

2603 – BASIC STENOGRAPHY - I									
Teaching Schedule Per Week			Progressive Assessment	Examination Schedule (Marks)					
Lectures	Practical	Credits		Theory		Practical Ex.		Total	
4	-	4	25	4Hrs.	100	-	-	125	
Pre-requisite		Source	Semester	Theory	Test	Total	TW	PR	Gr Total
		MOP		75	25	100	25	-	125

RATIONALE: This course extends theoretical understanding of Stenography course, which shall act as a base for future courses in Stenography.

COURSE CONTENTS

Hrs Mks

UNIT - I

1. THE CONSONANTS – Definition of Consonants, Classes of Consonants, Joining of Strokes.
THE VOWELS– Definition of Vowels, types of vowels, vowels places, stroke position of vowel indication.
3. WRITING OF OUTLINES -Three positions with practice & demonstration.

2. UNIT -2

1. GRAMMALOGUES.- Introduction & their drilling
2. THE CONSONANTS R/H -Two forms of the consonants.
3. DIPHTONGS.
4. CIRCLE S/Z - (Learning to write the left and right motions)
5. STROKES S/Z– Rules for use of stroke forms.

3. UNIT -3

1. LOOPS– The two loops ST and STR – use of the two loops and their difference.
2. 10. HOOKS (R AND L) – Use of initial hooks to straight strokes and curves. Use of right left hooks medially. Alternative forms of Fr., Vr, Fl, Vl, etc. Their forms and uses. Circles preceding initial hooks – Initially and medially
3. 11.HOOKS (N AND F/V) – Use of final hooks to straight strokes and curves. Use of N and F/V hooks medially. Circles following final hooks.

4. UNIT - 4

SHORTHAND EXERCISES - Shun hook, compound consonants, halving principle, doubling principle, diphones, medial semicircle, prefixes, suffixes, general contractions and phrases.

INSTRUCTION TO PAPER SETTER/EXAMINER:

1. Questions to be answered in the form of long answers with examples in various topics.
2. Writing into shorthand (theoretically) of short sentences.
3. Objective type questions – Give reasons, fill in the blanks, shorthand outlines for words and phrases/contractions, Differentiating outlines.
4. Short type answers.

REFERENCE BOOKS

1. Pitman Shorthand Instructor and Key. Modern Phrase Book – Pitman publication

