



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

Certificate Course in Stenography, Secretarial Practices, and IT Skills

Structure Of Lesson Plan

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
	5	Computer Fundamentals: Introduction, Definition, Utility and types of computers. Computer Hardware and Software

	6	MS Excel: Importance of office - office layouts, Inserting / Deleting rows and columns, Data, Cut, Copy & Paste, Formulas and functions in Excel. Arithmetic, logical, relative and absolute cell referencing, , Formatting options of cell in worksheets. MS Excel - Align centre, left, right and justify cell contents and concepts of charts
	7	MS Power Point: Introduction, presenting documents, addition graphics & creating self running presentation, layouts, themes and designs, tables and charts, building animation effects, transitions, speaker notes, copying presentation to a CD/DVD/Pen drive - Editing and printing(30 Minute Theory + 1 hour practical)
Module 2: Formation of words phrases and practice of MS Word	8	MS Word: Formation of words phrases and practice of MS Word
	9	Grammar: Active Voice and Passive Voice
	10	Small Circle: Circle with stroke H an dcircle with stroke L, Speed calculation, counting of errors, evaluation and marking scheme, signs & symbols, Roman numbers and capitalization of letters, punctuation marks
	11	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
	12	Compound Consonants: (WH, WHL, KW, GW, MP/MB, WL, LR, RR etc.)
Module 3: Speed Developing exercises and English language skills	13	Final Hooks: N&F/V Hooks and Vowels, Circles and Loops with finally hooked strokes Shun hook Pairs of Words Confused and Misused
	14	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

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