

d.c. A.A.A.M.
13/12

Lesson Plan 4.4 Stenography (E) IV Sem.

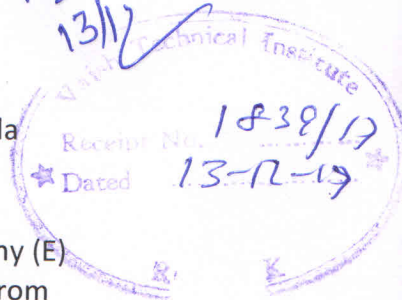
Name of the Faculty
Discipline
Semester
Subject

Kanchanbala
O.M.C.A
2nd
Stenography (E)

Lesson Plan Duration

15 Weeks from
January 2018 - April 2018

Work Load per week : Lectures-02, Practicals-06



Week	Theory		Practical	
	Lecture Day	Topic (Including Assignment Test)	Practical Day	Topic
1	1st	Basic fundamentals + Concepts Revision old syllabus	1st	Dictation Exr
	2nd	Note taking techniques	2nd,3rd	— d. —
			4th,5th	— d. —
2	3rd	Prefixes	6th	Dict. Prefixes
	4th	Prefixes	7th,8th	— d. —
			9th,10th	40 to Transcription 50 wpu.
3	5th	Negative words	11th	Dictation
	6th	Negative words	12th,13th	— d. —
			14th,15th	

4	7th	Subfixes & Terminations	16th	Dict. Subfixes.
	8th	— do —	17th, 18th	— do —
			19th, 20th	
5	9th	Contractions - Basics	21st	Test - Prefixes Subfixes
	10th	— do —	22nd, 23rd	Dict. Ex.
			24th, 25th	— do —
6	11th	figures etc. Proper Names	26th	— do —
	12th	— do —	27th, 28th	— do —
			29th, 30th	Test - Basic Contractions
7	13th	Essential Vowels	31st	Dict. Vowels
	14th	— do —	32nd, 33rd	— do —
			34th, 35th	Transcription 50 wpm.
8	15th	Special Contractions Section - 1, 2	36th	Seen passage 50 wpm.
	16th	— do —	37th, 38th	— do —

			39th,40th	Practice Ex.
9	17th	Special Contractions Section 2, 3	41st	— d — .
	18th	— do —	425th,43rd	— d — .
			44th,45th	— d — .
10	19th	Special Contraction 4, 5	46th	Practice Contractions
	20th	— do —	47th,48th	— d —
			49th,50th	— d — .
11	21st	Test- Contractions	51st	— d —
	22nd	Advanced Phraseography Rules	52nd,53rd	Phraseography Practice.
			54th,55th	— d — .
12	23rd	A. Phraseography Section 1, 2	56th	— d — .
	24th	— do —	57th,58th	Exercise Dict.
			59th,60th	— d — .
	25th	A. Ph. Section 3, 4	61st	— do — .

13	26th	A.Ph. section 5, 6	62nd, 63rd	Dict. Ex. 60 wps.
			64th, 65th	— d —.
14	27th	A.Ph. Sec. 6, 7	66th	— d —.
	28th	Intusections	67th, 68th	Dict. Ex. 70 wps.
			69th, 70th	— d —.
15	29th	Problems Work Assignment, Doubts	71st	— d —.
	30th	Test - A. Phrase	72nd, 73rd	Test Intusection.
			74th, 75th	Summary + Problems.