

Program : Diploma in Commercial Practice	
Course Code : 4144	Course Title: Shorthand English 80 wpm
Semester : 4	Credits: 3
Course Category: Program Core	
Periods per week: 4 (L:2, T:0, P:2)	Periods per semester: 60

Course Objectives:

- To equip students with the skill to take down dictation at a speed of 80 w.p.m and its transcription into longhand.
- To enable the students to read printed or written shorthand script.

Course Prerequisites:

Topic	Course code	Course name	Semester
Basic knowledge of English Shorthand		Shorthand English 60 wpm	3

Course Outcomes:

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

CO n	Description	Duration (Hours)	Cognitive Level
CO1	Develop speed in writing shorthand @ 60 -70 wpm.	15	Applying
CO2	Improve speed in shorthand writing @ 70 - 75 wpm and practice outlines of advanced Phraseography.	14	Applying
CO3	Utilize rules of Pitman shorthand in speed building - take down dictation @75-80wpm and transcribe.	15	Applying
CO4	Practice Speed in shorthand writing @ 80-90wpm & transcription.	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	Develop speed in writing shorthand @ 60 -70 wpm.		
M1.01	Practice dictation to maintain speed at 60 to 70 wpm.	3	Applying.
M1.02	Practice various outlines and exercises from the text book up to the exercise 144.	3	Applying.
M1.03	Apply grammalogues, phrases and contractions.	3	Applying.
M1.04	Identify the wrong outlines and spelling mistakes in transcription.	6	Applying.
Contents: Dictation@60 to 70wpm - transcription - Outlines of Text Book exercises up to Ex.144 - Grammalogues, Phrases & Contractions - Identify the errors in outlines and Spellings.			
CO2	Improve speed in shorthand writing @ 70 - 75 wpm and practice outlines of advanced Phraseography.		
M2.01	Take down dictation of passages at 70 - 75 wpm from outside the text book. Use contractions to write speed.	2	Applying
M2.02	Take down dictation - the editorials of news paper and passages from the shorthand journals.	3	Applying
M2.03	Practice the outlines of advanced phraseography in text book.	3	Applying
M2.04	Take down dictation at 75 wpm from passages other than text book and practice transcribing the same and conversant with the advanced phraseograms.	3	Applying

M 2.05	Take down dictation at 75 wpm. Practice exercises of advanced phraseography.	3	Applying
	Series Test - I	1	
Contents: Importance of contractions in speed writing - exercises up to 144 - take down dictation @40wpm and transcribe.			
CO3	Utilize rules of Pitman shorthand in speed building - take down dictation @75-80wpm and transcribe.		
M3.01	Develop speed to take down dictation at 75 - 80 wpm. (passages from journals or magazines)	9	Applying
M3.02	Practice for transcribing the dictated passage at 75-80wpm.	6	Applying
Contents: Dictate Outside matters from Journals and Magazines, Editorials of News Papers etc.- Dictation - Transcription of the same within the time limit.			
CO4	Practice Speed in shorthand writing @ 80-90wpm & transcription.		
M 4.01	Practice dictation from outside the text book at a speed of 80 to 90wpm.	5	Applying
M 4.02	Practice transcribing the dictated passage.	5	Applying
M 4.03	Practice transcribing the dictated passage in a given time.	4	Applying
	Series Test - II	1	
Contents: Take down dictation and transcribe dictated passages of 80wpm within the given time.			

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

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	Website: www.nssbooks.com and www.cdcia.com