

MONTHLY SYLLABUS

SESSION-2016-17

CLASS XII

SUBJECT : SHORTHAND (ENGLISH) COURSE CODE 608

THEORY : 50 / PRACTICAL : 50

MONTH	CONTENTS
April 2016	<p style="text-align: center;">THEORY</p> <p>Revision of Basic Theory, Initial and Final Hooks Compound Consonants, Essential Vowel and Halving Principle.</p> <p style="text-align: center;">PRACTICAL</p> <p>Daily practice (Dictation and Transcriptions of shorthand notes on Typewriter/Computer)</p>
May 2016	<p style="text-align: center;">THEORY</p> <p>Doubling Principle, its uses in short forms and Phraseography</p> <p style="text-align: center;">PRACTICAL</p> <p>Daily practice (Dictation and Transcriptions of shorthand notes on Typewriter/Computer)</p> <p>11.05.2016 - 30.06.2016 'on the Job Training'</p>
July 2016	<p style="text-align: center;">THEORY</p> <p>Prefixes and Suffixes definition use of dot prefixes suffixes- dot suffixes and dash suffix, uses of prefixes & suffixes in short forms & Phraseography</p> <p style="text-align: center;">PRACTICAL</p> <p>Daily practice (Dictation and Transcriptions of shorthand notes on Typewriter/Computer)</p>
August 2016	<p style="text-align: center;">THEORY</p> <p>Diaphones, Intersection and its formation, Figures.</p>

	<p style="text-align: center;">PRACTICAL</p> <p>Daily practice (Dictation and Transcriptions of shorthand notes on Typewriter/Computer)</p>
September 2016	<p style="text-align: center;">THEORY</p> <p>Medial Semi Circle 'W'</p> <p>08-09-2016 - 22-09-20 16 S.A-I Exam</p> <p>23-09-20 16 - 30-09-2016 Paper Discussion</p> <p style="text-align: center;">PRACTICAL</p> <p>Daily practice (Dictation and Transcriptions of shorthand notes on Typewriter/Computer)</p>
October 2016	<p style="text-align: center;">THEORY</p> <p>Special Contraction, Advance Phraseogarchy, practice of special list of words, Magazine</p> <p>08-10-2016 - 1 1-10-2016 - Autumn Break</p> <p style="text-align: center;">PRACTICAL</p> <p>Daily practice (Dictation and Transcriptions of shorthand notes on Typewriter/Computer)</p>
November 2016	<p style="text-align: center;">THEORY</p> <p>Legal Phrases, Business Phrases, Technical Phrases, Railway Phrases</p> <p style="text-align: center;">PRACTICAL</p> <p>Daily practice (Dictation and Transcriptions of shorthand notes on Typewriter/Computer)</p> <p>22-11-2016-30-11-2016 - Revision</p> <p>Practical File</p> <p>Checked & Verified by Teacher/Instructor concerned to be</p>

	<p>shown to the External Examiner at the time of final practical examination.</p> <p>VIVA</p>
December to March	<ul style="list-style-type: none"> • 01-12-2016 to 07-12-2016 - Revision • 08-12-2016 to 19-12-2016 - Mock Test • 20-12-2016 to 30-12-2016 - Block Teaching • 31-12-2016 to 15-01-2017 – ‘On the job Training’ (Winter Break) • 16-01-2017 to 30-01-2017 - Pre-Board • 01-02-2017 to 28-02-2017 - Annual Practical Exams and Pre-Board Question Paper Discussion
March	Board Exam