

Program : Diploma in Commercial Practice	
Course Code : 5141	Course Title: Shorthand English Elaboration 100 wpm
Semester : 5	Credits: 3
Course Category: Program Core	
Periods per week: 3 (L:3, T:0, P:0)	Periods per semester: 45

Course Objectives:

- To enable the students to have thorough knowledge in the preparation of various office documents through stenography within minimum time keeping confidentiality.

Course Prerequisites:

Topic	Course code	Course name	Semester
English language proficiency, thorough knowledge in English shorthand Theory and speed writing skills @80wpm		Shorthand English 80wpm	4

Course Outcomes:

On completion of the course the student will be able to:

CO n	Description	Duration (Hours)	Cognitive Level
CO1	Develop the speed @85wpm and formulate Government documents.	12	Applying
CO2	Develop speed @90wpm and identify various documents.	8	Applying
CO3	Improve speed to 100 wpm. Design advertisement, application, Annual General Meeting Notice and legal notice.	12	Applying
CO4	Prepare tender notice, press notes, press report and eyewitness of an accident or incident @ 100 wpm.	11	Applying
	Series Test	2	

CO – PO Mapping:

Course Outcomes	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1	3			3			
CO2	3			3			
CO3	3			3			
CO4	3			3			

3-Strongly mapped, 2-Moderately mapped, 1-Weakly mapped

Course Outline:

Module Outcomes	Description	Duration (Hours)	Cognitive Level
CO1	Develop the speed writing skills and formulate Government documents.		
M1.01	Recall special contractions. Improve the speed by taking down dictations.	3	Applying
M1.02	Recall advance phraseography. Practice Speed @90wpm	3	Applying.
M1.03	Illustrate Government documents. Construct Government Order by taking down dictation.	3	Applying
M1.04	Construct official letters by taking down dictation.	3	Applying
Contents: Importance of speed building – Develop speed building – Practice Special Contractions – Practice Advanced Phraseography – Government order – official letters			
CO2	Develop speed @90wpm and identify various documents.		
M2.01	Practice speed dictation @90wpm transcribe the same	2	Applying
M2.02	Explain circular memorandum. Take down dictation of circular and construct the same in proper form.	2	Applying
M2.03	Illustrate the concept of communication business letter. Take down dictation of business letter and format the same in proper form.	2	Applying

M2.04	Make use of the editorial letters in leading English dailies. Take down dictation for the matter of public interest and make out letter to the Editor to be published in the dailies.	2	Applying
	Series Test – I	1	
Contents: Importance of Speed building - Take down dictation @90wpm – Concept of Communication – Circular letters – Business letter – Letter to the Editor.			
CO3	Improve speed to 100 wpm. Design advertisement, application, Annual General Meeting Notice - legal notice.		
M3.01	Improve speed by practicing speed dictation @100wpm from journals and leading English dailies.	3	Applying
M3.02	Explain the method of advertisement for jobs etc. and responding to vacancies. Construct advertisement and job application from the dictation taken down @100wpm	3	Applying
M3.03	Discuss legal phrases and legal notice. Construct notice from dictations taken down@100wpm	3	Applying
M3.04	Take down dictation @100 wpm of notice to Annual General Meeting and prepare the notice in proper form.	3	Applying
Contents: Speed building @100wpm – Advertisement for jobs etc. – Application – prepare resume – Legal Notice – Annual General Meeting Notice.			
CO4	Prepare tender notice, press note, press report and eyewitness of an accident or incident @ 100 wpm.		
M4.01	Explain press note, press report, eye witness of accident/incident. Take down dictation for press note prepare it in proper form.	3	Applying
M4.02	Take down dictation for press report/eyewitness of accident or incident and elaborate it in proper form.	3	Applying
M4.03	Explain tender notice. Take down dictation of notice and design it in proper form.	2	Applying
M4.04	Take down leading English dailies for speed building. Take down dictation @ 100wpm and	3	Applying

	format various documents.		
	Series Test – II	1	
Contents: Speed writing @100wpm – dictation from leading English dailies – Press Note – Press Report – eyewitness of accident or incident – Legal phrases – Legal Notice.			

Text / Reference:

T/R	Book Title/Author
T1	Sir Isaac Pitman. Pitman Shorthand Instructor and Key.
T2	Elaboration – Kala Publications and Sanjay Publications.
T2	Elaboration – Bhagawan Associates, Bangalore.
R1	Speed Books – Bhagawan Associates, Bangalore.

Online Resources:

Sl.No	Website Link
1	https://youtu.be/RZHMkaAsglE
2	https://youtu.be/FlG5eFq3ORY