

## 5. SHORTHAND

### 1. INTRODUCTION

At present the Shorthand Vocational Course is being offered with one-year duration for SSC passed candidates. Shorthand is a subject which plays a predominant role in several organizations and even in the news paper industry. This short-term course has been introduced to educate this subject.

### 2. OBJECTIVES OF THE COURSE

To provide Shorthand skills.

### 3. SKILLS TO BE PROVIDED.

To train the students to take dictations and notes using short-hand skills.

### 4. EMPLOYMENT OPPORTUNITIES.

#### Wage Employment

- a). Join in any organization as a stenographer.
- b) Join in any organization as a personal assistant.
- c) Join as a reporter in any newspaper or magazine industry.

#### Self Employment

- a) Start a Shorthand training institute.

### 5. Schemes Of Instruction Per Module

| Module | Theory |           | On Job Training |           | Total |           |
|--------|--------|-----------|-----------------|-----------|-------|-----------|
|        | Hours  | Weightage | Hours           | Weightage | Hours | Weightage |
| I      | 72     | 30        | 216             | 70        | 288   | 100       |
| Total  | 72     | 30        | 216             | 70        | 288   | 100       |

### Schemes Of Instruction Per Week

| Module           | Theory  | On the Job Training | Total    |
|------------------|---------|---------------------|----------|
| Modules I/II/III | 6 Hours | 18 Hours            | 24 Hours |

## 6. SYLLABUS FOR ENGLISH SHORTHAND

### DIVISION OF SYLLABUS INTO MODULES:

I] The Syllabus is divided into 3 modules.

1. Each Module consisting of 3 months i.e., 12 weeks.
2. The contents of the syllabus for each Module is earmarked as 30% Theory and 70% Practical.
3. Examination will be conducted at the end of each Module.
4. On successful completion of all the 3 modules, a student may be given a certificate in Shorthand in Lower Grade, which is equivalent to Technical Board Exam.

### MODULE – I: Introduction to Shorthand and Basic Principles

| CHAPTER  | No. of Periods (72+216) |                         | TOTAL      |
|--|-------------------------|-------------------------|------------|
|  | Theory Hrs              | On the Job Training hrs |            |
| Understand the phonography system – Introduction – consonants                      | 6                       | 18                      | 24         |
| The Vowels, Intervening Vowels & position writing, Grammalogues, Punctuation marks | 6                       | 18                      | 24         |
| Alternative signs for 'R' & 'H'  | 6                       | 18                      | 24         |
| Diphthongs, Abbreviated "w", Phraseography   | 6                       | 18                      | 24         |
| Circle 'S' & 'Z', Stroke "S" and "Z"   | 6                       | 18                      | 24         |
| Large Circle 'SW' & 'SS' or 'SZ'   | 6                       | 18                      | 24         |
| Loop 'ST' & 'STR'  | 6                       | 18                      | 24         |
| Initial hooks to straight strokes and curves                                       | 6                       | 18                      | 24         |
| Alternative forms for 'Fr' or 'Vr'   | 6                       | 18                      | 24         |
| Circles or loops preceding initial hooks   | 6                       | 18                      | 24         |
| <b>REVISION AND EXAMINATION</b>  | 12                      | 36                      | 48         |
| <b>Total</b>   | <b>72</b>               | <b>216</b>              | <b>288</b> |

### MODULE –II: Practice of Shorthand With Speed Writing

| CHAPTER                         | No. of Periods (72+216) |                         | TOTAL |
|---------------------------------|-------------------------|-------------------------|-------|
|                                 | Theory Hrs              | On the Job Training hrs |       |
| 'N' & 'F' or 'V' hooks          | 6                       | 18                      | 24    |
| Circle and loops to final hooks | 6                       | 18                      | 24    |
| SHUN HOOK                       | 6                       | 18                      | 24    |
| Aspirate                        | 6                       | 18                      | 24    |
| Upward and Downward 'R'         | 6                       | 18                      | 24    |
| Upward and Downward 'L' & 'SH'  | 6                       | 18                      | 24    |

|   |           |            |            |
|---|-----------|------------|------------|
| Compound Consonants, Vowel Indication             | 6         | 18         | 24         |
| The Halving Principle Sec.I & Sec. II             | 6         | 18         | 24         |
| The Doubling Principle                            | 6         | 18         | 24         |
| Diphthonic or Two Vowel Signs, Medial Semi Circle | 6         | 18         | 24         |
| <b>REVISION AND EXAMINATION</b>                   | 12        | 36         | 48         |
| <b>Total</b>                                      | <b>72</b> | <b>216</b> | <b>288</b> |

### MODULE – III: Speed-Advanced Shorthand

| CHAPTER                                       | No. of Periods (72+216) |                         | TOTAL      |
|---|-------------------------|-------------------------|------------|
|   | Theory hrs              | On the Job Training hrs |            |
| Prefixes                                      | 6                       | 18                      | 24         |
| Suffixes and Terminations                     | 6                       | 18                      | 24         |
| General contractions, figure essential Vowels | 6                       | 18                      | 24         |
| Special Contractions                          | 6                       | 18                      | 24         |
| Speed at various rates upto 80 w.p.m,         | 48                      | 144                     | 192        |
| <b>REVISION ANDEXAMINATION</b>                |                         |                         |            |
| <b>Total</b>                                  | <b>72</b>               | <b>216</b>              | <b>288</b> |

#### 7. LIST OF TOOLS & EQUIPMENT

##### Non-Consumables

Tape-recorder

##### Consumables

Steno books and Shorthand pencils

#### 8. QUALIFICATION FOR TEACHING FACULTY

Any Degree with Typewriting Higher Grade and Shorthand Lower Grade.

#### 9. REFERENCE BOOKS

1. Shorthand Instructor with Key (Pitman)
2. Shorthand Dictionary, Monthly Magazines

#### 10. LIST OF PARTICIPANTS

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