

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

Week Number-	3	Date	From - 14/08/23	To - 19/08/23
Task Assigned By Supervisor-				
1. Discover how shorthand works. 2. Start learning about its types.				
Supervisor's Signature (while Assigning task)				
Date of task allocation-			14/08/2023	
Brief report on achievement by student-				
<p>In this third week we've gained detailed knowledge about Shorthand, stenography and how it works, and learned its type:</p> <p>Shorthand: Shorthand is a unique writing style created for quick note-taking and transcription. Users can write rapidly while maintaining accuracy by using symbols, abbreviations, and characters to represent words, sounds, or sentences. There are numerous shorthand systems, including Pitman Shorthand and Gregg Shorthand, each with its own special symbols and regulations. These systems are especially useful in fields like court reporting, journalism, and secretarial work, where properly and quickly recording spoken words is essential. Learning shorthand entails understanding the particular symbols and methods associated with a chosen system.</p> <p>Types of shorthand:</p> <p>1. Pitman shorthand, created by Sir Isaac Pitman in the 19th century, is a phonetic shorthand that uses lines, curves, and dots to represent English language sounds. It has been modernized by variations like Pitman New Era and Pitman 2000. In the past, it was used for business communication, transcription, and note-taking. Digital recording technology has reduced its use in modern times, but it still has historical and linguistic relevance.</p> <p>2. John Robert Gregg developed the shorthand writing method known as Gregg shorthand. It is phonetic, using special symbols and strokes to represent spoken sounds. It is well known for being rapid and effective, and is frequently used for note-taking and transcription. Digital technology has reduced its appeal, but it is still a respected shorthand system.</p>				
Report of Supervisor-			Satisfactory/ Not Satisfactory/.....	
Remarks / Instructions:				
Supervisor's Sign. (1st meeting of week)			Date	14/08/2023
Supervisor's Sign. (2nd meeting of week)			Date	17/08/2023