

Lesson Plan Winter 2023

Semester: 1st

Subject : PR2 STENOGRAPHY & DEO

Name of the Faculty :

| SI No | Title of the chapter | Month/Week | Class Day | Topic to be covered |
|-------|----------------------|------------|-----------|---|
| 1 | UNIT-1 Shortha | 3rd /Aug | 1st | 1.1 Importance of shorthand, related subjects |
| 2 | | | 2nd | 1.1 Importance of shorthand, related subjects |
| 3 | | | 3rd | 1.1 Importance of shorthand, related subjects |
| 4 | | | 4th | 1.1 Importance of shorthand, related subjects |
| 5 | | 4th/Aug | 1st | 1. 1 Importance of shorthand, related subjects |
| 6 | | | 2nd | 1.2 Emphasis on phonetic System, Various tools required |
| 7 | | | 3rd | 1.2 Emphasis on phonetic System, Various tools required |
| 8 | | | 4th | 1.2 Emphasis on phonetic System, Various tools required |
| 9 | | 5th/Aug | 1st | 1.2 Emphasis on phonetic System, Various tools required |
| 10 | | | 2nd | 1.2 Emphasis on phonetic System, Various tools required |
| 11 | | | 3rd | 1.3 Holding of pen and notebooks and their quality |
| 12 | | | 4th | 1.3 Holding of pen and notebooks and their quality |
| 13 | | 1st/Sep | 1st | 1.23 Holding of pen and notebooks and their quality |
| 14 | | | 2nd | 1.3 Holding of pen and notebooks and their quality |
| 15 | | | | 1st |

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| 16 | UNIT-II VOWELS | 2nd/Sep | 2nd | 1.4 Explanation of consonants |
| 17 | | | 3rd | 1.4 Explanation of consonants |
| 18 | | | 4th | 1.4 Explanation of consonants |
| 19 | | 3rd Sep | 1st | 1.4 Explanation of consonants |
| 20 | | | 2nd | 1.4 Explanation of consonants |
| 21 | | | 3rd | 2.1 Vowel sounds |
| 22 | | | 4th | 2.1 Vowel sounds |
| 23 | | | 5th | 2.2 Intervening vowels and positions |
| 24 | | 4th/Sep | 1st | 2.2 Intervening vowels and positions |
| 25 | | | 2nd | 2.2 Intervening vowels and positions |
| 26 | | | 3rd | 2.3 Grammalogues, Phreseography and punctuation marks |
| 27 | | 5th/Sep | 1st | 2.3 Grammalogues, Phreseography and punctuation marks |
| 28 | | | 2nd | 2.3 Grammalogues, Phreseography and punctuation marks |
| 29 | | | 3rd | 2.3 Grammalogues, Phreseography and punctuation marks |
| 30 | | | 4th | 2.3 Grammalogues, Phreseography and punctuation marks |
| 31 | | | 5th | 2.4. CIRCLES, HOOKS, LOOPS, Vowels indications, joining of outlines, |
| 32 | | 1st /Oct | 1st | 2.4. CIRCLES, HOOKS, LOOPS, Vowels indications, joining of outlines, |
| 33 | | | 2nd | 2.4. CIRCLES, HOOKS, LOOPS, Vowels indications, joining of outlines, |
| 34 | | | 3rd | 2.4 Initial and final hooks, Halving and doubling principles |
| 35 | | | 4th | 2.4 Initial and final hooks, Halving and doubling principles |
| 36 | | | 5th | 3.1 Diphthongs, Medials, Semi- Circles |
| 37 | | 2nd/Oct | 1st | 3.1 Diphthongs, Medials, Semi- Circles |
| 38 | | | 2nd | 3.1 Diphthongs, Medials, Semi- Circles |
| 39 | | | 3rd | 3.1 Diphthongs, Medials, Semi- Circles |

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| 40 | UNIT-III DYPT HONGS, MEDIALS, SEMI- CIRCLES | | 4th | 3.1 Diphthongs, Medials, Semi- Circles |
| 41 | | | 5th | 3.2 Compounds, Prefixes and Suffixes |
| 42 | | 3rd/Oct | 1st | 3.2 Compounds, Prefixes and Suffixes |
| 43 | | | 2nd | 3.2 Compounds, Prefixes and Suffixes |
| 44 | | | 3rd | 3.2 Compounds, Prefixes and Suffixes |
| 45 | | | 4th | 3.2 Compounds, Prefixes and Suffixes |
| 46 | | | 5th | 3.5 General constructions and figures |
| 47 | | 5th/Oct | 1st | 3.5 General constructions and figures |
| 48 | | | 2nd | 3.3 General constructions and figures |
| 49 | | 1st/Nov | 1st | 3.3 General constructions and figures |
| 50 | | | 2nd | 3.3 General constructions and figures |
| 51 | | | 3rd | 4.1 Introduction to Computers, its history and fundamentals |
| 52 | | | 4th | 4.1 Introduction to Computers, its history and fundamentals |
| 53 | | 2nd/Nov | 1st | 4.1 Introduction to Computers, its history and fundamentals |
| 54 | | | 2nd | 4.1 Introduction to Computers, its history and fundamentals |
| 55 | | | 3rd | 4.1 Introduction to Computers, its history and fundamentals |
| 56 | | | 4th | 4.2 Components of Hardware peripheries, concepts of Operating system, Window's XP |
| 57 | | | 5th | 4.2 Components of Hardware peripheries, concepts of Operating system, Window's XP |
| 58 | | | 1st | 4.2 Components of Hardware peripheries, concepts of Operating system, Window's XP |
| 59 | | 2nd | 4.2 Components of Hardware peripheries, concepts of Operating system, Window's XP | |

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| 60 | UNIT-IV Data Entry: | 3rd/Nov | 3rd | 4.2 Components of Hardware peripherals, concepts of Operating system, Window's XP |
| 61 | | | 4th | 4.3 Exploring and configuring the Windows XP |
| 62 | | | 5th | 4.3 Exploring and configuring the Windows XP |
| 63 | | 4th/Nov | 1st | 4.3 Exploring and configuring the Windows XP |
| 64 | | | 2nd | 4.3 Exploring and configuring the Windows XP |
| 65 | | | 3rd | 4.4 Desktop environment – customise the desktop, start menu and taskbar etc. |
| 66 | | | 4th | 4.4 Desktop environment – customise the desktop, start menu and taskbar etc. |
| 67 | | 5th/Nov | 1st | 4.4 Desktop environment – customise the desktop, start menu and taskbar etc. |
| 68 | | | 2nd | 4.4 Desktop environment – customise the desktop, start menu and taskbar etc. |
| 69 | | | 3rd | 4.4 Desktop environment – customise the desktop, start menu and taskbar etc. |
| 70 | | 1st/Dec | 1st | 4.5 Configuring and migrating files and folders, setting – folder views, accessibility settings |
| 71 | | | 2nd | 4.5 Configuring and migrating files and folders, setting – folder views, accessibility settings |
| 72 | | 2nd/ Dec | 1st | 4.5 Configuring and migrating files and folders, setting – folder views, accessibility settings |
| 73 | | | 2nd | 4.5 Configuring and migrating files and folders, setting – folder views, accessibility settings |

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| 74 | | 3rd | 4.5 understanding concepts of word processing using MS Word |
| 75 | 3rd/Dec | 4th | 4.5 understanding concepts of word processing using MS Word |

Smrta Subhadavari Sahu.

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