

Program : <b>Diploma in Commercial Practice</b>	
Course Code: <b>6142</b>	Course Title: <b>Shorthand Malayalam (Speed &amp; Theory) 50 wpm</b>
Semester: <b>6</b>	Credits: <b>3.5</b>
Course Category: <b>Program Core</b>	
Periods per week: <b>3 (L:1, T:0, P:2)</b>	Periods per semester: <b>45</b>

### Course Objectives:

- To develop the ability to write Malayalam shorthand @ 50 WPM.
- To develop the ability to transcribe shorthand notes taken into longhand.
- To develop the ability to read printed or written shorthand scripts with ease and accuracy.

### Course Prerequisite:

Topic	Course code	Course name	Semester
Fundamental knowledge of Malayalam Shorthand with dictation skill @ 30 WPM.		Shorthand Malayalam	5

### Course Outcomes:

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

CO <sub>n</sub>	Description	Duration (Hours)	Cognitive Level
CO1	Apply intersections in speed practice of Malayalam Shorthand.	7	Applying
CO2	Make use of phrases in speed practice of Malayalam Shorthand.	7	Applying
CO3	Practice speed in Malayalam shorthand @ 40 wpm.	10	Applying
CO4	Practice speed in Malayalam shorthand @ 50 wpm and practice transcription.	19	Applying
	Series Test	2	

**CO – PO Mapping:**

CO	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	<b>Apply intersections in speed practice of Malayalam Shorthand.</b>		
M 1.01	Summarize influence of intersections in speed building.	1	Understanding
M 1.02	Revise rules of aspirates, vowels, diphthong, triphones, “W” Sound. Practice speed to attain @30 wpm.	2	Understanding
M 1.03	Practice phrases using intersections and special contractions.	2	Understanding
M 1.04	Practice all phrases and contractions in Arul System make use of the contractions in speed writing.	2	Applying
<b>Contents:</b>  Importance of speed building – speed @ 30 wpm – Intersections in speed building – Phrases – Special contractions.			
CO2	<b>Make use of phrases in speed practice of Malayalam Shorthand.</b>		
M 2.01	Revise all phrases and contractions.	1	Understanding
M 2.02	Practice speed writing to attain @35 wpm.	2	Applying
M 2.03	Explain rules regarding halving principles and writing circles. Practice to write the paragraphs in shorthand.	2	Understanding

M 2.04	Practice the paragraphs up to exercises 26. Practice paragraphs from Malayalam newspapers.	2	Applying
	Series Test – I	1	
<b>Contents:</b>  Speed @ 35wpm – Phrases – Contractions – Revise all phrases and contractions – Paragraph up to exercise 26			
<b>CO3</b>	<b>Practice speed in Malayalam shorthand @ 40 wpm.</b>		
M 3.01	Revise thoroughly rules of hooks prefixes and suffixes, R, L and SH strokes.	3	Understanding
M 3.02	Speed practice to attain speed up to @40 WPM.	2	Applying
M 3.03	Take down dictation from editorial in prominent Malayalam Dailies.	3	Applying
M 3.04	Practice the paragraphs up to Ex.52. Practice paragraphs from Malayalam newspaper.	2	Applying
<b>Contents:</b>  Rules of Shorthand. --Speed up to 40 wpm – Dictation from editorial in Malayalam dailies — Paragraphs – Exercise up to 52.			
<b>CO4</b>	<b>Practice speed in Malayalam shorthand @ 50 wpm and practice transcription.</b>		
M 4.01	Speed practice to attain up to 50-60 WPM.	5	Applying
M 4.02	Take down dictation from editorial in prominent Malayalam Dailies.	5	Applying
M 4.03	Practice transcription writing.	7	Applying
M 4.04	Practice the paragraphs up to Ex.78. Practice transcription writing. Practice paragraphs from Malayalam newspapers.	2	Applying
	Series Test – II	1	
<b>Contents:</b>  Speed up to 50-60 wpm – Dictation from editorial in Malayalam dailies – Transcription – Paragraph –Exercise 78.			

**Text / Reference:**

<b>T/R</b>	<b>Book Title/Author</b>
T <sub>1</sub>	R. Arulappan. Text Book of Malayalam Shorthand.
T <sub>2</sub>	Speed book published by star publications.