

2604 - BASIC STENOGRAPHY - II									
Teaching Schedule Per Week			Progressive Assessment	Examination Schedule (Marks)					
Lectures	Practical	Credits		Theory	Practical Ex.	Total			
	5	5	25	-	100	125			
Pre-requisite		Source	Semester	Theory	Test	Total	TW	PR	Gr Total
2603		MOP		-	-	-	25	100	125

RATIONALE: The course participant is expected to acquire the proficiency of 60 wpm at the end of the term.

COURSE CONTENTS

Hrs Mks

1. Unit-1

Dictation of simple passages of general interest at the rate of 40-50-60 wpm. From 700 common words reading exercises.

2. Unit -2

1. Dictation from seen and unseen passages at 60 wpm.
2. Daily transcriptions on typewriter of unseen passages.
3. Dictation of 3-4 Mts. Duration of commercial/business letters at 60 wpm.

3. Unit -3

1. Drilling of difficult outlines & phrases from the dictated matter.
2. Dictation from journals & books specially intended for speed building.

4. UNIT - 4

Speed building exercises.
Exercises in transcribing of longhand matter into correct theoretical shorthand.

Total

INSTRUCTION TO THE PAPERS/MODEL QUESTION PAPER: -

The Practical paper must comprise of four passages: -
 Passage A: This passage may be a general passage of 200 words dictated at 60 wpm. ...25mks.
 Passage B: This may be a commercial/business letter 200 words dictated at 60 wpm...25mks.
 Passage C: A printed longhand passage of 150 words .25mks.
 Passage D: A printed longhand passage of 150 words ...25mks.
 Time for transcription of passage A and B on typewriter...1hour 30 mts.
 Time for transcription of passage C & D in shorthand ...30 mts.

REFERENCE BOOKS:

1. Pitman Shorthand Instruction and key.
2. Modern phrase Book - Pitman School Publication.
3. 700 Common words reading and dictation exercises - Pitman New Era.
4. National Shorthand School (Books) - Visakhapatnam.

