

| Specimen of Lesson Plan | | | | |
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| | | Name of the Faculty : Veena Luthra | | |
| | | Discipline : OMCA | | |
| | | Semester : 4th Sem | | |
| | | Subject : Shorthand | | |
| Lesson Plan Duration : 16 weeks (From 15th Feb 2024 – 10 June 2024) | | | | |
| Weeks | Theory | | Practical | |
| | Lecture day | Topics (Including assignment test) | Lecture day | Topics |
| 1st | 1 | Introduction of General Rules of Halving Principle | | Practice of related exercise |
| | 2 | Halving for either T or D, halving for T only and D only | | |
| | 3 | Vocalizing Half length forms, Circle S following Half Length | | |
| | 4 | Halving Principle not employed, Position of Half length | | |
| | 5 | Practice of Exercise 83 ,84 | | |
| 2nd | 6 | Practice of Exercise 85 and 86 | | Practice of related exercise |
| | 7 | Practice Session | | |
| | 8 | Gramlogues Practice | | |
| | 9 | Dictation | | |
| | 10 | Problem Solving Session | | |
| 3rd | 11 | Revision of Halving Principle Section 1 | | Practice of strokes outlines |
| | 12 | Halving Principle strokes M, N, L and R | | |
| | 13 | Halving Principle RT and LT | | |
| | 14 | Joining of Strokes of Unequal Length | | |
| | 15 | Halving Principle in phraseography and Past Tenses | | |
| 4th | 16 | Practice of Having Principle Section 1 | | Practice of strokes outlines |
| | 17 | Practice of Halving Principle Section 2 | | |
| | 18 | Practice of Grammalogues | | |
| | 19 | Practice of Exercise 87 and 88 | | |
| | 20 | Practice of Exercise 89 and 90 | | |
| 5th | 21 | Practice Session | | Practice of strokes outlines |
| | 22 | Revision | | |
| | 23 | Revision | | |
| | 24 | General Rule of Double Principle | | |
| | 25 | Doubling of straight strokes, Strokes MP and NG | | |
| 6th | 26 | Alternatives for MPR, MBR, NG - KR, NG - GR | | Practice of related exercise |
| | 27 | Stroke L, Circle S and Double Length Strokes | | |
| | 28 | Practice of Words Outline | | |
| | 29 | Dictation | | |
| | 30 | Doubling Principle not employed, Past Tenses | | |
| 7th | 31 | Position of Double Length strokes, Doubling Principle in Phraseography | | Practice of related exercise |
| | 32 | Practice of Exercise 91 and 92 | | |
| | 33 | Practice of Exercise 93 and 94 | | |
| | 34 | Revision and Practice | | |
| | 35 | Dictation | | |
| 8th | 36 | All Grammalouges , Phrases and outline Practice | | practice of Grammalouges and Phrases of complete syllabus |
| | 37 | Class Test | | |
| | 38 | Introduction of Diphonic | | |
| | 39 | Uses of Diphonic | | |
| | 40 | Value of Vowel Places of Diphones | | |
| 9th | 41 | Practice of Exercise 95 | | practice of Grammalouges and Phrases of complete syllabus |
| | 42 | Practice of Exercise 96 | | |
| | 43 | Practice of Exercise 97 and 98 | | |
| | 44 | Revision and Practice | | |
| | 45 | Students Presentation and Dictation | | |
| 10th | 46 | Class Test | | Practice of related exercise |
| | 47 | Introduction of Medial Semicircle | | |
| | 48 | Left and Right Semicircles | | |
| | 49 | Practice of Exercise 99 and 100 | | |
| | 50 | Practice of Exercise 101 and 102 | | |
| 11th | 51 | Dictation | | Practice of related exercise |
| | 52 | Revision and Practice | | |
| | 53 | Students Presentation | | |
| | 54 | Meaning of Prefixes, Initial Com, Con. Medial Com | | |
| | 55 | Prefixes Accom, Intro Megna, Trans, Self Con-Com | | |

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| 12th | 56 | Prefixes in before str, skr and H | | Practice of related exercise |
| | 57 | Revision | | |
| | 58 | Practice of Prefixes words | | |
| | 59 | Practice of Prefixes words | | |
| | 60 | Use of Negative Words and Logogram in Prefixes | | |
| 13th | 61 | Practice of Exercise 103 and 104 | | Practice of related exercise |
| | 62 | Practice of Exercise 105 and 106 | | |
| | 63 | Practice of Outlines | | |
| | 64 | Problem Solving Session | | |
| | 65 | Dictation | | |
| 14th | 66 | Practice and Revision | | Practice of related exercise |
| | 67 | Class Test | | |
| | 68 | Students Presentation | | |
| | 69 | Introduction to Suffixes and Termination, Use of ing | | |
| | 70 | Suffixes Ality, logical-ly, Ment -ly, Ship | | |
| 15th | 71 | Fullness and lesness or lousness, Ward, wart, yard | | practice of Grammalouges and Phrases of complete syllabus |
| | 72 | Practice of Exercise 107 and 108 | | |
| | 73 | Practice of Grammalouges and Phrases | | |
| | 74 | Practice of Exercise 109 and 110 | | |
| | 75 | Problem Solving Session | | |
| 16th | 76 | Practice of Outlines | | Practice of related exercise |
| | 77 | Students Presentation | | |
| | 78 | Revision of Whole Syllabus | | |
| | 79 | Speed Test | | |
| | 80 | Class Test to complete Syllabus | | |

