

Lesson Plan July 2026 3rd Semester

Name of Faculty: -

Department: - Office Management and Computer Application Subject: - Stenography (ENC)

Lesson Plan Duration: - 15 Weeks (30-07-2026 to 23 – 11 -2026)

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

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

4 th	1 st day	Final hooks of N and F/v	4 th	1 st day
	2 nd day	LN and SH, Hooks used Medially		2 nd day
	3 rd day	Syllable NER, N and F Hooks in Phraseography		3 rd day
	4 th day	-do-		4 th day
	5 th day	-do-		5 th day
5 th	1 st day	Revision	5 th	1 st day
	2 nd day	Dictation		2 nd day
	3 rd day	Straight and Strokes followed by NS		3 rd day
	4 th day	Circle S added to F-V Hooks, Medial NS or NZ		4 th day
	5 th day	-do-		5 th day
6 th	1 st day	The SHUN hook	6 th	1 st day
	2 nd day	-do-		2 nd day
	3 rd day	-do		3 rd day
	4 th day	Aspirate		4 th day
	5 th day	-do-		5 th day
7 th	1 st day	Revision	7 th	1 st day
	2 nd day	Dictation		2 nd day
	3 rd day	Presentation		3 rd day
	4 th day	Queries solving session		4 th day
	5 th day	Class Test		5 th day
8 th	1 st day	Tick H and Dot H	8 th	1 st day
	2 nd day	Up word and Down word R		2 nd day
	3 rd day	-do-		3 rd day
	4 th day	Up word and Downward L and SH		4 th day
	5 th day	-do-		5 th day

9 th	1 st day	Revision	9 th	1 st day
	2 nd day	Class Test		2 nd day
	3 rd day	Compound Consonants		3 rd day
	4 th day	-do-		4 th day
	5 th day	-do-		5 th day
10 th	1 st day	-do-	10 th	1 st day
	2 nd day	Problem Solving Session		2 nd day
	3 rd day	Revision of Covered Topics		3 rd day
	4 th day	Dictation		4 th day
	5 th day	Presentation		5 th day
11 th	1 st day	Vowel Indication	11 th	1 st day
	2 nd day	-do-		2 nd day
	3 rd day	-do-		3 rd day
	4 th day	-do-		4 th day
	5 th day	-do-		5 th day
12 th	1 st day	-do-	12 th	1 st day
	2 nd day	Compound Consonants		2 nd day
	3 rd day	Initial W and WH		3 rd day
	4 th day	Strokes L and R Thickened		4 th day
	5 th day	Addition of P or B to M, Aspirated W and Vowel Preceding W		5 th day
	1 st day	Practice of outlines	12 th	1 st day
	2 nd day	-do-		2 nd day
	3 rd day	Strokes L after KW, Use of LR and RR Signs, Hooked form of MP		3 rd day
	4 th day	-do-		4 th day
	5 th day	Practice of outlines		5 th day
	1 st day	Revision	13 th	1 st day
	2 nd day	-do-		2 nd day

13 th	3 rd day	Students Presentation		3 rd day
	4 th day	Dictation		4 th day
	5 th day	Class Test		5 th day
14 th	1 st day	Revision of complete syllabus	14 th	1 st day
	2 nd day	-do-		2 nd day
	3 rd day	Dictation from covered topics		3 rd day
	4 th day	Students Presentation		4 th day
	5 th day	Class Test		5 th day
15 th	1 st day	Revisionary Classes	15 th	1 st day
	2 nd day	Dictation		2 nd day
	3 rd day	Activity Related to subject		3 rd day
	4 th day	Students Presentation		4 th day
	5 th day	Group Discussion on syllabus and queries solved out		5 th day

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ad: - 8 lectures per Week per Class

Practical
Topic
Revision of Previous syllabus done in second semester.
Exercise 39
Grammalogues
Exercise 40
Exercise 41
Exercise 42
Exercise 43
Exercise 44
Grammalogues
Revision
Class Test
Exercise 45
Exercise 46
Exercise 47
Exercise 48

Grammalogues and Phrase
Exercise 49
Exercise 50
Exercise 51
Exercise 52 and Grammalogues
Exercise 53
Exercise 54
Exercise 55
Exercise 56 and Grammalogues
Exercise 57
Exercise 58
Exercise 59
Practice of related Exercise
Practice of Exercise
Dictation of words and Exercise
Class Test
Exercise 60
Exercise 61
Exercise 62 and Grammalogues
Exercise 63
Exercise 64
Exercise 65 and 66
Phrases
Exercise 67 and 68
Exercise 69 and 70

Practice of Exercise
-do-
Revision
Phrases and Contractions
Exercise 71 and 72
Exercise 73
Exercise 74 and Phrases
-do-
-do-
Revision
Dictation
Class Test
Exercise 75
Exercise 76
Exercise 77
Exercise 78
Exercise 79
Exercise 80
Revision
Dictation
Grammalogues
Exercise 81
Exercise 82
-do-
-do-
Grammalogues
Revision

Dictation
Class Test
Revision of complete syllabus
-do-
Dictation from covered topics
Students Presentation
Class Test
Revision of complete syllabus
-do-
Dictation from covered topics
Students Presentation
Class Test