

1.1 ENGLISH AND COMMUNICATION SKILLS - I

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3 - 2

RATIONALE

Language is the most commonly used medium of self-expression in all spheres of human life – personal, social and professional. A student must have a fair knowledge of English language and skills to communicate effectively to handle the future jobs in industry. The objective of this subject is to enable the diploma holders to acquire proficiency, both in spoken (oral) and written language. At the end of the subject, the student will be able to develop comprehension skills, improve vocabulary, use proper grammar, acquire writing skills, correspond with others and enhance skills in spoken English. It is expected that each polytechnic will establish a **communication skill laboratory** for conducting practicals mentioned in the curriculum.

DETAILED CONTENTS

1. Facets of Literature (14 hrs)

1.1 Short Stories

- 1.1.1 Homecoming – R.N. Tagore
- 1.1.2 The Selfish Giant - Oscar Wilde
- 1.1.3 The Diamond Necklace- Guy- De Maupassant
- 1.1.4 The Stick – Justice Surinder Singh

1.2 Prose

- 1.2.1 I Have A Dream – Martin Luther King
- 1.2.2 On Habits – A. G. Gardiner
- 1.2.3 My struggle for An Education- Booker T Washington
- 1.2.4 Seeing People Off – Max Beerbohm

1.3 Poems

- 1.3.1 Ozymandias – P.B. Shelley
- 1.3.2 Daffodils – William Wordsworth
- 1.3.3 Stopping by Woods on a Snowy Evening – Robert Frost
- 1.3.4 Forefathers- Edmund Blunden

2. Grammar and Usage (10 hrs)

2.1 Parts of speech

- 2.1.1 Nouns
- 2.1.2 Pronouns
- 2.1.3 Adjectives
- 2.1.4 Articles

- 2.1.5 Verbs
 - 2.1.6 Adverbs
 - 2.1.7 Prepositions
 - 2.1.8 Conjunction
 - 2.1.9 Interjection
 - 2.1.10 Identifying parts of speech
 - 2.1.11 Structures: Verb patterns, Question tags,
 - 2.1.12 Subject – Verb agreement (concord)
- 2.2 Pair of words (Words commonly confused and misused)
 - 2.3 Tenses
 - 2.4 Correction of incorrect sentences
 - 2.5 One word substitution
- 3. Translation (04 hrs)
 - 3.1 Glossary of Administrative Terms (English and Hindi)
 - 3.2 Translation from Hindi into English
 - 4. Paragraph of 100-150 words from outlines (08 hrs)
 - 5. Comprehension (04 hrs)

Unseen passages of literature, scientific data/graph based for comprehension exercises
 - 6. Communication (08 hrs)
 - 6.1 Definition, Introduction and Process of Communication
 - 6.2 Objectives of Communication
 - 6.3 Notices

LIST OF PRACTICALS

1. Locating a Book in Library
2. To look up words in a Dictionary: meaning and pronunciation of words as given in the standard dictionary using symbols of phonetics
3. To seek information from an Encyclopedia
4. Listening pre-recorded English language learning programme
5. Paper reading before an audience (reading unseen passages)
6. Study of spelling Rules
7. Study of essentials of a good speech to respond and comprehend visual, oral themes, situations or stimulus and practice before select gathering
8. Exercises on use of different abbreviations
9. Greetings for different occasions
10. Introducing oneself, others and leave taking
11. Exercises on writing sentences on a topic

Note:

1. The Text Book on “English and Communication Skills, Book-I By Kuldip Jaidka et. al. developed by NITTTR, Chandigarh is recommended to be used for teaching and setting-up the question papers.
2. A communication laboratory may be set up consisting of appropriate audio-video system with facility of playing CDs/DVDs and a video camera for recording the performance of each student with play back facility. A set of CDs from any language training organization e.g. British Council etc. may be procured for use of students.
3. Elements of body language will be incorporated in all the practicals
4. The practical exercises involving writing may also be included in Theory Examination.

INSTRUCTIONAL STRATEGY

Looking into the present day needs of effective communication in every field, it is imperative to develop necessary competencies in students by giving practical tips and emphasis on grammar, vocabulary and its usage in addition to practical exercises. The teacher should give report writing assignments, projects etc. while teaching this subject.

RECOMMENDED BOOKS

1. English and Communication Skills, Book-I By Kuldip Jaidka, Alwinder Dhillon and Parmod Kumar Singla, Prescribed by NITTTR, Chandigarh Published By Abhishek Publication, 57-59, Sector-17, Chandigarh
2. Essentials of Business Communication by Pal and Rorualling; Sultan Chand and Sons
3. The Essence of Effective Communication, Ludlow and Panthon; Prentice Hall of India
4. New Design English Grammar, Reading and Writing Skills by AL Kohli (Course A and course B), Kohli Publishers, 34 Industrial Area Phase-II, Chandigarh,
5. New Design English Reading and Advanced Writing Skills for Class XI and XII by MK Kohli and AL Kohli; Kohli Publishers, 34 Industrial Area Phase-II, Chandigarh,
6. A Practical English Grammar by Thomson and Marlinet
7. Spoken English by V Sasikumar and PV Dhamija; Tata McGraw Hill
8. English Conversation Practice by Grount Taylor; Tata McGraw Hill
9. Developing Communication Skills by Krishna Mohan and Meera Banerji; MacMillan India Ltd., Delhi
10. Business Correspondence and Report Writing by RC Sharma and Krishna Mohan; Tata McGraw Hill Publishing Company Ltd. New Delhi
11. Communication Skills by R Datta Roy and KK Dhir; Vishal Publication, Jalandhar

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Hrs)	Marks Allotted (%)
1	14	30
2	10	20
3	4	10
4	8	15
5	4	10
6	8	15
Total	48	100

1.2 BUSINESS CORRESPONDENCE - I

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RATIONALE

A diploma holder in Office Management and Computer Applications has to work as Private Secretary to the executives, managers and office executive in the organizations. To handle his/her job well, knowledge about techniques of correspondence is a must. In fact he/she has to acquire the skills of effective correspondence as he/she has to manage the office and has to provide help to his/her seniors and chief executives.

DETAILED CONTENTS

Note: Relevant theory instructions should be imparted along with the practicals in each topic.

1. Introduction to Correspondence (10 hrs)
 - 1.1 Meaning and importance
 - 1.2 Process
 - 1.3 Uses

2. Essential of a good business letter (10 hrs)
 - 2.1 Parts of a letter
 - 2.2 Formats/styles of a business letter

3. Enquiry letters (18 hrs)
 - 3.1 Meaning and importance of business inquiries
 - 3.2 Quotation
 - 3.3 Catalogues
 - 3.4 Replies of inquiries
 - 3.5 Special terms used in business letters

4. Order letters (18 hrs)
 - 4.1 Placing of an order
 - 4.2 Follow up letters
 - 4.3 Acceptance and refusal of an order
 - 4.4 Cancellation of an order

5. Complaints, Claims and Adjustments (20 hrs)
 - 5.1 Complaint of late delivery
 - 5.2 Complaint of partial delivery, delivery of defective goods of inferior quality, etc
 - 5.3 Adjustment in reference to the different complaints

6. Remittance and Collection Letters (20 hrs)
- 6.1 Remittance covering the final settlement of account
 - 6.2 Partial remittance
 - 6.3 Total series of collection letters
 - 6.4 Letter of Introduction
 - 6.5 Letter of Credit

INSTRUCTIONAL STRATEGY

As the business correspondence is an integral part of any office work, special attention has to be given so that the students attain proficiency in drafting different letters/documents used in the office. For achieving this objective, teachers should undertake the following actions:

- Students must be made to draft minimum 5 letters on each topic such as inquiry letters, order letters, sales letters, complaints, claims and adjustment letters, circulars, collection and remittance letters, letters of introduction, letters of credit and status inquiries etc
- Students may be asked to edit and correct a given letter with reference to layout, format, style, drafting and language. Teacher should identify other appropriate and related assignments. Some sample of good letters/documents may be collected and students should be asked to read them aloud to the whole class.

RECOMMENDED BOOKS

1. Business Communication by Pradhan Bhende and Thakur; Himalaya Publishers
2. Commercial Correspondence by Mazumdar
3. Essentials of Business Communication by Reddy Appannaiah and Raja Rao; Himalaya Publishers
4. Communication Management Theory and Practice by P. Rathnaswamy; Deep and Deep Publications
5. Communication Management by Parag Diwan; Deep and Deep Publications
6. Essentials of Business Communication by P.N. Reddy, H.R. Appannaiah, B.S. Raja Rao; Himalaya Publishing House
7. Business Communication by U.S Rai and SM Rai; Himalaya Publishing House
8. Essentials of Business Communication by Rajendra Pal and J.S. Korlahali; Sultant Chand and Sons

9. Business Correspondence and Report Writing by R.C. Sharma and Krishan Mohan; Tata McGraw Hill, Reprint 1997
10. A guide to Business Correspondence by A.N. Kapoor; Sultant Chand and Sons
11. The Essence of Effective Communication by Ran Ludlow; Prentice Hall of India
12. Swamy Manual of Office Procedure by Mathur Swamy and Bindra Swamy Public
13. English Grammar Composition and Correspondence by MA.. Pink and Thomas; Sultant Chand and Sons
14. High School English Grammar and Composition by Waren and Martin
15. ABC of Common Grammatical Errors by Nicel D. Turton, Macmillan Education Limited

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Hrs)	Marks Allotted (%)
1	10	10
2	10	12
3	18	20
4	18	18
5	20	20
6	20	20
Total	96	100

1.3 BASICS OF INFORMATION TECHNOLOGY

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RATIONALE

Information technology has great influence on all aspects of life. Primary purpose of using computer is to make the life easier. Almost all work places and living environment are being computerized. The subject introduces the fundamentals of computer system for using various hardware and software components. In order to prepare diploma holders to work in these environments, it is essential that they are exposed to various aspects of information technology such as understanding the concept of information technology and its scope; operating a computer; use of various tools of MS office; using internet etc. form the broad competency profile of diploma holders. This exposure will enable the students to enter their professions with confidence, live in a harmonious way and contribute to the productivity.

Note:

Explanation of Introductory part should be dovetailed with practical work. Following topics may be explained in the laboratory along with the practical exercises. There will not be any theory examination.

TOPICS TO BE EXPLAINED THROUGH DEMONSTRATION

1. Information Technology – its concept and scope, applications of IT, impact of computer and IT in society.
2. Computers for information storage, information seeking, information processing and information transmission
3. Computer Application in office, book publishing, data analysis, accounting, investment, inventory control, graphics, Air and Railway Ticket reservation, robotics, Military, banks, Insurance financial transactions and many more
4. Elements of computer system, computer hardware and software; data types – numeric data, alpha numeric data; contents of a program, processing
5. Computer organization, block diagram of a computer, CPU, memory
6. Input devices; keyboard, Scanner, mouse etc; output devices; VDU and Printer, Plotter
7. Electrical requirements, inter-connections between units, connectors and cables
8. Secondary storage; magnetic disks – tracks and sectors, optical disk (CD, CD-RW and DVD), primary and secondary memory: RAM, ROM, PROM etc., Capacity; device controllers, serial port, parallel port, system bus
9. Installation concept and precautions to be observed while installing the system and software
10. Introduction about Operating Systems such as MS DOS, Windows, Windows NT etc. as an interface to Computer System

11. Special features, various commands of MS word and MS-Excel, MS PowerPoint
12. About the internet – server types, connectivity (TCP/IP, shell); applications of internet like: e-mail and browsing
13. Various Browsers like Internet explorer, Mozilla Firefox, WWW (World wide web); hyperlinks; HTTP (Hyper Text Transfer Protocol); FTP (File Transfer Protocol)
14. Basics of Networking – LAN, WAN, Topologies
15. Ethics and information Technology
16. Future with information Technology

LIST OF PRACTICALS

1. Given a PC, name its various components and peripherals. List their functions
2. Practice in installing a computer system by giving connection and loading the system software and application software
3. Exercises on entering text and data (Typing Practice)
4. Installation of operating System viz. Windows XP, Windows 2007 etc..

Features of Windows as an operating system

- Start
- Shutdown and restore
- Creating and operating on the icons
- Opening closing and sizing the windows
- Using elementary job commands like – creating, saving, modifying, renaming, finding and deleting a file
- Creating and operating on a folder
- Changing setting like, date, time, colour (back ground and fore ground)
- Using short cuts
- Using on line help

5. MS-Word

- File Management:
 - Opening, creating and saving a document, locating files, copying contents in some different file(s), protecting files, Giving password protection for a file
- Page Set up:
 - Setting margins, tab setting, ruler, indenting
- Editing a document:
 - Entering text, Cut, copy, paste using tool- bars
- Formatting a document:

- Using different fonts, changing font size and colour, changing the appearance through bold/ italic/ underlined, highlighting a text, changing case, using subscript and superscript, using different underline methods
- Aligning of text in a document, justification of document ,Inserting bullets and numbering
- Formatting paragraph, inserting page breaks and column breaks, line spacing
- Use of headers, footers: Inserting footnote, end note, use of comments
- Inserting date, time, special symbols, importing graphic images, drawing tools
- Tables and Borders:
 - Creating a table, formatting cells, use of different border styles, shading in tables, merging of cells, partition of cells, inserting and deleting a row in a table
- Print preview, zoom, page set up, printing options
- Using Find, Replace options
- Using Tools like:
 - Spell checker, help, use of macros, mail merge, thesaurus word content and statistics, printing envelopes and labels
- Using shapes and drawing toolbar,
- Working with more than one window in MS Word,
- How to change the version of the document from one window OS to another
- Conversion between different text editors, software and MS word

6. MS-Excel

- Starting excel, open worksheet, enter, edit, data, formulae to calculate values, format data, create chart, printing chart, save worksheet, switching between different spread sheets
- Menu commands:
 - Create, format charts, organise, manage data, solving problem by analyzing data, exchange with other applications. Programming with MS-Excel, getting information while working
- **Work books:**
 - Managing workbooks (create, open, close, save), working in work books, selecting the cells, choosing commands, data entry techniques, formula creation and links, controlling calculations, working with arrays
- Editing a worksheet, copying, moving cells, pasting, inserting, deletion cells, rows, columns, find and replace text, numbers of cells, formatting worksheet
- **Creating a chart:**
 - **Working with chart types, changing data in chart, formatting a chart, use chart to analyze data**
- Using a list to organize data, sorting and filtering data in list
- Retrieve data with query: Create a pivot table, customising a pivot table. Statistical analysis of data

- Exchange data with other application: embedding objects, linking to other applications, import, export document.

7. MS PowerPoint

- Introduction to PowerPoint
 - How to start PowerPoint
 - Working environment: concept of toolbars, slide layout, templates etc.
 - Opening a new/existing presentation
 - Different views for viewing slides in a presentation: normal, slide sorter etc.
- Addition, deletion and saving of slides
- Insertion of multimedia elements
 - Adding text boxes
 - Adding/importing pictures
 - Adding movies and sound
 - Adding tables and charts etc.
 - Adding organizational chart
- Formatting slides
 - Using slide master
 - Text formatting
 - Changing slide layout
 - Changing slide colour scheme
 - Changing background
 - Applying design template
- How to view the slide show?
 - Viewing the presentation using slide navigator
 - Slide transition
 - Animation effects etc.

8. Working with MS Access

- Understanding different data types
- Creation of table
- Entering data in a table and modify it.
- Creating simple Queries

9. Internet and its Applications
 - a) Log-in to internet
 - b) Navigation for information seeking on internet
 - c) Browsing and down loading of information from internet
 - d) Sending and receiving e-mail
 - Creating a message
 - Creating an address book
 - Attaching a file with e-mail message
 - Receiving a message
 - Deleting a message

INSTRUCTIONAL STRATEGY

Since this subject is practice oriented, the teacher should demonstrate the capabilities of computers to students while doing practical exercises. The students should be made familiar with computer parts, peripherals, connections and proficient in making use of MS office, MS Excel, MS Power Point and MS Access in addition to working on internet. The student should be made capable of working on computers independently

RECOMMENDED BOOKS

- 1) Fundamentals of Computer by V Rajaraman; Prentice Hall of India Pvt. Ltd., New Delhi
- 2) Information Technology for Management by Henery Lucas, 7th edition, Tata Mc Graw Hills, New Delhi
- 3) Computers Fundamentals Architecture and Organisation by B Ram, revised Edition, New Age International Publishers, New Delhi
- 4) Computers Today by SK Basandara, Galgotia publication Pvt ltd. Daryaganj, New Delhi.
- 5) MS-Office 2000 for Everyone by Sanjay Saxena; Vikas Publishing House Pvt. Ltd., New Delhi
- 6) Internet for Every One by Alexis Leon and Mathews Leon; Vikas Publishing House Pvt. Ltd., Jungpura, New Delhi
- 7) A First Course in Computer by Sanjay Saxena; Vikas Publishing House Pvt. Ltd., Jungpura, New Delhi
- 8) Mastering Windows 95, BPB Publication, New Delhi
- 9) Computer Fundamentals by PK Sinha; BPB Publication, New Delhi
- 10) Fundamentals of Information Technology by Leon and Leon; Vikas Publishing House Pvt. Ltd., Jungpura, New Delhi
- 11) On Your Marks - Net...Set...Go... Surviving in an e-world by Anushka Wirasinha, Prentice Hall of India Pvt. Ltd., New Delhi
- 12) Learning MS Office XP by Ramesh Bangia, Khanna Book Publishing Co. (P) Ltd., New Delhi.
- 13) *Fundamentals of Information Technology by Vipin Arora, Eagle Parkashan, Jalandhar*

1.4 TYPING (ENGLISH)

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RATIONALE

Typewriter is used to type letters, bills, invoices, forms, notices reports, statements and almost every kind of written communication. The students of this course must have the necessary skills to operate the keyboard of type machine (manual, electronic or of a computer). The objective of this paper is to enable the student to acquire a speed of 30 w.p.m. by having a manual typewriter or a computer.

DETAILED CONTENTS THEORY

1.	Importance of typewriting and scope of job opportunities	(1 hr)
2.	Finger position and sitting postures	(10 hrs)
3.	Knowledge of essential parts of typewriter	(2 hrs)
4.	Insertion and removal of paper, carriage operations	(2 hrs)
5.	Fixing and releasing margin stops	(2 hrs)
6.	Touch typewriting, rhythm in typing	(3 hrs)
7.	Sylabification, punctuation signs, their uses	(2 hrs)
8.	Spacing after punctuation signs	(2 hrs)
9.	Making instructions and calculating speed	(2 hrs)
10.	Upkeep and maintenance of typewriters, change of ribbon, types of erasers and correcting fluids	(2 hrs)
11	Carbon manifolding and erasing and removal of carbons	(2 hrs)
12.	Proof correction signs : Some proof correction signs	(2 hrs)

NOTE:

1. Special care should be taken for proper fingering
2. It should be ensured that students inculcate the habit of learning typing as per correct method
3. Minimum speed should be 20 wpm

LIST OF PRACTICALS

ASSIGNMENTS - Attainment of speed 20 w.p.m

- Practising sitting posture on the typewriter
- Practising inserting and removing of paper
- Practising second row (home row), upper row and bottom row
- Practising words and simple sentences
- Practising top row (figures and symbols) and other printing keys

- Practising shift keys and other non-printing keys and ensuring proper margins and line spacing
- Straight forward copying from exercises
- Practising special symbols and punctuation marks
- Practising exercises (easy and difficult), each exercise should be typed five times
- Practising how to change ribbons and how to clean and oil typewriter
- Transporting the machine from one place to another
- Practising exercises for speed building. Calculating speed and errors
- Practising for building speed and control speed test for 5/10 minutes, speed drills and accuracy drills
- Typing letters and other communications in all styles (indented, block and semi-block)
- Practising typing of application for employment
- Practising envelope addressing
- Practising centralising headings
- Practising horizontal and vertical centring
- Practising different types of headings including spaced headings
- Practising simple tabular statement and stencil cutting etc
- Practising from manuscripts containing proof correction signs
- Typing multiple copies of correspondence
- Correction with eraser on carbon copies
- Practising corrections on typewriter with erasers and other techniques such as tipped, white fluid etc, correcting minor mistakes after typing
- Typing on printed forms, minutes, notices, legal documents and literary matter
- Practising typing of draft copy of advertisement for press
- Practising typewriting short cuts like using a backing sheet, cutting the corner of the carbon, back space centering methods, arranging materials systematically, using the first two figures alternatively on the underscore key for making long horizontal line, using variable line spacer for typing on printed forms and the likes
- Practice of small business letters/application letters
- Practice of small paragraph of about 100-150 words

INSTRUCTIONAL STRATEGY

A successful typewriting teacher must understand that there are some basic requirements for getting success in the field of typewriting such as:

- Accuracy is the most important objectives and speed is regarded as the basic principle
- Concentration i.e. the ability to keep the mind on an objective, is also essential
- Rhythm i.e. hitting each stroke with equal force and evenness is an essential factor
- Correct posture cannot be neglected
- Suitable equipment and congenial atmosphere are essentials for efficient work
- Demonstration method is the best method of teaching a skill with the following steps:
 - I : Teacher demonstrates
 - II : Students imitate

III : Students practise

If Necessary

IV : Teacher re-demonstrates

V : Students again practise

VI : Students work individually

- One seeing is equal to 100 tellings
- 'Show how' is far better than 'tell how'

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Hrs)	Marks Allotted (%)
1	01	04
2	10	28
3	02	06
4	02	06
5	02	06
6	03	06
7	02	06
8	02	06
9	02	06
10	02	06
11	02	08
12	02	08
Total	32	100

1.5 OFFICE MANAGEMENT - I

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5 - -

RATIONALE

One of the main objectives of the diploma programme in Modern Office Management is to make the students understand the concepts and principles of office methods and procedures and develop skills in performing various office operations. This subject on office management aims at making the students well conversant with the services provided by a modern office and help them to perform efficiently and effectively.

DETAILED CONTENTS

1. Introduction (26 hrs)
 - 1.1 Meaning of Office
 - 1.2 Importance of Office
 - 1.3 Functions
 - 1.4 Qualities of an office manger
 - 1.5 Relation with other departments
 - 1.6 Centralization and decentralization of office service - centre their merits and demerits
 - 1.7 Allocation and distribution of office activities
2. Office Accommodation and Layout (18 hrs)
 - 2.1 Office building
 - 2.2 Sections and sub-sections of office
 - 2.3 Office location
 - 2.4 Office furniture and fixtures
 - 2.5 Office accommodation
 - 2.6 Office layout - objectives, principles and private verses open office
3. Office Environment (18 hrs)
 - 3.1 Significance of external surroundings and internal environment
 - 3.2 Working facilities – lighting arrangements; seating arrangement; Air-conditioning; ventilation; interior decoration; recreational facilities; safety and sanitary arrangement; pollution, noise and security control etc.
4. Handling Office Correspondence (18 hrs)

- 4.1 Meaning and importance of correspondence
- 4.2 Incoming correspondence procedures
- 4.3 Outgoing correspondence procedures
- 4.4 Equipment and accessories required.
- 4.5 Ordinary post, Registered post, Parcel, Registered Parcel, Speed post, Courier, Airmail and e-mail etc.

INSTRUCTIONAL STRATEGY

The teacher of this subject should supplement the classroom teaching with industrial/field visits. Experts from various organizations should be invited to deliver expert lectures. Teacher should lay emphasis on identification and proper execution of tutorial assignments. Mock situations may be created in the classroom and students may be given live experiences/environment/ culture to enable them appreciate the real life situation

RECOMMENDED BOOKS

- 1. Office Management by Shashi Gupta and Sushil Nayya, Kalyani Publications
- 2. Office Management by P.K. Gupta.
- 3. Office Management by Ghosh and Agarwal.
- 4. Office Management by Gupta, Bansal, Jain, Malik.
- 5. Office Management and Practices by R.K. Sharma, Shashi Kr. Gupta, Sushil and Nayyer

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Hrs)	Marks Allotted (%)
1	26	32
2	18	22
3	18	22
4	18	23
Total	80	100

1.6 STENOGRAPHY (ENGLISH) - I

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RATIONALE

For the performance of a private secretary's work it is necessary to have proficiency in stenography, as he has to take dictation, quite often, on matters of confidential nature. The objective of this subject is to enable the students to acquire a good speed in stenography.

DETAILED CONTENTS

1. Importance of shorthand (2 hrs)
2. Emphasis on phonetic system in Pitman's shorthand (2 hrs)
3. Sitting position (2 hrs)
4. Holding of pen and Note Book and their quality (2 hrs)
5. Consonants (5 hrs)
 - 5.1 Straight
 - 5.2 Curves
 - 5.3 Others
 - 5.4 Joining of consonants
6. Vowels (5 hrs)
 - 6.1 Vowel signs - vowel indication
 - 6.2 First place
 - 6.3 Second place
 - 6.4 Third place
7. Intervening vowels and their positions (2 hrs)
8. Grammalogues and punctuation (2 hrs)
9. Alternate forms of 'R' (upward and downward) (2 hrs)
10. Alternate forms of 'H' (upward and downward) (2 hrs)
11. Diphthongs (2 hrs)
12. Abbreviated 'W' (2 hrs)
13. Phraseography and Tick the (2 hrs)

LIST OF PRACTICALS

ASSIGNMENTS

1. Practising sitting posture including the position of Note Book and holding of pen/pencil
2. Practice of consonants, writing each consonant with particular attention to their formation, length, angle, size, direction, thickness, etc., joining of strokes
3. Repeated practice of using vowels and exercises from the text book
4. Practice of using grammalogues, punctuation marks, phrases diphthongs, triphones
5. Class work : Dictation and reading
Home work : Reading and copying work(Daily throughout the semester)

Special Note:

- i) All students should be divided in two groups. Each group should comprise of a maximum of 15 - 20 students
- ii) Assignments upto exercise 22 will be based on Pitman Shorthand Instructor and Key by Sir Issac Pitman.
- iii) Dictation from seen exercises upto exercise no. 22 and its transcription in shorthand notebook itself by pen.

INSTRUCTIONAL STRATEGY

For effective teaching of stenography, it is important for the teacher to familiarize students with the general background, scope of work, employment opportunities and future prospects in order to motivate them for continuous, organised and methodical learning and practising. Stenography being a new language science for students, complimentary to the language of English, the teacher is expected to simultaneously built up the language skills of learners to achieve the goal. For securing masters in the skill the following steps are prescribed:

1. Assessment of student group profile i.e. determining the aptitude level of each student. The intake not to exceed 15-20 students
2. Presentation of subject with due emphasis on practicals
3. Proportional teaching of topics during the prescribed semester period
4. Use of only shorthand notebook and pencil
5. Ensure right direction for writing strokes and signs and their proper length
6. Emphasis on legibility of outlines and repeated practice
7. Monitoring of vowel placement and positioning at the initial stage
8. Repeated practice of prescribed word exercises, grammalogues, phrases etc
9. Strict adherence to speed exercises at different speed levels from simple to complex
10. Practice variety of speed drills

11. Periodical tests during the course for remedial teaching

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Hrs)	Marks Allotted (%)
1	2	6
2	2	6
3	2	6
4	2	6
5	5	16
6	5	18
7.	2	6
8	2	6
9	2	6
10	2	6
11	2	6
12	2	6
13	2	6
Total	32	100