**MINISTRY OF EMPLOYMENT LABOUR,**

**PRODUCTIVITY AND SKILLS DEVELOPMENT**

DEPARTMENT OF SKILLS DEVELOPMENT (DSD)

BRIGAGES SCHEME BOOK

**CENTRE:** TSWAPONG BOKONE BRIGADE

**SUBJECT:** SHORTHAND THEORY

**COURSE:** NATIONAL CERTIFICATE IN SECRETARIAL STUDIES

**YEAR:** 2025/26

**TUTOR:** Mr T. Maenge

CHECKED BY: …………………..…… DESIGNATION: ………….……………… DATE: ……..……………

COURSE DURATION: 2 SEMESTERS

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| **SHORTHAND THEORY** | | | | | | |
| **SEMESTER 1** | | | | | | |
| **WEEK NO** | **TOPIC** | **GENERAL OBJECTIVES** | **SPECIFIC OBJECTIVES** | **TEACHING METHODS** | **ASSESSMENT METHOD** | **REFERENCE MATERIALS** |
| 1 | * ***OPENING & REGISTRATION*** | | | | | |
| 2 | Introduction | Phonetic | **Trainees should be able to understand and write:**   1. Explain Phonetic 2. Identify, consonants, vowels 3. Explain touch/penmanship, the ‘wheel’ | Presentations  Discussion  Brainstorming | Peer feedback | * Pitman New Era Shorthand, Anniversary Edition  **PG viii** |
| 3 | Straight strokes | 1. Position of outlines 2. Joining outlines 3. Vowels 4. Phrasing 5. Punctuation | **Trainees should be able to understand and write:**  1.First six consonants (P, B, T, D, Ch, J) phonetic names, light/dark 'pairs', direction, position, Joining - one stroke,   1. Second place dot vowels 2. Circle S,   Related short forms and phrases | Group Presentations | Peer feedback | * Pitman New Era Shorthand, Anniversary Edition  **PG 1-7** |
| 4 | Curved (Shallow) Strokes | 1. Vowel O and U | **Trainees should be able to understand and write:**   1. Upright/slanting (F, V, TH **(ith)** THE **(thee**), S, Z, SH ZH)- phonetic sounds/names 2. Second place dash vowels, position - outline, vowel 3. Related Shortforms and phrases | Presentations  Lecture | Peer feedback | * Pitman New Era Shorthand, Anniversary Edition  **PG 8-16** |
| **Week 5 Monthly Test** | | | | | | |
| 6 | First Place vowels | 1. Vowel ah   1. Short a 2. Long aw 3. Short o | **Trainees should be able to understand and write:**   1. Next five consonants (K, G, M, N, ING*)* 2. Upward strokes (L, RAY) 3. Related Shortforms, Phrases and Intersections | Discussion | Observation | * Pitman New Era Shorthand, Anniversary Edition  **PG 17-20** |
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| 7 | Third place vowels | 1. Long e 2. Short i 3. Long o 4. Short oo | **Trainees should be able to understand and write:**   1. Position - Outline, Vowel sign   Two dot vowels  Two dash vowels   1. Third place horizontal outlines 2. Related Shortforms, Phrases, Intersections 3. Mnemonic sentences | Presentations  Discussion | Observation | * Pitman New Era Shorthand, Anniversary Edition  **PG 21-25** |
| 8 | S circle | 1. S circle 2. Strokes S and Z 3. Downward L | **Trainees should be able to understand and write:**   1. S Circle in relation to Curves,in relation to straight strokes,   Angle formed by straight strokes   1. S & Z strokes 2. Downward L 3. Related Shortforms, Phrases, and Intersections   Speed Development | Presentations  Discussions | Observation  oral questioning | * Pitman New Era Shorthand, Anniversary Edition  **PG 26-33** |
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| 9 | Stroke R | 1. Downward R 2. Upward R | **Trainees should be able to understand and write:**   1. Ray - upward 2. Ar - downward 3. Related Shortforms, Phrases and Intersections 4. Speed Development | Lecture  Discussion | Oral questioning  Quiz | * Pitman New Era Shorthand, Anniversary Edition  **PG 34-39** |
| **Week 10 Monthly test** | | | | | | |
| 11 | Diphthongs, triphones and diphones | The use of: 1. I   1. OI 2. U 3. OW | **Trainees should be able to write:**   1. Diphthongs   First place  third place  Joined diphthongs   1. Triphones and stroke S 2. Diphones 3. Related Shortforms, Phrases and Intersections 4. Mnemonic Sentences 5. Speed Development | Lecture  Discussion | Oral questions | * Pitman New Era Shorthand, Anniversary Edition  **PG 40-47** |
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| 12 | Consonant H | 1. Upward H 2. Downward H 3. Tick H 4. Dot H | **Trainees should be able to understand and write:**   1. Upward 2. Downward 3. Tick   Mnemonic Sentence   1. Dot 2. Related Shortforms, Phrases, etc 3. Speed Development | Lecture  Demonstration | Group test  recitation | * Pitman New Era Shorthand, Anniversary Edition  **PG 49-54** |
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| 13 | ST, STR,SES & SWAY | 1. St loop 2. Str loop 3. Ses circle 4. Sw circle | **Trainees should be able to understand and write:**   1. LOOPS   ST  STR   1. CIRCLES   SES  SWAY   1. Related Shortforms, Phrases, etc 2. Speed Development | Discussion/  brainstorming | Oral questing  Observation | * Pitman New Era Shorthand, Anniversary Edition  **PG 55-62** |
| **Week 14 - READING WEEK** | | | | | | |
| **Week 15 - End of Semester 1 Examinations Summative Assessment** | | | | | | |
| NOTES: | | | | | | |
| **SEMESTER 2** | | | | | | |
| 1 | Revision | Revision | Correction of End of term |  |  | * past paper |
| 2 | Halving | 1. Halving and thickening   1. Non-use of halving | **Trainees should be able to write:** Rules for halving 2. Thickening  3. Non-Use of Halving  4. Related Shortforms,  Phrases, etc   1. Speed Development | Discussion  Lecture |  | * Pitman New Era Shorthand, Anniversary Edition  **PG 63-70** |
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| 3 | R hook | 1. Straight strokes 2. Special use of R-hook with vowels 3. Curves | **Trainees should be able to write**   1. Straight strokes 2. Circles 3. Loops 4. Special use with vowels 5. Related Shortforms, Phrases, etc 6. Curves 7. Reversed Forms 8. Related Shortforms, Phrases, etc 9. Speed Development | discussions Lecture | Oral Questioning  Quiz  Class exercise | * Pitman New Era Shorthand, Anniversary Edition  **PG 71-79** |
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| 4 | WH, Abbreviated W, WL, WHL and Medial W | 1. Use of W | **Trainees should be able to write**   1. WH 2. ABBREVIATED W 3. WL 4. WHL 5. MEDIAL W 6. Vowel indication 7. Related Shortforms, Phrases, etc 8. Speed Development | Presentations  discussions | Oral Questioning  Quiz  Class exercise | * Pitman New Era Shorthand, Anniversary Edition  **PG 87-92** |
| **Week 5 Monthly Test** | | | | | | |
| 6 | N Hook | 1. Shortforms 2. Phrases | **Trainees should be able to write**   1. Straight strokes 2. Circles 3. Loops 4. Curves   Stroke N   1. Related Shortforms, Phrases, etc  * Speed Development | Presentations  Lecture | Oral Questioning  Quiz  Class exercise | * Pitman New Era Shorthand, Anniversary Edition  **PG 80-86** |
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| 7 | L hook | 1. Shortforms 2. Phrases | **Trainees should be able to write**   1. Straight Strokes 2. Curved strokes 3. Reversed forms 4. SHL 5. Special use with vowels 6. Related Shortforms, Phrases, etc 7. Speed Development | Presentations Discussions | Oral Questioning  Quiz  Class exercise | * Pitman New Era Shorthand, Anniversary Edition  **PG 93-100** |
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| 8 | F/V hook | 1. Shortforms 2. Phrases | **Trainees should be able to write**   1. Upstrokes 2. Downstrokes 3. Horizontal strokes 4. Circle S 5. Related Shortforms, Phrases, etc 6. Speed Development | Lecture discussion | Oral Questioning  Quiz  Class exercise | * Pitman New Era Shorthand, Anniversary Edition  **PG 101-106** |
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| 9 | SHUN hook | 1. Shortforms 2. Phrases | **Trainees should be able to write**   1. SHUN HOOK   Curved strokes  Straight Strokes   1. SHUN CURL 2. Upward SH 3. Related Shortforms, Phrases, etc  * Speed Development | Lecture discussions presentations  Problem solving | Oral Questioning  Quiz  Class exercise | * Pitman New Era Shorthand, Anniversary Edition  **PG 107-114** |
| **Week 10 – Monthly Test** | | | | | | |
| 11 | Revision | Revision | Correction of End of term exams |  |  | * past paper |
| 12 | Compound consonants and the omission of consonants | 1. Compound consonants 2. Omission of consonants | **Trainees should be able to write**   1. COMPOUND CONSONANTS   Kw & Gw  Mp & Mb  Lr  Rr   1. Consonant Omission 2. Related Shortforms, Phrases, etc 3. Speed Development | Lecture  Discussion  presentations | Oral Questioning  Quiz  Class exercise | * Pitman New Era Shorthand, Anniversary Edition  **PG 115-121** |
| 13 | | | | | | |
| 14 | Prefixes, Suffixes and word ending | 1. Suffixes 2. Prefixes 3. Word endings | **Trainees should be able to write**   1. PREFIXES   dot  disjoining  self  negative   1. SUFFIXES AND WORD ENDINGS   ing  ment, mental  ness  ship  ility, rity, etc   1. Speed Development |  |  | * Pitman New Era Shorthand, Anniversary Edition  **PG 122-128** |
| 15 | Doubling | 1. Curved strokes 2. Stroke L 3. Straight strokes | **Trainees should be able to write**   1. Rules for doubling 2. Related Shortforms, etc. 3. Speed Development |  |  | * Pitman New Era Shorthand, Anniversary Edition  **PG 129-137** |
| **Week 6 Monthly Tests** | | | | | | |
| 16 | Representing Numerals | 1. Numeric representation | **Trainees should be able to write**  1. Figures  2. Fractions  3. Dates  4. Times | Discussion lecture | Oral Questioning  Quiz | * Pitman New Era Shorthand, Anniversary Edition  **PG 138-139** |
| 17 | Verbatim Reporting | 1. Abbreviations | **Trainees should be able to:**   1. Represent abbreviations | Discussion | Oral Questioning  Quiz  Class exercise | * Pitman New Era Shorthand, Anniversary Edition  **PG 140** |
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| 18 | revision | * revision | * revision |  |  | * Past exam papers |
| **READING WEEK** | | | | | | |
| **NCS FINAL EXAMINATION** | | | | | | |