

Program : <b>Diploma in Commercial Practice</b>	
Course Code : <b>2144</b>	Course Title: <b>Shorthand English Theory II</b>
Semester : <b>2</b>	Credits: <b>3</b>
Course Category: <b>Foundation Course</b>	
Periods per week: <b>4 (L:2, T:0, P:2)</b>	Periods per semester: <b>60</b>

### Course Objectives:

- To provide a thorough knowledge in Shorthand English Theory.
- To develop writing or translating skill using the following.
  1. Define Upward and Downward R, L, SH, Compound consonants, Vowel indication
  2. Understand Halving and Doubling principles, Diphthongs.
  3. Interpret Medial Semicircle, Prefixes and Suffixes.
  4. Apply Contractions and Figures.

### Course Prerequisites:

Topic	Course code	Course name	Semester
Basics of English shorthand		Shorthand English theory I	1

### Course Outcomes

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

CO n	Description	Duration (Hours)	Cognitive Level
CO1	Identify upward and downward R, L, SH, compound consonants, vowel indication.	14	Applying
CO2	Interpret halving and doubling principles and identify diphones.	18	Applying
CO3	Interpret medial semicircle, prefixes and suffixes.	16	Applying
CO4	Make use of contractions and figures.	10	Applying
	Series Test	2	

**CO – PO Mapping:**

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

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

**Course Outline:**

Module Outcomes	Description	Duration (Hours)	Cognitive Level
CO1	<b>Identify upward and downward R, L, SH, compound consonants, vowel indication.</b>		
M1.01	Explain upward and downward R.	2	Understanding.
M1.02	Explain the principles of writing L and SH upward and downwards.	3	Understanding.
M1.03	Categorize different types of compound consonants.	2	Applying.
M1.04	Explain the principles of compound consonants.	3	Understanding.
M1.05	Apply consonants and vowels initially and finally.	4	Applying.
<b>Contents:</b> <b>Upward and downward R</b> - Vowel to different forms - practice phrases, contractions exercise - upward and downward L and SH - vowel indication – phrases - practice exercises Compound consonants – grammalogues - practice exercises - vowel indication - Practice exercises.			
CO2	<b>Interpret halving and doubling principles and identify diphones.</b>		
M2.01	Interprets halving principles.	2	Understanding.
M2.02	State the limitations of halving and uses of halving in phraseography.	4	Applying.
M2.03	Explain the doubling principles.	2	Understanding.
M2.04	State the limitations and uses of doubling in phraseography.	3	Understanding.
M2.05	Apply the diphonic to the consonants.	3	Applying.
M2.06	Use different diphonic signs and the placing.	4	Applying.
	Series Test- I	1	

<b>Contents:</b> <b>Halving principle section I</b> - Practice exercise – grammalogues - Halving principles section II - joining of unequal length – phrases - Practice exercises – grammalogues - practice exercises - Doubling principle – Alternatives - circles to double length strokes - past tense – limitations – position – phrases – grammalogues - practice exercises – Diphones - Practice exercises.			
<b>CO3</b>	<b>Interpret medial semicircle, prefixes and suffixes.</b>		
M3.01	Describe principles of medial semicircle.	5	Understanding
M3.02	Explain principles of different prefixes.	5	Understanding
M3.03	Identify different suffixes.	6	Applying.
<b>Contents:</b> <b>Medial semicircle</b> - Practice exercises - prefixes-formation – grammalogues - practice exercises - suffixes and terminations - compound words - practice exercises - phrases.			
<b>CO4</b>	<b>Make use of contractions and figures.</b>		
M4.01	Make use of contractions.	2	Applying.
M4.02	Apply principles of figures and monitory symbols.	5	Applying.
M4.03	Writing formal and informal letters.	2	Understanding
M4.04	Make use of principles of precis writing.	1	Understanding
	Series Test- II	1	
<b>Contents:</b> <b>Contractions</b> – Formation - practice exercises - general contractions - practice lists – exercises – figures - practice exercise. Formal and informal letters - Precis Writing.			

**Text/References:**

<b>T/R</b>	<b>Book Title/Author</b>
T1	Sir Isaac Pitman. (2001). <i>Pitman Shorthand Instructor and Key</i> . Pearson Education.