

(2022-23, 2023-24 & 2024-25)

(Add on Course)  
**OFFICE MANAGEMENT AND SECRETARIAL PRACTICE**

**BCOU3618T SHORTHAND**

Max Marks : 100

Time : 3 Hours

Pass Marks : 35%

Theory: 4 + Practical 2

External Assessment : 60

Internal Assessment : 20

Practical : 20

Periods per week : 6

**INSTRUCTIONS FOR THE PAPER SETTER/ EXAMINERS**

The question paper covering the entire course shall be divided into three sections as follows.

**SECTION-A**

It will consist of essay type questions. Four questions shall be set by the examiner from Unit-I of the syllabus and the candidate shall be required to attempt two. Each question shall carry 9 marks; total weight of the section shall be 18 marks.

**SECTION-B**

It will consist of essay type questions. Four questions shall be set by the examiner from Unit-II of the syllabus and the candidate shall be required to attempt two. Each question shall carry 9 marks; total weight of the section shall be 18 marks.

**SECTION-C**

It will consist of 10 very short answer questions from entire syllabus. Students are required to attempt 8 questions up to five lines in length. Each question shall carry 3 marks; total weight of the section shall be 24 marks

**UNIT-I**

Introduction - Origin of Shorthand with particular emphasis on Petman Shorthand, definition and importance of stenography, qualities of a successful stenographer, writing techniques and materials.

Consonants: Definition, number, forms, classes, size, thickness directions and joining strokes.

Vowels, Diphthongs and Diphones:

Vowels - definition, number sounds, signs, places position of outlines, intervening vowels.

Introduction of upwards/downwards strokes in Stenography.

Diphthong - definition, names, Signs, placed a joined diphthongs and triphones.

Diphones - definition, signs and application.

Use of Vowels - diphthongs and diphones in plural in Stenography.

**UNIT-II**

Grammalogues and Phraseography.

Grammalogues-definition of grammalogues and logogram, list of grammalogues, punctuation signs;

Phraseography- definition of phrase, how a phrase is written, qualities of good phraseogram, list of simple phrase.

Circles, loops and hooks:

Circles-size and direction, application, application in phraseography, attachment with straight and curved strokes, exception to the use of circle.

Loops: Size and Direction

*R.S. Arora*

**Course Outcome:** This course will help the students to know the about origin of shorthand Consonants, Vowels, Diphthong, Diaphones and use of vowels. They will also learn about Grammalogues and phraseography, loops and hooks.

### SHORTHAND PRACTICALS

Max. Marks:20

1. Repeated Practice of Consonants, writing each consonant from the text material with particular attention to their formation, length, angle, size and direction;
2. Repeated practice of vowels, diphthongs, diphones and triphones by copying the text materials and other printed shorthand books and reading book and same.
3. Repeated Practice of grammalogues and phrases;
4. Repeated Practice on use of circles, loops and hook;
5. Transportaion from shorthand into longhand;
6. Dictation from unseen passage;
7. Variety of drills: shorthand from black-board, copying shorthand from black board, 'cold' note reading 'delayed' writing, students dictate to the class from shorthand book, two minutes speeches by students, reading printed shorthand matter.

### INSTRUCTION FOR PRACTICAL EXAMINATION

There will be dictation of 5 mintues and the candidate shall be required to type in 20 minutes.

R. S. Arj