

Training Schedule

Stenography (325)

S. No	Schedule		Theory		Practical		Instructions to the trainer	Learning Outcome
	Week	Day	Topic	Hours	Topic	Hours		
1.	1	1	<ul style="list-style-type: none"> Origin & Importance of Shorthand Consonants 	2	<ul style="list-style-type: none"> Writing Techniques Consonants, their sounds, phonetic names and characters Size and thickness/ thinness of strokes Joining of strokes 	3	<ul style="list-style-type: none"> Acquaint learners with origin and importance of shorthand Job opportunities related to the trade to be discussed with learners Demonstrate correct formation and joining of strokes Geometrical approach may be used for formation of consonant signs. Necessary practice materials through drill exercises for each form to be provided to learners 	<ul style="list-style-type: none"> Demonstrate correct formation and joining of strokes and consonants
2.	1	2	Vowels, Diphthongs, Triphones, Diphones & Abbreviated W	1	<ul style="list-style-type: none"> Illustrate and practice of long and short vowel sounds Practice of Diphthong sounds Identification and practice of Diphones and abbreviated W 	4	<ul style="list-style-type: none"> Explain and demonstrate the use of vowel sounds in shorthand to ensure correct writing and reading of the outlines Rules may be explained with the help of charts. Practice exercises to be provided to learners 	<ul style="list-style-type: none"> Illustrates and undertake practice of long and short vowels Explains the definition of Diphthongs Identifies and writes diphthong sounds 'I', 'OW', 'OI', and 'U'

								<p>as heard in the sentence 'I now enjoy music'</p> <ul style="list-style-type: none"> • Undertakes practice of writing words with the help of Diphthongs • Illustrates and undertakes practice of triphones • Identifies Diphthongs and Diphones • Undertakes practice of writing words with the help of Diphones • Identifies and undertakes practice of words with abbreviated 'W'
3.	2	1	Grammalogues, Punctuation Signs and Phraseography	2	<ul style="list-style-type: none"> • Thorough Practice of all Grammlogues • Practice of phrases • Taking dictation of passages 	3	<ul style="list-style-type: none"> • Explain and demonstrate the shorthand signs for the most commonly used words and also to write phraseograms to improve speed • Practice exercises to be provided to learners 	<ul style="list-style-type: none"> • Explains Grammalogues and logogram • Enumerates the different punctuation signs used in shorthand • Defines Phraseography • Writes Phrases
4.	2	2	Alternative forms of R & H	2	<ul style="list-style-type: none"> • Practice for writing upward and downward R 	3	<ul style="list-style-type: none"> • Acquaint learners with the alternative forms of R & H 	<ul style="list-style-type: none"> • Lists the different punctuation signs

					<ul style="list-style-type: none"> • Practice for writing upward and downward H 		<ul style="list-style-type: none"> • Related rules to be discussed with the help of suitable illustration • Provide practice through graded exercises 	<p>used in shorthand</p> <ul style="list-style-type: none"> • Explains the rules for using the alternative forms of 'R' upward and downward • Identifies the cases where upward 'R' is not used and where downward 'R' is not used • Practices the rules for using the alternative forms of 'H' and upward 'R' • Represents the sound of 'H' through a light dot or by a small tick
5.	3	1	Circles, Loops and Hooks	1	<ul style="list-style-type: none"> • Use of Circles (Small and Big) • Use of Loops (Small and Big) • Use of Initial Hooks (R & L Hooks) • Use of Final Hooks (N,F/V Hooks) • Use of Shun Hook 	4	<ul style="list-style-type: none"> • Acquaint learners with the various devices, such as circles, loops and hooks to enable them to write shorthand outlines. • Initial, Medial and final use of the circles, loops and hooks to be explained through suitable illustration • Emphasize formulation of well constructed shorthand outlines 	<ul style="list-style-type: none"> • Adopts appropriate rules for using small and big circles • Identifies cases where small & big circle cannot be used • Identifies and uses appropriate rules for using ST & STR loops • Knows the use of initial hooks • Enumerates the use of

								final hooks)N, F/V & Shun Hooks) <ul style="list-style-type: none"> Identifies the cases where initial & final hooks are not used
6.	3	2	Compound Consonants and medial semi-circle	1	<ul style="list-style-type: none"> Practice of shorthand writing speed after practice of compound consonants Identification of shorthand signs for various compound consonants Usage of initial 'W' before 'kay' and 'gay' to form 'kwa' and 'gwa' Usage of initial 'W' and 'WH' before 'L' to form 'WL' and 'WHL' compounds Usage of 'LER' and 'rer' compounds by thickening 'l' and 'r' downwards Usage of semi-circle medially 	4	<ul style="list-style-type: none"> Acquaint learners with the extended use of certain consonant sounds to ensure formation of convenient, brief, concise and facile outlines. Rules to be discussed with the help of suitable illustrations Provide practice through graded exercises 	<ul style="list-style-type: none"> Classifies the compound consonants Identifies the shorthand signs for the various compound consonants Applies initial 'W' before 'kay' and 'gay' to form 'kwa' and 'gwa' Undertakes the use of initial 'W' and 'WH' before 'L' to form 'WL' and 'WHL' compounds Practices the use of 'LER' and 'RER' compounds by thickening 'L' and 'R' downwards Knows where semi-circle is used medially
7.	4	1	Upward and Downward	1	<ul style="list-style-type: none"> Writing consonants 'L' and 'SH' in two 	4	<ul style="list-style-type: none"> Acquaint learners with the consonants L 	<ul style="list-style-type: none"> Adopts appropriate directions, i.e.,

			forms of 'L' and 'SH'		<p>directions, i.e., upward and downward</p> <ul style="list-style-type: none"> • Usage of downward 'L' with curved strokes and circles • Medial use of downward 'L' • Usage of 'SH' in upward and downward directions 		<p>and SH and its various joining with different consonants</p> <ul style="list-style-type: none"> • Graded exercises may be prepared for practising the rules • Rules may be explained with the charts 	<p>upward and downward for writing the consonants 'L' and 'SH'</p> <ul style="list-style-type: none"> • Enumerates the use of downward 'L' with curved strokes and circles • Practices medial use of downward 'L'
8.	4	2	Halving and Doubling Principles	1	<ul style="list-style-type: none"> • Identification of sounds for halving and doubling principles • Repeated practice for halving and doubling principles related exercises • Usage of doubling principle in phraseography 	4	<ul style="list-style-type: none"> • Familiarise the learners with the principles of doubling and halving to enable them to improve their skill of outline making with precision and speed • Graded exercises may be prepared for practising the rules • The techniques of pre-viewed shorthand may be utilised 	<ul style="list-style-type: none"> • Explains halving principle • Identifies the sounds for which halving principle is adopted • Lists the cases where halving principle is not applied • Explains the doubling principle and Identifies the sounds for which doubling principle is adopted • Uses the doubling principle in phraseography
9.	5	1	Contractions, Prefixes, Suffixes, Intersections, Figures and	2	<ul style="list-style-type: none"> • Recognition of more short forms for rapid writing • Usage of contractions 	3	<ul style="list-style-type: none"> • Familiarise the learners with certain additional principles and devices to further 	<ul style="list-style-type: none"> • Recognizes more short forms for rapid writing • Lists the use of

			Advanced Phrases		<ul style="list-style-type: none"> • Use of prefixes and suffixes • Use of Intersection in shorthand writing and abbreviations used for writing figures 		<p>improve the speed.</p> <ul style="list-style-type: none"> • Provide full list of contractions and intersections, gramalogues and advanced phraseography. 	<p>Prefixes and Suffixes</p> <ul style="list-style-type: none"> • Recognizes more short forms for rapid writing • Explains the use of Intersections in shorthand writing and abbreviations used for writing figures • Identifies phrases
10	5	2	Contractions, Prefixes, Suffixes, Intersections, Figures and Advanced Phrases	1	<ul style="list-style-type: none"> • Identification of more advanced phrases and repeated practice of exercises • Taking dictation of exercises and transcribe the same on typewriter • Practice for improvement of speed in shorthand writing upto not only 80 wpm but even beyond the limit • Practice for insertion of punctuation marks at proper places, improved English and avoiding grammatical mistakes. 	4	<ul style="list-style-type: none"> • Familiarise the learners with certain additional principles and devices to further improve the speed. • Provide full list of contractions and intersections, gramalogues and advanced phraseography. 	<ul style="list-style-type: none"> • Recognizes more short forms for rapid writing • Lists the use of Prefixes and Suffixes • Recognizes more short forms for rapid writing • Explains the use of Intersections in shorthand writing and abbreviations used for writing figures • Identifies phrases
11	6	1	Note Taking Techniques and Transcription on Typewriter	1	<ul style="list-style-type: none"> • Identification of proper techniques for taking dictation • Writing shorthand notes with accuracy and speed • Transcribing on 	4	<ul style="list-style-type: none"> • Familiarise the learners with the techniques of note taking and the points to be kept in 	<ul style="list-style-type: none"> • Adopts proper techniques when taking dictation • Writes shorthand notes with accuracy

					Typewriter • Use of dictation for transcribing		mind while transcribing on typewriter • List materials required for note-taking	and speed • Knows usage of the dictation equipment for transcribing
12	6	2	-	-	• Practice for speed tests of business letters at 40,60,80 and 100 words per minutes	5	• Provide practice through graded exercises	• Achieves accuracy and speed
13	7	1	-	-	• Speed passages containing parliamentary reports at 40,60,80 and 100 words per minutes	5	• Provide practice through graded exercises	• Achieves accuracy and speed
		Total HRS		15		50		
Total HRS				65				