THEORY

Time: 2 Hours

Marks: 30

**Unit 1: Diphones, Medial Semi-Circle, Essential Vowels, Upward & Downward L, Upward and Downward 'SH'. 5**

**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**

**6**

- Meaning

**Part A: Prefixes**

- Rules

**Part B: Suffixes**

- Rules

<b>Unit 3: General Contractions, Special Contractions and Figures</b>	<b>6</b>
<b>Part A: General Contractions</b>	
• Meaning	
• Rules	
<b>Part B: Special Contractions</b>	
▪ Meaning	
▪ Rules	
<b>Part C: Figures</b>	
▪ Rules	
▪ Writing Monetary Units in Shorthand	
<b>Unit 4: Advanced Phraseography</b>	<b>7</b>
• Rules	
<b>Unit 5: INTERSECTIONS</b>	<b>6</b>
• Meaning	
<b>Unit 6: Dictation Passages and their Transcription</b>	<b>*</b>
• Meaning	
• Precautions	
<b>Unit 7: Business Letters and their Transcription</b>	<b>*</b>
• 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: 70**

1. Practice of writing words and sentences of Diaphones, Medial Semi-Circle, Essential Vowels, Upward, 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 transcribing the same on 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:

Marks: 70

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| 1. Dictation of one Unseen Passage @ 80 wpm consisting of 400 words and its Transcription on Computer.<br>Transcription Time: 40 Minutes | 40 |
| 2. Dictation of a Business Letter @ 60 wpm for 3 Minutes.<br>Transcription Time: 20 Minutes  | 30 |

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

### PRACTICAL – INSTRUCTIONS TO EXAMINERS

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

Time: 1 Hour

Marks: 70

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 1<sup>st</sup> Job, collect the Answer sheets.

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.

**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 of checking of computer before starting the Practical.

