

# **CBSE | DEPARTMENT OF SKILL EDUCATION**

## **CURRICULUM FOR SESSION 2021-2022**

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### **SHORTHAND – ENGLISH (Sub. Code – 825)**

**JOB ROLE: STENOGRAPHER/ EXECUTIVE ASSISTANT**

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**CLASS – XI**

#### **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 2021-22)

Total Marks: 100 (Theory - 60 + Practical - 40)

	TERM	UNITS	NO. OF HOURS for Theory and Practical		MAX. MARKS for Theory and Practical	
Part A	Employability Skills					
	TERM I	Unit 1 : Communication Skills-III	10		5	
		Unit 2 : Self-Management Skills-III	10			
		Unit 3 : ICT Skills-III	10			
	TERM II	Unit 4 : Entrepreneurial Skills-III	15		5	
		Unit 5 : Green Skills-III	05			
Total		50		10		
Part B	Subject Specific Skills		Theory	Practical	Marks	
	TERM I	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’	13	08	08	
	TERM II	Unit 4: Alternative forms of ‘R’ and H’, abbreviated ‘W’, Phraseography and Tick ‘The’	02	02	01	
		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	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	
		Total			10	
		GRAND TOTAL	260		100	

## **DETAILED CURRICULUM FOR CLASS XI**

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

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

**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'

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

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

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

**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.