

# CBSE | DEPARTMENT OF SKILL EDUCATION CURRICULUM FOR SESSION 2020-2021

**SHORTHAND (ENGLISH) (SUBJECT CODE 825)**

**JOB ROLE: Stenographer**

**RATIONALIZED CURRICULUM FOR  
CLASS–XII FOR SESSION 2020-21  
Total Marks: 100 (Theory-60 + Practical-40)**

|               | <b>UNITS</b>  | <b>NO. OF HOURS<br/>for Theory and<br/>Practical</b> |                  | <b>MAX. MARKS<br/>for Theory and<br/>Practical</b> |
|---------------|---|--|------------------|--|
| <b>Part A</b> | <b>Employability Skills</b>   |  |                  |  |
|               | Unit 1 : Communication Skills-IV  | 10   |                  | 10   |
|               | Unit 2 : Self-Management Skills-IV  | 10   |                  |  |
|               | Unit 3 : ICT Skills-IV  | 10   |                  |  |
|               | Unit 4 : Entrepreneurial Skills-IV  | 15   |                  |  |
|               | Unit 5 : Green Skills-IV  | 05   |                  |  |
|               | <b>Total</b>  | <b>50</b>  |                  | <b>10</b>  |
| <b>Part B</b> | <b>Subject Specific Skills</b>  | <b>Theory</b>  | <b>Practical</b> | <b>Marks</b>                                       |
|               | 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  | 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               | -  |
|               | <b>Total</b>  | <b>120</b>   | <b>90</b>        | <b>50</b>  |
| <b>Part C</b> | <b>Practical Work</b>   |  |                  |  |
|               | Practical Examination   |  |                  | 15   |
|               | Written Test  |  |                  | 10   |
|               | Viva Voce   |  |                  | 5  |
|               | <b>Total</b>  |  |                  | <b>30</b>  |
| <b>Part D</b> | <b>Project Work/Field Visit</b>   |  |                  |  |
|               | Practical File/ Student Portfolio   |  |                  | 10   |
|               | <b>Total</b>  |  |                  | <b>10</b>  |
|               | <b>GRAND TOTAL</b>  | <b>260</b>   |                  | <b>100</b>   |

## **DETAILED CURRICULUM/TOPICS:**

### **Part-A: EMPLOYABILITY SKILLS**

| <b>S. No.</b> | <b>Units</b>   | <b>Duration in Hours</b> |
|---------------|--|--------------------------|
| 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                       |
|               | <b>TOTAL DURATION</b>                                      | <b>50</b>                |

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

### **Part-B – SUBJECT SPECIFIC SKILLS**

| <b>S. No.</b> | <b>Units</b>  | <b>Duration in Hours</b> |
|---------------|---|--------------------------|
| 1.            | Unit 1: Dip hones, 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  | 25                       |
| 5.            | Unit 5: Intersections   | 25                       |
| 6.            | Unit 6: Dictation Passages and their Transcription  | -                        |
| 7.            | Unit 7: Business Letters and their Transcription  | -                        |
|               | <b>TOTAL DURATION</b>   | <b>120</b>               |

| UNIT   | SUB-UNIT   | SESSION/ ACTIVITY/ PRACTICAL  |
|--|--|---|
| 1. Dip hones, Medial Semi-Circle, Essential Vowels, Upward & Downward L, Upward and Downward 'SH'. | Part A:<br>Dip hones<br>Definition<br>Rules<br>Difference between Dip hones and Diphthongs | <b>Session:</b> Dip hones <ul style="list-style-type: none"> <li>• Definition</li> <li>• Rules</li> <li>• Difference between Dip hones and Diphthongs</li> </ul> <b>Activity :</b> Practice of Rules, outlines/words and sentences related to chapter of Dip hone |
|  | Part B:<br>Medial Semi-Circle<br>Rules   | <b>Session:</b> Medial Semi-Circle <ul style="list-style-type: none"> <li>• Rules</li> </ul> <b>Activity:</b> Practice of Rules, outlines/words and sentences related to the chapter of Medial Semi-Circle  |
|  | Part C:<br><br>Essential Vowels<br><b>Vowel Indication Rules*</b>                          | <b>Session:</b> Essential Vowels<br><br><b>Activity :</b> Revision of rules relating to vowels, outlines/words and sentences  |
|  | Part D:<br>Upward and Downward Consonant 'L' Rules   | <b>Session:</b> Upward and Downward Consonant 'L' <ul style="list-style-type: none"> <li>• Rules</li> </ul> <b>Activity :</b> Practice of Rules, outlines/words and sentences related to the chapter of Upward and Downward Consonant 'L'                         |
|  | Part E:<br>Upward and Downward Form of Consonant 'SH'                                      | <b>Session:</b> Upward and Downward Form of Consonant 'SH' <ul style="list-style-type: none"> <li>• Rules</li> </ul> <b>Activity :</b> Practice of Rules, outlines/words and sentences related to the chapter of Upward and Downward Form of Consonant 'SH'       |
| 2. Prefixes And Suffixes   | Meaning  | <b>Session:</b> Prefixes And Suffixes   |

**\*Note:- To be assessed in practical only. No question shall be asked from this portion in Theory Exams.**

| UNIT  | SUB-UNIT  | SESSION/ ACTIVITY/ PRACTICAL  |
|---|---|---|
|   | Part A:<br>Prefixes<br>– Rules  | <b>Session:</b> Prefixes <ul style="list-style-type: none"> <li>• Meaning</li> <li>• Rules</li> </ul> <b>Activity :</b> Practice of Rules, outlines/words and sentences related to the chapter of Prefixes  |
|   | Part B:<br>Suffixes<br>– Rules  | <b>Session:</b> Suffixes <ul style="list-style-type: none"> <li>• Meaning</li> <li>• Rules</li> </ul> <b>Activity :</b> Practice of Rules, outlines/words and sentences related to the chapter of Suffixes  |
| 3. General Contractions, Special Contractions and Figures | Part A:<br>General Contractions<br>Meaning – Rules                      | <b>Session:</b> General Contractions <ul style="list-style-type: none"> <li>• Meaning</li> <li>• Rules</li> </ul> <b>Activity :</b> Practice of Rules, outlines/words and sentences related to the chapter of General Contractions  |
|   | Part B:<br>Special Contractions<br>Meaning<br>Rules                     | <b>Session:</b> Special Contractions <ul style="list-style-type: none"> <li>• Meaning</li> <li>• Rules</li> </ul> <b>Activity :</b> Practice of Rules, outlines/words and sentences related to the chapter of Special Contractions  |
|   | Part C:<br>Figures<br>Meaning<br>Writing Monetary Units in<br>Shorthand | <b>Session:</b> Figures <ul style="list-style-type: none"> <li>• Meaning</li> <li>• Writing Monetary Units with different consonants in Shorthand</li> </ul> <b>Activity :</b> Practice of rules, outlines/words with the use of different consonants for Monetary Units and sentences related to the Figures |
| 4. Advanced Phraseography                                 | Rules   | <b>Session:</b> Advanced Phraseography <ul style="list-style-type: none"> <li>• Rules</li> </ul> <b>Activity :</b> Practice of Rules, outlines/words and sentences related to Advanced Phraseography  |
|   |   |   |
| 5. Intersections  | Meaning   | <b>Session:</b> Intersections <ul style="list-style-type: none"> <li>• Meaning</li> <li>• Rules for intersecting one stroke with the other</li> </ul> <b>Activity :</b> Practice of Rules, outlines/words and sentences related to Intersections  |
|   |   |   |

| UNIT  | SUB-UNIT   | SESSION/ ACTIVITY/ PRACTICAL   |
|---|--|--|
| 6. Dictation Passages and their Transcription | <b>Meaning Precautions*</b>                      | <b>Session:</b> Dictation and Transcription <ul style="list-style-type: none"> <li>• Meaning</li> <li>• Dictation Passages – Rules &amp; Precautions</li> <li>• Transcription of the dictated passages- Rules &amp; Precautions</li> </ul> <b>NO THEORY QUESTION</b>   |
|   |  | <b>Activity:</b> 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. |
| <b>PRACTICAL (JOB-I)</b>                      | 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   | <b>Business letters and their transcription*</b> | <b>Session:</b> Dictation of Business Letters and their transcription on Computer<br><b>NO THEORY QUESTION*</b>  |
|   |  | <b>Activity :</b> Practice of dictated Business letters into the transcriptions on computer with the rules of display within the required time limit   |
| <b>PRACTICAL (JOB-II)</b>                     | 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)   |
| <b>PRACTICAL (JOB-III)</b>                    | Viva-Voce  | Viva on the Rules and outlines   |
| <b>PRACTICAL (JOB-IV)</b>                     | Practical File                                   | On Job-I and Job-II  |

**\*Note:- To be assessed in practical only. No question shall be asked from this portion in Theory Exams.**