

Lesson Plan 2024 3rd Semester

Name of Faculty: -Veena Luthra.

Department: - Office Management and Computer Application

Subject: - Stenography (ENGLISH)-II

Lesson Plan Duration: - 14 Weeks (20-08-2024 to 29 – 11 -2024)

Work Load (Lecture/Practical) per week (in hours): Lectures 02, Practicals-06

Teaching Load: - 8 lectures per Week per Class

		Theory			Practical
Week	Lectures Day	Topic (including assignment/test)	Week	Practical Day	Topic
1 st	1 st day	Revision of Previous syllabus done in second semester.	1 st	1 st day	Revision of Previous syllabus done in second semester.
	2 nd day	Introduction to the contents of syllabus		2 nd day	Exercise 39
	3 rd day	Initial Hooks		3 rd day	Grammalogues
	4 th day	Initial Hooks to Straight strokes		4 th day	Exercise 40
	5 th day	Initial Hooks to curves strokes		5 th day	Exercise 41
2 nd	1 st day	SHR and SHL, Small Hook to NG	2 nd	1 st day	Exercise 42
	2 nd day	Vowels and Double Consonants, Extended use of L Hooks		2 nd day	Exercise 43
	3 rd day	Revision		3 rd day	Exercise 44
	4 th day	Students Presentation		4 th day	Grammalogues
	5 th day	Dictation and queries		5 th day	Revision
3 rd	1 st day	Class Test	3 rd	1 st day	Class Test
	2 nd day	Intervening vowels		2 nd day	Exercise 45
	3 rd day	Circles or loops preceding initial hooks		3 rd day	Exercise 46
	4 th day	Revision of Covered Topics		4 th day	Exercise 47
	5 th day	Class Test		5 th day	Exercise 48

4 th	1 st day	Final hooks of N and F/v	4 th	1 st day	Grammalogues and Phrase
	2 nd day	LN and SH, Hooks used Medially		2 nd day	Exercise 49
	3 rd day	Syllable NER, N and F Hooks in Phraseography		3 rd day	Exercise 50
	4 th day	-do-		4 th day	Exercise 51
	5 th day	-do-		5 th day	Exercise 52 and Grammalogues
5 th	1 st day	Revision	5 th	1 st day	Exercise 53
	2 nd day	Dictation		2 nd day	Exercise 54
	3 rd day	Straight and Strokes followed by NS		3 rd day	Exercise 55
	4 th day	Circle S added to F-V Hooks, Medial NS or NZ		4 th day	Exercise 56 and Grammalogues
	5 th day	-do-		5 th day	Exercise 57
6 th	1 st day	The SHUN hook	6 th	1 st day	Exercise 58
	2 nd day	-do-		2 nd day	Exercise 59
	3 rd day	-do		3 rd day	Practice of related Exercise
	4 th day	Aspirate		4 th day	Practice of Exercise
	5 th day	-do-		5 th day	Dictation of words and Exercise
7 th	1 st day	Revision	7 th	1 st day	Class Test
	2 nd day	Dictation		2 nd day	Exercise 60
	3 rd day	Presentation		3 rd day	Exercise 61
	4 th day	Queries solving session		4 th day	Exercise 62 and Grammalogues
	5 th day	Class Test		5 th day	Exercise 63
8 th	1 st day	Tick H and Dot H	8 th	1 st day	Exercise 64
	2 nd day	Up word and Down word R		2 nd day	Exercise 65 and 66
	3 rd day	-do-		3 rd day	Phrases
	4 th day	Up word and Downward L and SH		4 th day	Exercise 67 and 68
	5 th day	-do-		5 th day	Exercise 69 and 70

9 th	1 st day	Revision	9 th	1 st day	Practice of Exercise
	2 nd day	Class Test		2 nd day	-do-
	3 rd day	Compound Consonants		3 rd day	Revision
	4 th day	-do-		4 th day	Phrases and Contractions
	5 th day	-do-		5 th day	Exercise 71 and 72
10 th	1 st day	-do-	10 th	1 st day	Exercise 73
	2 nd day	Problem Solving Session		2 nd day	Exercise 74 and Phrases
	3 rd day	Revision of Covered Topics		3 rd day	-do-
	4 th day	Dictation		4 th day	-do-
	5 th day	Presentation		5 th day	Revision
11 th	1 st day	Vowel Indication	11 th	1 st day	Dictation
	2 nd day	-do-		2 nd day	Class Test
	3 rd day	-do-		3 rd day	Exercise 75
	4 th day	-do-		4 th day	Exercise 76
	5 th day	-do-		5 th day	Exercise 77
12 th	1 st day	-do-	12 th	1 st day	Exercise 78
	2 nd day	Compound Consonants		2 nd day	Exercise 79
	3 rd day	Initial W and WH		3 rd day	Exercise 80
	4 th day	Strokes L and R Thickened		4 th day	Revision
	5 th day	Addition of P or B to M, Aspirated W and Vowel Preceding W		5 th day	Dictation
	1 st day	Practice of outlines	12 th	1 st day	Grammalogues
	2 nd day	-do-		2 nd day	Exercise 81
	3 rd day	Strokes L after KW, Use of LR and RR Signs, Hooked form of MP		3 rd day	Exercise 82
	4 th day	-do-		4 th day	-do-
	5 th day	Practice of outlines		5 th day	-do-
13 th	1 st day	Revision	13 th	1 st day	Grammalogues
	2 nd day	-do-		2 nd day	Revision
	3 rd day	Students Presentation		3 rd day	Dictation
	4 th day	Dictation		4 th day	Class Test
	5 th day	Class Test		5 th day	
14 th	1 st day	Revision of complete syllabus	14 th	1 st day	Revision of complete syllabus
	2 nd day	-do-		2 nd day	-do-
	3 rd day	Dictation from covered topics		3 rd day	Dictation from covered topics
	4 th day	Students Presentation		4 th day	Students Presentation
	5 th day	Class Test		5 th day	Class Test

