

Program : Diploma in Commercial Practice	
Course Code : 1144	Course Title: Shorthand English Theory I
Semester : 1	Credits: 5
Course Category: Foundation Course	
Periods per week: 7 (L:3, T:0, P:4)	Periods per semester: 105

Course Objectives:

- To get fundamental knowledge in the phonographic system.
- To enable students to convert text to shorthand.
- To read printed or written shorthand with ease and accuracy.
- To improve the English language of the students.
- To attain speed in shorthand writing through practicing exercises.

Course Prerequisites:

Topic	Course name
Basic knowledge in English grammar and composition.	Secondary School

Course Outcomes:

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

Con	Description	Duration (Hours)	Cognitive Level
CO1	Apply basic knowledge of phonography system.	28	Applying
CO2	Make use of alternatives signs for R&H, diphthongs, phraseography, and circles in shorthand.	27	Applying
CO3	Identify loops and hooks.	27	Applying
CO4	Apply shun hook, aspirates.	21	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 basic knowledge of phonography system.		
M1.01	Explain phonographic system.	3	Understanding.
M1.02	Identify consonants, joined strokes, vowel signs, grammalogues.	20	Applying.
M1.03	Recall general knowledge - current affairs- Latest who's who.	5	Remembering.
Contents: Introduction to Phonographic System: Uses of Shorthand and procedure for learning shorthand. Consonants - Explain the principles of joined strokes and practice the same. Vowels - List out 6 dot vowels and 6 dash vowels and placing of vowel sounds. Intervening vowels and position, Grammalogues, Punctuation. Practice of exercises, Current Affairs - who's who.			
CO2	Make use of alternatives signs for R&H, diphthongs, phraseography, and circles in shorthand.		
M2.01	Explain the alternative for of R and H.	3	Understanding
M2.02	Identify diphthongs and triphones.	4	Applying
M2.03	Make use of phraseography and the qualities of good phraseogram.	9	Applying
M2.04	Compare circles S and Z, stroke S and Z, large circles.	7	Applying
M2.05	Writing formal and informal letters.	4	Understanding
	Series Test - I	1	

Contents: Alternative signs for of R and H: R&H principles. Diphthongs. Principles for the use of initial “W” sound - Practice the exercises. Illustrate Phraseography and the qualities of good phraseogram. Practice the Exercises covering phraseography. Recognize circles S and Z. Practice the exercises covering circle S and Z, stroke S and Z. Explain the principles for using large circle initially, medially and finally. Practice exercises - grammalogues. Practice writing formal and informal letters (friendly/personal).			
CO3	Identify loops and hooks.		
M3.01	Explain the uses of loops as abbreviated forms initially, medially and finally.	6	Understanding
M3.02	Apply initial hooks and final hooks, alternative forms FR, VR. Practice exercises.	6	Applying
M3.03	Illustrate circle or loop preceding initial hook. Practice exercise.	6	Understanding
M3.04	Construct N and F/V hooks to straight and curved strokes. Practice exercise.	5	Applying
M3.05	Identify circles and loops to final hooks.	4	Applying
Contents: Loop ST and STR: Introduction to Loop ST and STR - Practice exercises - grammalogues - Initial hooks to strokes - double consonants - extended use of L hook - grammalogues - Practice exercises - Alternative forms for FR VR FL VL - intervening vowels - grammalogues - Practice exercises - circles or loops before hooked strokes -grammalogues - practice exercises - N and F-V hooks - phrases grammalogues practice exercises - circles to final hooks - grammalogues - Practice exercises - Correct mis-spelt words.			
CO4	Apply shun hook, aspirates.		
M4.01	Explain principles covering shun hooks. Practice the exercises on shun hooks.	8	Understanding
M4.02	Identify different forms of aspirate in shorthand. Practice exercises covering aspirate.	7	Applying
M4.03	Make use of principles of essay writing.	6	Applying
	Series Test - II	1	
Contents: Shun hook: Use of shun hook - grammalogues - practice exercises - various forms of aspirate - phrases - practice exercises up to 68 - Essay writing- Rules for Essay writing- Practice essay writing.			

Text / Reference:

T/R	Book Title/Author
T1	Isaac Pitman. <i>Pitman Shorthand Instructor and Key. New Era Edition.</i> Wheeler Publishing.
R1	“Enrich Your Theory” published by Bagawan Associates, Bangalore.

Online Resources:

Sl.No	Website Link
1	https://nssbooks.com/learn shorthand
2	https://www. englishgrammar.org