

SHORTHAND ENGLISH SESSION PLAN 2025-26 (STANDARD XII)

MONTH	UNITS	TOPICS COVERED	
		THEORY	PRACTICAL
Apr-25	UNIT 1: Diphones, Medial Semi-Circle, Essential Vowels, Upward & Downward L,Upward & Downward "SH".	Part A: Diphones Definition, Rules, Difference between Diphones and Diphthongs.	Practice of Rules, Outlines/Words and Sentence related to chapter of Diphone
		Part B : Medial Semi-Circle Rules.	Practice of Rules, Outlines/Words and Sentence related to chapter of Medial Semi-Circle.
		Part C: Essential Vowels , Vowels Indication Rules.	Revision of rules relating to Vowels, Outlines/Words and Sentences
		Part D : Upward and downward consonant 'L' Rules	Practice of rules ,outlines/words and sentences related to the chapter of Upward and Downward consonant 'L'
	Part E : Upward and Downward form of consonant 'SH'	Practice of rules ,outlines/words and sentences related to the chapter of Upward and Downward consonant 'L'	
	UNIT 1: COMMUNICATION SKILLS – I	Introduction to General Employability skills course Methods of communication Verbal Non-verbal Visual	Activity/Q&A
	Activity/Q&A		
	SUMMER VACATION (11TH MAY- 30TH JUNE)		
Jun-25	SUMMER VACATION (11TH MAY- 30TH JUNE)		
Jul-25	UNIT 2 : Prefixes and suffixes	Meaning	
		Part A : Prefixes Rules	Practice of rules ,outlines/words and sentences related to chapter of Prefixes
		Part B : suffixes Rules	Practice of rules ,outlines/words and sentences related to chapter of suffixes
	UNIT 1 : Communication skills-1	Meaning of communication,importance of communication skill ,Elements of communication cycle - sender ,ideas,encoding,communication channel,reciever,decoding and feedback	
Aug-25	UNIT 3 : General contractions,special contractions,figures/UNIT -1 COMMUNICATION SKILLS	Part A : General contractions meaning - Rules	Practice of rules ,outlines/words and sentences related to chapter of General contractions
		PART B : Special contractions meaning Rules	practice of rules ,outlines/words and sentences related to chapter of special contractions
		Part C :Figures meaning writing monetary units in shorthand	practice of rules ,outlines/words with the use of different consonants for and sentences related to the figures
		Writing skills related to the following phrases ,kinds of sentences,parts of sentences ,parts of speech,use of articles,construction of a paragraph	Demonstration and practice of writing sentences and paragraphs on topics related to the subject.
Sep-25	UNIT 2 : SELF MANAGEMENT SKILLS	Factors that help in building self confidence- social,cultural,and physical factors .	Role play excercises on building self confidence ,use of positive metaphors, words.
	MID TERM EXAMINATION 16 SEPTEMBER 2025-1 OCTOBER 2025		
Oct-25	UNIT 4 : Advanced phraseography	Rules	practice of rules ,outlines/words and sentences related to advanced phraseography
	UNIT 3: INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS – I	ICT IN our daily life(examples),ICT Tools - mobile,tab,radio,tv,email etc. Q&A	Preparing posters/collages for showing the roll of ICT at workplace
	UNIT 5 : INTERSECTIONS	Meaning And rules for Intersecting one stroke with another	practice of rules ,outlines/words and sentences related to intersections
			Practice of dictation passages/excercises in graded manner i.e the increase of speed slowly from lower to upper and

Nov-25	UNIT 6 : Dictataion passages and their transcription	Meaning Precautions	practice of the transcription of the dictated passages /excerises on computer with proper display within the required time frame
	UNIT 3 : INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS	Role and function of Random Access Memory (RAM) and Read Only Memory (ROM) Role and functions of Central Processing Unit Procedure for starting and shutting down a computer	Group discussion on the various aspects of hardware and software. One dictation of unseen passage of 400 words at the speed of 80 wpm for 5 minutes (reading & transcription time on computer :40 minutes)
	PRACTICAL (JOB-1)	DICTATION	
Dec-25	UNIT 3: INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS – I	# Peripherals devices and their uses – mouse, keyboard, scanner, webcam, etc. of a computer system	Identification of various parts and peripherals of a computer Demonstration and practice on the use of mouse Demonstration and practice on the use of keyboard Demonstration of the uses of printers, webcams, scanner and other peripheral devices Drawing diagram of computer system and labelling it
		# Primary operations on a computer system – input, process, storage, output, communication networking, etc.	Identification of the various input and output units and explanation of their purposes
Jan-26	WINTER BREAK 1 JAN 2026-15 JAN 2026		
	UNIT 7 BUSINESS LETTER AND THEIR TRANSCRIPTIONS / UNIT 4 ENTREPRENEURIAL SKILLS 1	BUSINESS LETTERS AND THEIR TRANSCRIPTION # Meaning of entrepreneurship development # Distinguishing characteristics of entrepreneurship # Role and rewards of entrepreneurship	Practice of dictated business letters into the transcriptions on computer with the rules of display within the required time limit # Group discussions on role and features of entrepreneurship # Lectures/presentations by entrepreneurs on their experiences and success stories # Identify core skills of successful entrepreneur
	PRACTICAL (JOB-II)	DICTATION	ONE dictation of Business letter in of 3 minutes. The body of letter will be dictated @60wpm speed for 5 minutes (reading & transcription time on computer :20 minutes)
	PRACTICAL (JOB -III) PRACTICAL (JOB -IV)	VIVA -VOCE PRACTICAL FILE	VIVA ON THE RULES AND OUTLINES 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
Feb-26		# 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		