

MONTHLY SYLLABUS

SESSION-2016-17

CLASS-XI

SUBJECT : SHORTHAND (ENGLISH) COURSE CODE 608

THEORY : 60 / PRACTICAL : 40

MONTH	CONTENTS
July 2016	<p style="text-align: center;">THEORY</p> <p>Introduction to Stenography-Brief history of shorthand, origin & development of modern shorthand system, use of shorthand in legislatures & equipments. definition & importance of shorthand</p> <p>Consonants-Meaning, definition. classification of consonants, direction of consonantal strokes, joining of strokes.</p> <p>Vowels-Definition of vowels, long & short vowels, their places and formation, following and preceding vowels, joining of strokes.</p> <p>Short forms, logograms, grammalogues, definition, phrasing tick 'the' & punctuation marks.</p> <p style="text-align: center;">PRACTICAL</p> <p>Practice of strokes, practice of vowels, joining of strokes, places of vowels, formation, dictation of consonants, vowels.</p> <p>Dictation of consonants, vowels.</p>
August 2016	<p style="text-align: center;">THEORY</p> <p>Consonant R and its forms, H stroke & its forms,</p> <p>Diphthongs-definition and its places, joined diphthongs, use of diphthongs in phraseography.</p> <p>Triphones, definition and its uses.</p> <p>S Circle-Initial, medial & final circle, places of vowels in circles, short forms and its uses in phraseography.</p>

	<p style="text-align: center;">PRACTICAL</p> <p>Practice of consonant ‘R’-upward and downward, dictation of exercises, practice of diphthongs and triphones.</p>
September 2016	<p>01 .09.2016-07.09.2016-Revision</p> <p>08.09.2016-22.09.2016-S.A.-I EXAM</p> <p>23.09.2016-30.09.2016-Paper Discussion</p> <p>Loops-Small loop st/sd, definition, initial, medial & final loop, Large loop ‘Str’ and its formation.</p> <p style="text-align: center;">PRACTICAL</p> <p>Practice of circle ‘s’ and dictation.</p>
October 2016	<p style="text-align: center;">THEORY</p> <p>Large initial circle ‘SW’ and large final circle SeS’</p> <p>Initial hooks- R & L hooks, shr & shl, use of vowels with hooked strokes, double consonants.</p> <p>Alternative forms of hooked strokes-right and left curves of hooked F/V, Th/Thee strokes, upward Sh and hooks.</p> <p>08.10.2016-11.10.2016-AUTUMN BREAK</p> <p style="text-align: center;">PRACTICAL</p> <p>Practice and dictation of SW and SeS circle. R and L hook, shr & shl, F/V, Th/Thee.</p>
November 2016	<p style="text-align: center;">THEORY</p> <p>Essential vowels-Vowel indication, position of outlines and its formation</p> <p>Tick H, upward and downward L, use of L with curves and hooked strokes.</p> <p>Abbreviated W and its uses</p> <p style="text-align: center;">PRACTICAL</p> <p>Practice of essential vowels, tick H, L and abbreviated W.</p>

December 2016	<p style="text-align: center;">THEORY</p> <p>Compound Consonants-Definition Types-Kw/Gw/mp/mb/wh/whl Final Hooks-F/V hooks, circles or loops</p> <p style="text-align: center;">PRACTICAL</p> <p>Practice of compound consonants, and final hooks with dictation and transcription.</p> <p>31.12.2016-15.01.2017-WINTER BREAK</p> <p>N hook, its uses in short forms and phraseography</p> <p style="text-align: center;">PRACTICAL</p> <p>Practice of N hook with straight and curved strokes, dictation and transcription.</p>
February 2017	<p style="text-align: center;">THEORY</p> <p>Essential Vowels, outlines of essential vowels with similar outlines</p> <p style="text-align: center;">PRACTICAL</p> <p>Practice of essential vowels and dictation with transcription.</p> <p>PRACTICAL FILE</p> <p>VIVA</p> <p style="text-align: center;">21.02.2017-28.02.2017-REVISION</p>
March 2017	01.03.2017-31.03.2017-Annual Exam & Declaration of Result