

CBSE | DEPARTMENT OF SKILL EDUCATION CURRICULUM FOR SESSION 2023-2024

SHORTHAND (ENGLISH) (SUBJECT CODE 825)

JOB ROLE: Stenographer

CLASS-XII FOR SESSION 2023-24

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

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: For 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 |

| 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 |
| | | Session: Upward and Downward Consonant 'L' Rules |
| | Part D: Upward and Downward Consonant 'L' Rules | Activity : Practice of Rules, outlines/words <ul style="list-style-type: none"> • and sentences related to the chapter of Upward and Downward Consonant 'L' |
| | | Session: Upward and Downward Form of Consonant 'SH' Rules |
| | Part E: Upward and Downward Form of Consonant 'SH' | Activity : Practice of Rules, outlines/words and sentences related to the chapter of Upward and Downward Form of <ul style="list-style-type: none"> • Consonant 'SH' |
| Session: Prefixes And Suffixes | | |
| Session: Prefixes Meaning Rules | | |
| 2. Prefixes And Suffixes | Meaning | Activity : Practice of Rules, outlines/words and sentences related to the chapter of |

| UNIT | SUB-UNIT | SESSION/ ACTIVITY/ PRACTICAL |
|---|--|---|
| | | Prefixes |
| | Part A: Prefixes - 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 B: Suffixes - Rules | Session: General Contractions Meaning Rules |
| | | Activity : Practice of Rules, outlines/words and sentences related to the chapter of General Contractions |
| 3. General Contractions, Special Contractions and Figures | Part A: General 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 |
| | Part B: Special Contractions Meaning Rules | 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 |
| | Part C: Figurers Meaning Writing Monetary Units in Shorthand | Session: Advanced Phraseography Rules |
| | | Activity : Practice of Rules, outlines/words and sentences related to Advanced Phraseography |
| 4. Advanced Phraseography | Rules | 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 |
|---|--|--|
| 5. Intersections | Meaning | Session: Dictation and Transcription <ul style="list-style-type: none"> • Meaning • Dictation Passages - Rules & Precautions • Transcription of the dictated passages- Rules & Precautions NO THEORY QUESTION |
| | | 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 therequired time frame. |
| 6. Dictation Passages and their Transcription | Meaning Precautions | One Dictation of Unseen Passage of 400 words at the speed of 80 wpm for 5 minutes (Reading & Transcription Time on computer: 40 minutes). |
| | | Session: Dictation of Business Letters andtheir transcription on Computer NO THEORY QUESTION |
| PRACTICAL (JOB-I) | DICTATION | Activity : Practice of dictated Business letters into the transcriptions on computer with the rules of display within the required time limit |
| 7. Business Letters and their Transcription | Business letters and their transcription | One dictation of Business Letter in 3 minutes. The body of the letter will bedictated @60wpm (Reading and Transcription time on computer: 20 minutes) |
| | | Viva on the Rules and outlines |
| PRACTICAL (JOB-II) | DICTATION | On Job-I and Job-II |
| PRACTICAL (JOB-III) | Viva-Voce | |
| PRACTICAL (JOB-IV) | Practical File | |