

8. STENOGRAPHY

THEORY	50 MARKS
PRACTICALS	50 MARKS

COURSE OBJECTIVES:

- To facilitate shorthand learning to get better placements incourts (Certified shorthand reporter), offices(Stenographer) and other Government organisations.
- To improve the English Vocabulary and language skills through practice of shorthand which is based on Phonetics.

UNIT I

Introduction to Pitman Shorthand-Consonants-Vowels-Compound vowels-Hooks-Circles(s)-Circles(st),Circles(str).

UNIT II

Circles(sw), (sis), Circles:exceptions-Shun hook, Halving:t,d-Doubling:tr,dr- Prefix, Suffix,Diphones.

UNIT III

Grammalogues-meaning-similarity-secret symbols-sticks and curves-small circle-R hook-L hook,N/F hooks

UNIT IV

Grammalogues-Circle hooks, shun hooks, ses and st-Compund mix-Make it half- Halved hooks-Half hook N-Doubling

UNIT V – PRACTICALS

- Exercises from Pitman short hand text.
- Exercises from Dailies. E.g., Tenders, Quotations, Letters to the Editor,Speechesetc
- Speed tests - 40 words per minute.

PRESCRIBED TEXT BOOK:

1. Learners shorthand reader,Pitman Shorthand-Sir Isaac Pitman,SirIsac Pitman and Sons Ltd., London

REFERENCE BOOKS:

1. Pitman shorthand dictation and transcription
2. Teach Yourself shorthand –Pitman new era-Pitman
3. Pitman Shorthand-Instructor and key-Pearson

WEB SITES:

1. Pitman shortHand 1 to 30 days Full Course -[You tube](#)
2. pitmanshorthand.homestead.com/BasicsofPitman.htm