**SHORTHAND**

**COURSE OVERVIEW**: Stenographer may refer to: A person whose job is to write down what somebody speaks through a quick system of signs or scripts and then to transcribe/type the same. A stenographer is a person who is skilled in Shorthand and writes and types quickly at the speed required by the Officer. Shorthand is a subject whereas stenography is the art or the process of writing in Shorthand. It is the combination of words pronounced in English and are written in Shorthand. By learning Shorthand your vocabulary and grip on English Language will improve and it will also fetch you a good professional employment. Shorthand notes are typically temporary intended either for immediate use or for later typing. The main objectives of the Shorthand are to take dictation: to record the minutes during the meeting and later on to transcribe the same on computer

**OBJECTIVES OF THE COURSE**: In this course, the student will be made capable to learn the principles of Shorthand and be equipped for getting job. The following are the main objectives of this course:

To familiarize the students with the principles of the Shorthand; ¬

To develop the skill of taking down dictation at the different speeds in a graded manner; ¬

To make the student capable of transcribing the same from Shorthand to English;

To prepare the student for getting employment in Private Sector, Public Sector, Banks, Insurance, Ministries, Courts, Houses of Parliament and State Legislative Assemblies.

To develop skills in students which are required for obtaining jobs for providing secretarial assistance: ¬ Good knowledge of English language

Knowledge of computers

Speed in E-Typewriting

Concentration

Patience

motivation

**SALIENT FEATURES:** In the modern times, speed is required in every sphere of life. In this way the learner should be capable of taking dictation and transcribing the same at a faster speed than the long-hand writing speed. The importance of the Shorthand:

1. It saves the time of the Officer
2. It promotes the skill in getting the opportunities for job in the market
3. It generates employment
4. It can be used for personal use
5. It is very useful for Media persons in jotting down the points at the time of incidents