

dr. ANAM  
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13/12

Receipt No. 1840/15  
Dated 13-1-18

**Lesson Plan**  
**2.5 Stenography (E) II Sem.**

Name of the Faculty  
Decipline  
Semester  
Subject

Kanchanbala  
O.M.C.A  
2nd  
Stenography (E)  
15 Weeks from  
January 2018 - April 2018

Lesson Plan Duration

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

Week	Theory		Practical	
	Lecture Day	Topic (Including Assignment Test)	Practical Day	Topic
1	1st	Note-taking techniques & Basic Concepts	1st	Transcription 20 w.p.m.
	2nd	Circle 's' & '2'	2nd	Practice of using circle
			3rd	Dictation exercise
2	3rd	Stroke 's' & '2'	4th	Use of stroke s & 2 examples
	4th	Large circle sw, ss/sz	5th	Practice of small & large circle
			6th	Dictation exercises
3	5th	Loop ST & STR theory Rules	7th	Loop ST & STR examples & Dict.
	6th	Initial hooks of - L & R	8th	Exercise of Initial Hooks to straight & curves
			9th	Test - Small circles Small loops

4	7th	Alternate form of FR & VR	10th	Practice of initial hook
	8th	Alternate forms	11th	Practice of hooks & fr, VR curve
			12th	Transcription seen Passages 20 w.p.m.
5	9th	Circles or loops Preceding initial hooks	13th	Practice exercise
	10th	Initial hooks & loops	14th	Practice exercises
			15th	Dictation, Transcription of seen Passage
6	11th	Revision Circle & loops	16th	Dictation Exercises
	12th	Test - <sup>Large</sup> Circle - sw Large - ss/ss2	17th	Transcription 30 w.p.m.
			18th	Dictation Exercises
7	13th	Revision - Initial hooks & alternate forms	19th	Practicing hooks & alternate forms
	14th	— do —	20th	— do —
			21st	Dictation Exercises
8	15th	Intervening vowel	22nd	Using Intervening vowels
	16th	— do —	23rd	Practice vowels

			24th	Practice multiple words
9	17th	final hook of N & F	25th	Practice of final hooks
	18th	— do —.	26th	— do —.
			27th	— do —.
10	19th	Problems & Doubt class	28th	Transcription of 30 Seen Passage w.p.m.
	20th	— do —.	29th	— do —.
			30th	Practice of circles or loops preceding initial hooks
11	21st	Test Initial hook (small)	31st	Paragraph Assignments & Practice
	22nd	Test - final hooks (small)	32nd	— do —.
			33rd	— do —.
12	23rd	Circles & Loops to final hooks	34th	Dictation. Exercises
	24th	— do —.	35th	— do —.
			36th	— do —.
	25th	Paragraph Assignment	37th	Dictation. exercises 30 - 40 wpm

13	26th	work assignment & problems	38th	
			39th	
14	27th	THE - SHUN hook.	40th	Practicing large finel hook
	28th	- do -	41st	- do -
			42nd	- do -
15	29th	Test: Large finel hook	43rd	Transcription seen Passages 40 wpm
	30th	Summarise & basic Rules	44th	- do -
			45th	- do -