

Jaypee University of Engineering & Technology, Guna (MP)
Department of Computer Science & Engineering

Week Number- 1	Date	From - 31/07/23	To - 05/08/23
Task Assigned By Supervisor- Brief study and discussion about: <div style="margin-left: 40px;"> 1. Stenography 2. Shorthand 3. Court Proceedings </div>			
Supervisor's Signature (while Assigning task)			
Date of task allocation-		31/07/23	
Brief report on achievement by student- <p>In this first week we've gained knowledge about Stenography, Shorthand, Court Proceedings and how it works, and learned that:</p> <p>Stenography: Shorthand writing is used in stenography to record spoken text properly and rapidly. Stenographers may type more than 200 words per minute using specialized equipment and symbols. Their work is essential for real-time transcribing, live television captioning, and court processes. Technology is becoming more prevalent in the profession, and training and certification are frequently needed. Stenographers are employed in a variety of places, such as media firms and courts.</p> <p>Shorthand: Courtroom shorthand is the process of accurately and quickly transcribing spoken proceedings using specialized equipment and symbols. This crucial ability guarantees the production of authentic and trustworthy records of court cases, including trials, depositions, and hearings. The legal record and any prospective appeals both require access to these transcripts.</p> <p>Court Proceedings: In court hearings, stenographers quickly and precisely record spoken words using stenotype machines and shorthand. It is essential for documentation, appeals, and legal processes that their real-time transcribing produces official recordings of legal proceedings.</p>			
Report of Supervisor-		Satisfactory/ Not Satisfactory/.....	
Remarks / Instructions:			
Supervisor's Sign. (1st meeting of week)		Date	31/07/23
Supervisor's Sign. (2nd meeting of week)		Date	03/08/23