

Program : Diploma in Commercial Practice	
Course Code : 6141	Course Title: Shorthand English (Speed & Theory) 120 wpm
Semester : 6	Credits: 3
Course Category: Program Core	
Periods per week: 5 (L:1, T:0, P:4)	Periods per semester: 75

Course Objectives:

- To enable the students to acquire 120 wpm speed in shorthand writing through practice on different topics.
- To familiarize with the business, political, banking, stockbroking, technical, legal, insurance, shipping and theological phrases.
- To apply special contractions with ease and accuracy.

Course Prerequisites:

Topic	Course code	Course name	Semester
Fundamental theoretical knowledge and dictation skill @ 100 wpm in Shorthand		Shorthand English I	1
		Shorthand English II	2
		Shorthand English Condensation and Theory 100 wpm	5
		Shorthand English Elaboration 100 wpm	5

Course Outcomes:

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

COn	Description	Duration (Hours)	Cognitive Level
CO1	Apply speed in shorthand writing @ 100 wpm. Practice essential vowels, special contraction and advanced phraseography.	19	Applying
CO2	Develop dictation speed @ 110 wpm and apply intersections, business, political, banking and stock broking phrases.	17	Applying

CO3	Develop dictation speed @ 120 wpm and apply insurance, shipping, technical, railway and legal phrases.	18	Applying
CO4	Practice dictation @ 120 wpm for 7 minutes, transcription and apply theological phrases and special list of words.	19	Applying
	Series Test	2	

CO - PO Mapping:

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

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

Course Outline:

Module Outcomes	Description	Duration (Hours)	Cognitive Level
CO1	Apply speed in shorthand writing @ 100 wpm. Practice essential vowels, special contraction and advanced phraseography.		
M1.01	Identify essential vowels. Take down dictation @ 100 wpm.	5	Applying
M1.02	Illustrate special contractions.	8	Understanding.
M1.03	Make use of advanced phrases.	6	Applying
Contents: Attain speed in shorthand writing @ 100 wpm - Essential vowels - Recognize Special contractions - Apply the list of Advanced Phrases - Dictation of exercises.			
CO2	Develop dictation speed @ 110 wpm and apply intersections, business, political, banking and stock broking phrases.		
M2.01	Explain intersections. Take down dictation @ 100 wpm.	5	Applying
M2.02	Make use of business phrases and political phrases.	6	Applying
M2.03	Make use of banking and stockbroking phrases.	6	Applying
	Series Test - I	1	

Contents: Speed Practice @ 110 wpm – Take down dictation @ 110 wpm and transcribe the same – Recognize the rules of Intersection – Business and Political phrases and practice the exercises to attain speed –Banking and Stock broking phrases and its exercises to develop speed.			
CO 3	Develop dictation speed @ 120 wpm and apply insurance, shipping, technical, railway and legal phrases.		
M3.01	Make use of the importance of insurance and shipping phrases.	6	Applying
M3.02	Make use of the importance of technical and railway phrases.	6	Applying
M3.03	Make use of the importance of legal phrases.	6	Applying
Contents: Dictation skill @ 120 wpm - Take down dictation @ 120 wpm and transcribe the same - Insurance and Shipping phrases and practice the exercises to attain speed - Practice Railway and Technical phrases and their exercises to develop speed.			
CO4	Practice dictation @ 120 wpm for 7 minutes, transcription and apply theological phrases and special list of words.		
M4.01	Make use of the importance of theological phrases.	7	Applying
M4.02	Identify special list of words and exercises.	6	Applying
M4.03	Develop dictation speed @120 wpm and relate the importance of transcription.	6	Applying
	Series Test - II	1	
Contents: Practice speed in dictation of shorthand @ 120 wpm - Take down dictation @ 120 wpm and transcribe the same - Practice Theological phrases and exercises to attain speed - Identify Special list of words and practice exercises to develop speed.			

Text / Reference:

T/R	Book Title/Author
T1	Pitman Shorthand Instructor and Key - Wheeler Publishing
T2	“Advanced Phrases with Shorthand High Speed” published by Bhagwan Associates, Bangalore
T3	Speed Builders. Bagawan Associates, Bangalore.

Online Resources:

Sl. No	Website Link
1	https://nssbooks.com/learn shorthand