

<b>Program : Diploma in Commercial Practice</b>	
Course Code : <b>3146</b>	Course Title: <b>Shorthand English 60 wpm</b>
Semester : <b>3</b>	Credits: <b>1.5</b>
<b>Course Category: Program Core</b>	
Periods per week: <b>3 (L:0, T:0, P:3)</b>	Periods per semester: <b>45</b>

### **Course Objectives:**

- To provide a thorough knowledge in English Shorthand reading and writing.
- To develop skills to write English Shorthand at a speed of 60wpm.

### **Course Prerequisites:**

<b>Topic</b>	<b>Course code</b>	<b>Course name</b>	<b>Semester</b>
Basic knowledge of English Shorthand		Shorthand English Theory I	1
		Shorthand English Theory II	2

### **Course Outcomes:**

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

<b>CO</b>	<b>Description</b>	<b>Duration (Hours)</b>	<b>Cognitive Level</b>
CO1	Identify essential vowels, special contractions and speed practice @30wpm.	10	Applying
CO2	Develop speed by practicing exercise up to 144 @30-40 wpm.	9	Applying
CO3	Identify grammalogues and special contractions and speed practice @50 wpm.	10	Applying
CO4	Apply dictation skill @ 60- 70 wpm.	14	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	<b>Identify essential vowels, special contractions and speed practice @30wpm.</b>		
M1.01	Apply essential vowels to the consonants.	2	Applying.
M1.02	Practice the exercises covering essential vowels.	2	Applying.
M1.03	Apply special contractions.	2	Applying.
M1.04	Develop note taking and transcription skill.	4	Applying

### Contents:

Essential vowels – vocalized outlines –insertion of vowels - exercises - special contractions-formation of contractions – arrangements of lists - exercises – take down dictation @30wpm and practice to transcribe.

CO2	<b>Develop speed by practicing exercise up to 144 @30-40 wpm.</b>		
M2.01	Use contractions in speed practice.	2	Applying
M2.02	Revise special contractions and exercises up to 144.	2	Applying
M2.03	Write down dictation at 40 wpm.	2	Applying
M2.04	Practice transcription writing from dictated passages.	3	Applying
	Series Test – I	1	

### Contents:

Importance of contractions in speed writing – exercises up to 144 – take down dictation @40wpm and transcribe.

CO3	<b>Identify grammalogues and special contractions and speed practice @50 wpm.</b>		
M3.01	Recall grammalogues and contractions in speed writing.	2	Remembering

M3.02	Practice grammalogues and contractions.	2	Applying
M3.03	Develop speed to take down dictation at 50 wpm.	2	Applying
M3.04	Practice transcription writing from dictated passages.	4	Applying

**Contents:**

Rules of Pitman shorthand in speed building – take down dictation @50wpm and transcribe.

<b>CO4</b>	<b>Apply dictation skill @ 60- 70 wpm</b>		
M4.01	Practice speed @ 60-70 wpm.	9	Applying
M4.02	Practice transcription writing from dictated passages.	5	Applying
	Series Test – II	1	

**Contents:**

Take down dictation @60 - 70wpm and practice to transcribe.

**Text / Reference:**

T/R	Book Title/Author
T1	Isaac Pitman. <i>Pitman Shorthand Instructor with key</i> . New Era Edition.
R1	Newspaper editorials
R2	Speed Builders by Bagawan Associates, Bangalore.
R3	“Theory Notes for Pitmanites” published by National Shorthand School (Books), Visakhapatnam (A.P.)
R4	“Revisionary Exercises” published by National Shorthand School (Books), Visakhapatnam (A.P.), supported by three Audio Dictation CDs.

**Online Resources:**

Sl.No	Website Link
1	<a href="http://www.nssbooks.com">www.nssbooks.com</a> and <a href="http://www.cdcia.com">www.cdcia.com</a>

**Note: Pattern of question paper and scheme of evaluation of End Semester Examination are included in Handbook.**