

### Specimen of Lesson Plan

Name of the Faculty : Veena Luthra

Discipline : OMCA

Semester : 2nd Semester

Subject : Shorthand

Lesson Plan Duration : 16 weeks (From 15th Feb 2024 – 10 June 2024)

Weeks	Theory		Practical	
	Lecture day	Topics	Lecture day	Topics
		(Including assignment test)		
1st	1	Introduction to Shorthand		
	2	Meaning of Shorthand		
	3	Importance of Shorthand		
	4	Emphasis on Phonetic system in Pitman's shorthand		
	5	Sitting position		
2nd	6	Qualities of Good Stenographer		
	7	Meaning of Consonants (strokes )		
	8	Classes of Consonants and Arrangement of Groups		
	9	Pairs of Consonants and Size of Strokes		
	10	Table of Consonants		
3rd	11	Extended use of certain Consonant		Practice of strokes outline
	12	Practice of 26 strokes of Shorthand		
	13	Joining of Strokes		
	14	Exercise Practice		
	15	Revision		
4th	16	Class Test		Practice of strokes outline
	17	Meaning and introduction of Vowels		
	18	Value of Vowel signs		
	19	Vowel Preceding and Following Strokes		
	20	Intervening vowels & its position		
5th	21	Practice of Exercise 9 and 10		Practice of Vowels
	22	Grammalogues and Punctuation		
	23	Practice of Exercise 11 and 12		
	24	Practice of Grammalogues		
	25	Revision		
6th	26	Class Test		Practice of Vowels and related exercises
	27	Alternative signs for R & H		
	28	Rules of R		
	29	Practice of Exercise 13 and 14		
	30	Practice of Exercise 15 and 16		
7th	31	Diphthongs		Practice of Diphthong and triphones
	32	Outlines of Diphthongs		
	33	Triphones		
	34	Outlines of Triphones		
	35	Revision		
8th	36	Presentations		Practice of words outlines
	37	Practice of Covered Topics		
	38	Practice of Exercise 17 and 18		
	39	Practice of Exercise 19 and 20		
	40	Class Test		
9th	41	Abbreviated W		Practice of words outlines
	42	Preceding and Following vowels,		
	43	Practice of Diphthongs Exercises		
	44	Revision		
	45	Dictation		
10th	46	Class Test		Practice of Pharese
	47	Meaning of Phraseography and Qualities of Good Phraseogram		
	48	Practice of Phrases		
	49	Tick The and Grammalogues		
	50	Dictation		

11th	51	Revision		Practice of Pharese
	52	Problem Sessions		
	53	Students Presentations		
	54	Practice of Exercise 21 and 22		
	55	Revision of Covered Topics		
12th	56	Class Test		Practice of words outlines
	57	Circle S and Z		
	58	Stroke L and Circle		
	59	Grammalogues		
13th	60	Practice of Exercise 23 and 24		Practice of words outlines
	61	Practice of Exercise 25 and 26		
	62	Stroke S & Z		
	63	Practice of Exercise 27 and 28		
	64	Practice of Exercise 29 and 30		
14th	65	Dictation		Practice of words outlines
	66	Grammalogues Practice		
	67	Circle SW and SS or SZ		
	68	Plurals and Possessives		
	69	large Circles in Pharseography		
15th	70	Grammalogues of SW, SS and SZ		Practice of grammalouges and Pharases of compelete syllabus
	71	Practice of Exercise 31 and 32		
	72	Practice of Exercise 33 and 34		
	73	Loops ST		
	74	Loops STR		
16th	75	Rulles of Loop ST and STR		Practice of Excercises of Compelete syllabus
	76	Grammalogues Loop ST and STR and its Practice		
	77	Practice of Exercise 35 and 36		
	78	Practice of Exercise 37 and 38		
	79	Revision of Covered Topics		
	80	Class Test		