

Syllabus for STENOGRAPHY

DIPLOMA STANDARD

SUBJECT CODE : 378

UNIT I

1. Importance of Stenography
2. Consonants
3. Grammalogues
4. Phraseography
5. Circles and Loops
6. Initial and Final Hooks

UNIT II

1. Compound Consonants
2. The Halving Principle
3. The Doubling Principle
4. Medial Semicircle

UNIT III

1. Prefixes and Negative words
2. Suffixes and Terminations
3. Contractions
4. Special Contractions

UNIT IV

1. Advanced Phraseography
2. Intersections
3. Usage of Political Phrases
4. Usage of Legal Phrases

UNIT V

1. Note-taking and Transcription
2. Legislature Reporting
3. Techniques for improving Speed