

Program : Diploma in Commercial Practice	
Course Code : 5142	Course Title: Shorthand English (Condensation and Theory) 100wpm
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 student to prepare condensed reports of given matter in indirect form through stenography.
- To attain language proficiency.
- To provide theoretical base in stenography.

Course Prerequisites:

Topic	Course code	Course name	Semester
Proficiency in English Language, stenography and dictation speed @80wpm		Shorthand English 80wpm	4

Course Outcomes:

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

COn	Description	Duration (Hours)	Cognitive Level
CO1	Make use of special contractions and advanced phraseography to develop dictation speed, to attain a speed of 90wpm.	10	Applying
CO2	Interpret vowel indication, halving principles 1 & 2 and doubling principle. Improve speed to attain 95 wpm.	11	Applying
CO3	Identify diphone and medial semi circles. Develop speed to attain 100wpm. Relate Reporting style in leading English dailies.	9	Applying
CO4	Compare prefixes, suffixes, contraction and figures. Apply speed @ 100wpm and summarise the dictated passage in reporting style.	13	Applying
	Series Test	2	

CO – PO Mapping:

Course Outcomes	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1	3			3			
CO2				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	Make use of special contractions and advanced phraseography to develop dictation speed, to attain a speed of 90wpm.		
M1.01	Recall the theory of special contractions and practice lists and exercises	3	Applying.
M1.02	Make use of dictation writing skills by recalling and practicing special contractions and translate the dictated matter.	2	Applying.
M1.03	Rephrase the theory of advanced phraseography. Apply advanced phrases to improve dictation skill to 90wpm	3	Applying
M1.04	Practice speed dictation @90 wpm and translate the same applying special contractions and advanced phrases.	2	Applying.
Contents: Special Contractions – practice exercises – translation– Advanced Phraseography–practice exercises - speed @90wpm			
CO2	Interpret vowel indication, halving principles 1 & 2 and doubling principle. Improve speed to attain 95 wpm.		
M2.01	Recall vowel indication by revising the theories and practice exercises.	2	Remembering
M2.02	Illustrate halving principles section I and practice exercises. Apply 95wpm speed for dictation and translate the same.	3	Applying.
M2.03	Illustrate halving principle section II and practice exercises.	2	Understanding.
M2.04	Explain the application of doubling principles and practice exercises. Practice speed dictation to get the speed @95wpm.	4	Applying.
	Series Test – I	1	

Contents: Vowel Indication – Practice exercises - Halving principle section I - practice exercise – grammalogues - Halving principles section II – practice exercises – grammalogues - Doubling principle – grammalogues - practice exercises.			
CO3	Identify diphone and medial semi circles. Develop speed to attain 100wpm. Relate Reporting style in leading English dailies.		
M3.01	Recall diphonic or two vowel sounds and practice exercises. Apply speed to attain 100wpm.	2	Applying.
M3.02	Explain medial semicircles and practice exercises. Apply 100wpm speed on dictation.	3	Applying
M3.03	Compare reporting styles in leading English dailies by giving dictation and translate the same.	2	Applying.
M3.04	Develop speed to 100wpm for taking down dictation and translate the same.	2	Applying
Contents: Diphonic or two vowel sounds – Practice exercises - Medial semicircle - practice exercises – Familiarise with reporting styles in dailies – speed practice @100wpm.			
CO4	Compare prefixes, suffixes, contraction and figures. Apply speed @ 100wpm and summarise the dictated passage in reporting style.		
M4.01	Recall theory and compare prefixes and suffixes. Practice all exercises.	3	Applying.
M4.02	Make use of speed writing skills for dictation @100wpm and practice to construct draft report contain main points.	2	Applying.
M4.03	Explain contraction and figures. Practice all exercises.	3	Applying
M4.04	Construct condensed report in indirect form from a dictated passage @100wpm.	5	Applying
	Series Test– II	1	
Contents: Prefixes -Practice exercises – Suffixes – practice exercises –practice to construct draft report - Contractions - practice exercise and practice lists – exercises – figures - practice exercise – dictation @100wpm - construct condensation in reporting style.			

Text/References:

T/R	Book Title/Author
T1	Sir Issac Pitman, Pitman Shorthand Instructor and Key.
T2	Shorthand Condensation, Kala publications and Sanjay Publications.
R1	Bhagawan Associates, Bangalore.
R2	Grammar Books.

Online Resources:

Sl.No	Website Link
1	https://youtu.be/Qg3GUyb1H5E
2	https://youtu.be/-QT0O7l_HkM
3	https://youtu.be/BzhaXgiNheo