



**DEPARTMENT OF DISTANCE & CONTINUING EDUCATION,
SCHOOL OF OPEN LEARNING,
CAMPUS OF OPEN LEARNING, UNIVERSITY OF DELHI**

| Certificate Course in Stenography, Secretarial Practices Structure Of Lesson Plan | | |
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| Module | Session | Topic |
| Module 1 : Fundamentals of Shorthand and Windows operating system | 1 | Attributes of Stenographer & Secretarial Assistant Duties and Responsibilities |
| | 2 | Consonants: Definition, Classification, Arrangements and Directions, Table of consonants, Joining of strokes |
| | 3 | Vowels: Long Vowels -Short Vowels - Vowel Places - Preceding & following, Intervening vowels and their position |
| | 4 | Short forms in Shorthand: logograms, contractions, tick 'the') & punctuation marks, Diphthongs & Triphones, Abbreviated 'W' and Diphones, Practicing of spelling using dictionary, Alternative form of R&H strokes - Thick downward R&H - their uses abbreviated W & Diphone, Aspirate H: Tick & Dot H, Downward & Upward stroke H, Upward & Downward stroke 'SH', Phraseography - formation of simple phrases |
| Module 2: Formation of words phrases | 5 | Small Circle: Circle with stroke H an d circle with stroke L, Speed calculation, counting of errors, evaluation and marking scheme, signs & symbols, Roman numbers and capitalization of letters, punctuation marks |
| | 6 | Large Initial Circle for SW: Large Medial Circle & Large final circle of SES / SEZ circle and vowel places - ST loop & STR loop Initial small hooks C15 and L - use of SHR and SHL strokes - initial hooks and vowels Left and Right forms of Curved Hooked Strokes of F/V/th/TH and upward SH-Intervening Vowels between Strokes and Initial Hooks |
| | 7 | Compound Consonants: (WH, WHL, KW, GW, MP/MB, WL, LR, RR etc.) |

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| Module 3: Speed Developing exercises and English language skills | 8 | Final Hooks: N&F/V Hooks and Vowels, Circles and Loops with finally hooked strokes Shun hook Pairs of Words Confused and Misused |
| | 9 | Doubling Principles: Doubling of strokes for TR and DR - Doubling of MP/ MB and NG, stroke L, etc. Single word substitution for groups of words in English |

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| Module 4: Speed enhancing techniques | 15 | Prefixes: Definition and Uses; Suffixes: Definition and uses; Figures: Monetary units and round figures; Contractions: Formation and uses - Essential vowels and Contractions; Letter Writing: Different types of letters |
| Module 5: Note taking and transcription techniques | 16 | Note Taking Techniques: Transcribing techniques |