

SHORTHAND ENGLISH SESSION PLAN 2025-26 (STANDARD XI)

MONTH	UNITS	TOPICS COVERED	
		THEORY	PRACTICAL
1 July to 10 July	UNIT 1: Topic Covered:	<ul style="list-style-type: none"> • Introduction to shorthand and essentials of a good stenographer • Meaning and importance of shorthand • Techniques of note-taking • Sitting posture 	Practice of Rules, Outlines/Words and Sentence related to chapter of Diphone
11 July to 20 July	UNIT 2 : Topic Covered: Consonants and their joining	<ul style="list-style-type: none"> o Definition, Length, Size, Thin & Thick sides o Classification of consonants o Joining of consonants, strokes, phonetic names 	
21 July to 21 August	UNIT 3 : Vowels, Punctuation marks, Grammalogues, and Diphthongs	<ul style="list-style-type: none"> o Vowels: Definition, Long/Short, Signs, Places of vowels o Vowels preceding and following strokes o Intervening vowels and positions o Punctuation marks: Signs and uses o Grammalogues: Definition, Signs and uses o Diphthongs: Definition, Signs, Places and uses with strokes Joined Diphthongs, Triphones Abbreviated 'W' 	
22 August to 20 September	Unit 4: Alternative forms of R and H	<ul style="list-style-type: none"> o R – Upward and Downward uses with different strokes o H – Upward and Downward Phraseography – Definition & Uses 	practice of rules ,outlines/words and sentences related to chapter of special contractions
MID TERM EXAMINATION 16 SEPTEMBER 2025-1 OCTOBER 2025			
2 November to 15 November	Unit 5: Circles and Loops	<ul style="list-style-type: none"> o Circle S/Z: motion of writing with different strokes, uses of circles, initial, medial & final Stroke form of S/Z o Large circles SW/SS/SZ o Loop ST and STR – places and uses 	
16 November to 30 November	Unit 6: Hooks (Initial and Final)	<ul style="list-style-type: none"> o Initial Hooks R and L with straight and curve strokes o Final small Hooks N and F/V: o uses of hooks with straight and curved strokes, left/right motion o Large final hook: The Shun hook o Circles and loops to final hooks 	
1 December to 10 December	UNIT 7 :Compound Consonants, Dot & Tick H	<ul style="list-style-type: none"> o The Aspirate, upward & downward R o Definition, uses Thick strokes / Light and Dark strokes 	
11 December to 31 December	Unit 8: Halving Principle:	<ul style="list-style-type: none"> o General Rule, Halving for T and D Halving for T and D only, Half length form Halving not employed, Position of half-length strokes 	
	Unit 8: Doubling Principle:	<ul style="list-style-type: none"> o General Rule Doubling of straight strokes Alternative for MPR, MBR, NGKR, NG-GR Stroke L, past tense, circles and double-length strokes No use of Doubling Doubling principle in Phraseography 	

Feb-26	WINTER BREAK 1 JAN 2026-15 JAN 2026		
	PRACTICAL (JOB-II)	DICTATION	
	PRACTICAL (JOB -III)	VIVA -VOCE	VIVA ON THE RULES AND OUTLINES
	PRACTICAL (JOB -IV)	PRACTICAL FILE	ON JOB -I AND JOB-II
	REVISION UNIT 5 GREEN SKILLS- 1	REVISION OF UNIT 1-UNIT 4 Introduction to environment, Relationship between society and environment, ecosystem and factors causing imbalance Natural resource conservation Environment protection and conservation	Group discussion on hazards of deteriorating environment Prepare posters showing environment conservation Discussion on various factors that influence our environment
		# Definition of green economy # Importance of green economy	Discussion on the benefits of green skills and importance of green economy Prepare a Poster showing the importance of green economy with the help of newspaper/ magazine cuttings
Mar-26	ANNUAL EXAMINATION 2026		