

CBSE | DEPARTMENT OF SKILL EDUCATION CURRICULUM FOR SESSION 2022-2023

SHORTHAND (ENGLISH) (SUBJECT CODE 825)

JOB ROLE: Stenographer

CLASS - XI & 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 XI (Session 2022-23)

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-III	10		2
	Unit 2 : Self-Management Skills-III	10		2
	Unit 3 : ICT Skills-III	10		2
	Unit 4 : Entrepreneurial Skills-III	15		2
	Unit 5 : Green Skills-III	05		2
	Total	50		10
Part B	Subject Specific Skills	Theory	Practical	Marks
	Unit 1: Introduction to Stenography	05	05	03
	Unit 2: Consonants and their joining	15	05	05
	Unit 3: Vowels, Diphthongs and Triphones, Grammalogues and Punctuation Signs	15	10	09
	Unit 4: Alternative forms of 'R' and H', abbreviated 'W, Phraseography and Tick 'The'	15	10	09
	Unit 5: Circles and Loops	20	10	05
	Unit 6: Hooks (Initial and Final)	15	10	05
	Unit 7: Halving Principle and Doubling Principle	20	30	09
	Unit 8: Compound Consonants, Dot and Tick 'H'	15	10	05
		Total	120	90
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
	Total			10
	GRAND TOTAL	260		100

DETAILED CURRICULUM FOR CLASS XI

Part-A: EMPLOYABILITY SKILLS

S. No.	Units	Duration in Hours
1.	Unit 1: Communication Skills-III	10
2.	Unit 2: Self-management Skills-III	10
3.	Unit 3: Information and Communication Technology Skills-III	10
4.	Unit 4: Entrepreneurial Skills-III	15
5.	Unit 5: Green Skills-III	05
	TOTAL DURATION	50

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

PART B: SUBJECT SPECIFIC SKILLS:

- 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'

UNIT/ TOPICS/ SUB-TOPICS	MARKS
UNIT 1: INTRODUCTION TO STENOGRAPHY <ul style="list-style-type: none">• Meaning and Importance• Techniques of Note Taking• Sitting Posture• Essentials of a good Stenographer	03

UNIT/ TOPICS/ SUB-TOPICS	MARKS
<p>UNIT 2: CONSONANTS AND THEIR JOINING</p> <ul style="list-style-type: none"> • Meaning of Consonants • Classification of Consonants • Length of Strokes • Pairs of Consonants • Types of Strokes • Formation of Consonants • Joining of Strokes 	05
<p>UNIT 3: VOWELS, DIPHTHONGS, TRIPHONES, GRAMMALOGUES AND PUNCTUATION SIGNS</p> <ul style="list-style-type: none"> • Meaning • Places of Vowels • Intervening Vowels • Diphthongs and Triphones • Grammalogues and Punctuation Signs 	09
<p>UNIT 4: ALTERNATIVE FORMS OF ‘R’ AND ‘H’, ABBREVIATED ‘W’, PHRASEOGRAPHY AND TICK ‘THE’</p> <ul style="list-style-type: none"> • Upward and Downward forms of Consonants ‘R’ and ‘H’ • Qualities of a good Phraseogram 	09
<p>UNIT 5: CIRCLES AND LOOPS Small Circle for ‘S’ and ‘Z’</p> <ul style="list-style-type: none"> • Use of Circle ‘S’ in Phraseography • Short forms/Grammalogues • Large Circle ‘SS’, ‘SZ’ and ‘SW’ • Loops 	05
<p>UNIT 6: HOOKS (INITIAL AND FINAL)</p> <ul style="list-style-type: none"> • Hook to straight strokes and curved strokes • Attachment of circle ‘S’ with double consonants (Straight Strokes) and curved strokes • Attachment of Circle in the middle • Shun Hook • Shun following circle ‘S’ and ‘NS’ • Use of Shun Hook in Phraseography 	05

UNIT/ TOPICS/ SUB-TOPICS	MARKS
UNIT 7: HALVING PRINCIPLE AND DOUBLING PRINCIPLE <ul style="list-style-type: none"> • Meaning of Halving Principle • When is the Halving Principle not employed? • Use of Halving Principle in Phraseography • Short Forms/Grammalogues • Meaning of Doubling Principle • When is the Doubling Principle not employed? • Use of Doubling Principle in Phraseography • Short Forms 	09
UNIT 8: COMPOUND CONSONANTS, DOT AND TICK 'H' <ul style="list-style-type: none"> • Meaning of Compound Consonants • Rules for the use of Compound Consonants • DOT 'H' • Tick 'H' in Phrases 	05
TOTAL MARKS	50

NOTE: The Curriculum of Shorthand of Class XI & XII is based on Pitman Shorthand. There is minor variation between old Syllabus and new Syllabus. Some of the Chapters which were not included in the old syllabus have been incorporated in the new syllabus. Only the sequence of Chapters has been changed based on Pitman Shorthand.

EXAMINATION SCHEME

Theory

The Theory paper to be set by the School Examiner / Teacher covering the contents given above, of Questions of Short, Medium and Long Answers, for testing the knowledge, understanding and application of mind, acquired during the year as per the Sample Question Paper given in the Book.

Practical

The Practical is to be performed according to the chapters of English Shorthand Book: Consonants, Joining of Consonants, Vowels, Intervening Vowels, Grammalogues, Phraseography, Tick 'The', Punctuation Marks, Diphthongs & Triphones.

- Practice of Alternative forms 'R', 'H' and Abbreviated 'W'.
- Practice of words of Small Circles S/Z, Large Circles SW, SS/SZ, Small Loop-ST, Large Loop – STR.
- Practice of words of Halving and Doubling Principle, Tick 'H' & Dot 'H'.

EXAMINATION SCHEME

Time: 3 hours

Marks: 40

The School/ Internal Examiner will conduct Practical Examination in the following manner:

1. A Dictation Passage of 5 minutes on the theory chapters studied by the student during the year up to Tick 'H' & Dot 'H', as per the Sample Question Paper given in the Book.
2. Dictation of Grammalogues, Words and Phrases Studied during the year.
3. Viva-Voce.
4. Practical Work File to be maintained and shown to the Examiner for evaluation / awarding marks.

PRACTICAL – INSTRUCTIONS TO EXAMINERS

Time: 3 hours

Marks: 40

- ❖ Job -1: Dictation of one seen passage from the book up to Tick 'H' and Dot 'H' consisting of 200 words as per details given below:
 - Dictation time: 5 minutes
 - Reading and transcription time: 20 minutes
- ❖ Job-2: Dictation of Grammalogues, Phrases and Words studied during the year.
- ❖ Job-3: Viva-Voce
- ❖ Job-4: Practical File

NOTE: 10 minutes time may be given to the Examinees for adjustment and checking of Computers before starting the practical.

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

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		-
	Unit 2 : Self-Management Skills-IV	10		3
	Unit 3 : ICT Skills-IV	10		3
	Unit 4 : Entrepreneurial Skills-IV	15		4
	Unit 5 : Green Skills-IV*	05		-
	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

Note: * marked units are to be assessed through Practicals/ Internal Assessment/ Student Activities. They are not to be assessed in Theory Exams. No question shall be asked from this portion in Theory Exams.

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: * marked units are to be assessed through Internal Assessment/ Student Activities. They are not to be assessed in Theory Exams

The 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 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	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

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

UNIT	SUB-UNIT	SESSION/ ACTIVITY/ PRACTICAL
1. Dip hoes, Medial Semi-Circle, Essential Vowels, Upward & Downward L, Upward and Downward 'SH'.	Part A: Dip hoes Definition Rules Difference between Dip hoes and Diphthongs	Session: Dip hoes <ul style="list-style-type: none"> • Definition • Rules • Difference between Dip hoes 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

***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: 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
	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
3. General Contractions, Special Contractions and Figures	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 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
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

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