

CBSE | DEPARTMENT OF SKILL EDUCATION

CURRICULUM FOR SESSION 2021-2022

SHORTHAND – ENGLISH (Sub. Code – 825)

JOB ROLE: STENOGRAPHER/ EXECUTIVE ASSISTANT

CLASS – 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 XII (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-IV	10		5	
		Unit 2 : Self-Management Skills-IV	10			
		Unit 3 : ICT Skills-IV	10			
	TERM II	Unit 4 : Entrepreneurial Skills-IV	15		5	
		Unit 5 : Green Skills-IV	05			
		Total	50	10		
Part B	Subject Specific Skills		Theory	Practical	Marks	
	TERM I	Unit 1: Diphones, 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	
	TERM II	Unit 4: Advanced Phraseography	25	08	13	
		Unit 5: Intersections	25	08	12	
		Unit 6: Dictation Passages and their Transcription	-	30	-	
		Unit 7: Business Letters and their Transcription	-	20	-	
			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 XII

PART A: EMPLOYABILITY SKILLS

S. No.	Units	Duration in Hours
1.	Unit 1: Communication Skills-IV	10
2.	Unit 2: Self-management Skills-IV	10
3.	Unit 3: Information and Communication Technology Skills-IV	10
4.	Unit 4: Entrepreneurial Skills-IV	15
5.	Unit 5: Green Skills-IV	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: Diphones, Medial Semi-Circle, Essential Vowels, Upward & Downward L, Upward and Downward 'SH'.
- Unit 2: Prefixes and Suffixes
- Unit 3: General Contractions, Special Contractions and Figures
- Unit 4: Advanced Phraseography
- Unit 5: Intersections
- Unit 6: Dictation Passages and their Transcription
- Unit 7: Business Letters and their Transcription

UNIT/ TOPICS/ SUB-TOPICS	MARKS
<p>UNIT 1: DIPHONES, MEDIAL SEMI-CIRCLE, ESSENTIAL VOWELS, UPWARD DOWNWARD L, UPWARD AND DOWNWARD ‘SH’.</p> <ul style="list-style-type: none"> • Part A: Diphones <ul style="list-style-type: none"> - Definition - Rules - Difference between Diphones and Diphthongs • Part B: Medial Semi-Circle <ul style="list-style-type: none"> - Rules • Part C: Essential Vowels <ul style="list-style-type: none"> - Vowel Indication Rules • Part D: Upward and Downward Consonant ‘L’ <ul style="list-style-type: none"> - Rules • Part E: Upward and Downward Form of Consonant ‘SH’ 	03
<p>UNIT 2: PREFIXES AND SUFFIXES</p> <ul style="list-style-type: none"> • Meaning • Part A: Prefixes <ul style="list-style-type: none"> - Rules • Part B: Suffixes <ul style="list-style-type: none"> - Rules 	13
<p>UNIT 3: GENERAL CONTRACTIONS, SPECIAL CONTRACTIONS AND FIGURES</p> <ul style="list-style-type: none"> • Part A: General Contractions <ul style="list-style-type: none"> - Meaning - Rules • Part B: Special Contractions <ul style="list-style-type: none"> - Meaning - Rules • Part C: Figures <ul style="list-style-type: none"> - Meaning - Writing Monetary Units in Shorthand 	09
<p>UNIT 4: ADVANCE PHRASEOGRAPHY</p> <ul style="list-style-type: none"> • Rules 	13
<p>UNIT 5: INTERSECTIONS</p> <ul style="list-style-type: none"> • Meaning 	12

UNIT/ TOPICS/ SUB-TOPICS	MARKS
<p>*NO THEORY QUESTIONS FROM THE FOLLOWING UNITS. ONLY PRACTICAL QUESTION TO BE SET FROM BELOW UNITS:</p> <p>UNIT 6: DICTATION PASSAGES AND THEIR TRANSCRIPTION*</p> <ul style="list-style-type: none"> • Meaning • Precautions <p>UNIT 7: BUSINESS LETTERS AND THEIR TRANSCRIPTION*</p> <ul style="list-style-type: none"> • Business Letters • Styles of Business Letters – Indented, Block and Semi- Block • Dictation of Business Letters • Specimens of Business Letters in different styles 	
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.

PRACTICAL

Time: 3 hours

Marks: 40

1. Practice of writing words and sentences of Diphones, Medial Semi-Circle, Essential Vowels, Upward & Downward 'L', Upward & Downward 'SH'.
2. Practice of writing words and sentences of prefixes, Suffixes, Contractions, Figures, and Intersections.
3. Practice of writing words and sentence of Advanced Phraseography.
4. Practice of taking Dictation of Seen and Unseen Passages @ 80-85 wpm and their transcription on Computer.
5. Practice of taking dictation of Business Letters in Shorthand @ 60 wpm and their transcription on the Computer with proper display.
6. Practice of Unseen Dictation can be done from the Shorthand Magazines and Audio Cassettes available in the Market.

EXAMINATION SCHEME

The Practical will be conducted by the Board Examiner according to the following standards & the Sample Question Paper:

1. Dictation of one Unseen Passage @ 80 wpm consisting of 400 words and Its transcription on Computer. Transcription Time: 40 Minutes.
2. Dictation of a Business Letter @ 60 wpm for 3 Minutes. Transcription Time: 20 Minutes
3. Viva-Voce
4. Practical File

Note: In no case, Question Paper is to be given to the examinees.

PRACTICAL – INSTRUCTION TO EXAMINERS

(Five copies of the Question Paper to be given to each Centre)

Time: 3 hours

Marks: 40

Job-I: One Dictation of Unseen Passage of 400 words at the speed of 80 wpm for 5 minutes (Reading & Transcription time: 40 minutes). After completing the 1st Job, collect the Answer sheets. **Marks 15**

Job-II: Business Letter to be dictated in 3 minutes. (Reading & Transcription time: 20 minutes). The name and addresses should be dictated at low speed. The Body of the letter should be dictated @ 60 words per minute. **Marks 10**

Job-III: Viva-Voce

Marks 5

Job-IV: Practical File

Marks 10

Note:

- Examiner should give one or two trial passages of one minute each to the students before start of the practical.
- 10 Minutes time may be given to the Examinees for adjustment and checking and computer before starting the Practical.

CAREER OPPORTUNITIES:

Students will be able to grab the career opportunities available in this field.

Knowledge of this course provides the opportunities for students to train themselves for getting employment as Stenographer/ P.A/ P.S/ Executive Secretaries in Public and Private Sectors, and also Parliamentary Reporters in both the Houses of Parliament and State Legislative Assemblies.

VERTICAL MOBILITY:

- The Students can directly appear in the competitive examinations for the post of
 - Junior Assistants, Front Office Assistants, Data Entry Operators, Stenographer
 - Grade 'D' and Stenographer Grade 'C' and Personal Assistants.
- The students can do Graduation and opt OMSP as one of the discipline Core Subject; and will also be eligible for further promotional post such as Principal Private Secretary, Senior Principal Private Secretary and Principal Staff Officer.
- After acquiring graduation degree as well as the high speed of **140 & 160 w.p.m.**
- in Shorthand and the student will also be eligible for the post of Parliamentary
- Reporters.
- The students can become eligible for taking up teaching jobs in schools as well as Colleges.