

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
REVISION AND EXAMINATION	12	36	48
Total	72	216	288

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
REVISION AND EXAMINATION	12	36	48
Total	72	216	288

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
REVISION ANDEXAMINATION			
Total	72	216	288

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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