

National Curriculum of Pakistan  
2022-23

# TYPING AND SHORTHAND

Grades 11-12



**NATIONAL CURRICULUM COUNCIL SECRETARIAT**  
MINISTRY OF FEDERAL EDUCATION AND  
PROFESSIONAL TRAINING, ISLAMABAD  
GOVERNMENT OF PAKISTAN



بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

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It is with great pride that we, at the National Curriculum Council Secretariat, present the first core curriculum in Pakistan's 75-year history. Consistent with the right to education guaranteed by Article 25-A of our Constitution, the National Curriculum of Pakistan (2022-23) aspires to equip every child with the necessary tools required to thrive in and adapt to an ever-evolving globalized world.

The National Curriculum is in line with international benchmarks, yet sensitive to the economic, religious, and social needs of young scholars across Pakistan. As such, the National Curriculum aims to shift classroom instruction from rote learning to concept-based learning.

Concept-based learning permeates all aspects of the National Curriculum, aligning textbooks, teaching, classroom practice, and assessments to ensure compliance with contemplated student learning outcomes. Drawing on a rich tapestry of critical thinking exercises, students will acquire the confidence to embark on a journey of lifelong learning. They will further be able to acknowledge their weaknesses and develop an eagerness to build upon their strengths.

The National Curriculum was developed through a nationwide consultative process involving a wide range of stakeholders, including curriculum experts from the public, private, and non-governmental sectors. Representatives from provincial education departments, textbook boards, assessment departments, teacher training departments, *deeni madaris*, public and private publishers, private schools, and private school associations all contributed their expertise to ensure that the National Curriculum could meet the needs of all Pakistani students.

The experiences and collective wisdom of these diverse stakeholders enrich the National Curriculum, fostering the core, nation-building values of inclusion, harmony, and peace, making the National Curriculum truly representative of our nation's educational aspirations and diversity.

I take this opportunity to thank all stakeholders, including students, teachers, and parents who contributed to developing the National Curriculum of Pakistan (2022-23)

**Dr. Mariam Chughtai**

Director

National Curriculum Council Secretariat

Ministry of Federal Education and Professional Training

## Typing and Shorthand for Grade 11-12 Progression Grid

### Shorthand PG (Grade 11-12)

#### Domain A: INTRODUCTION OF 24-CONSONANTS

**Standard:** Students will be given proper guidelines regarding Shorthand Skill and their tools and will be able to understand the consonants

Grade 11	Grade 12
<p><b>Benchmark</b> Student will be able to identify and describe</p> <ul style="list-style-type: none"> <li>● First Six Straight Consonants (three pairs)</li> <li>● Joining of Consonants.</li> <li>● Second-Place Vowels (<b>a</b> and <b>e</b>)</li> <li>● Short Forms for Common Words/Phrasing and Punctuation Mark</li> <li>● Eight Curves Consonants (four pairs)</li> <li>● Second-Place Vowels (o and u)</li> </ul>	
Student learning outcome	
<p>Student will be able to identify and describe [SLO:SH-11-A-01]: Students will be able to write the first six straight downward strokes (light &amp; dark) and their direction. [SLO:SH-11-A-02]: Students will be able to write joining of Consonants. [SLO:SH-11-A-03]: Students will be able to know Heavy Dot &amp; Light Dot sounds of 2<sup>nd</sup> place vowels i.e. (a) and (e) [SLO:SH-11-A-04]:</p>	

Students will be able to remember the “Short Forms of Common Words”, make “Phrasing” of words and also “Punctuation Marks” in Shorthand.

[SLO:SH-11-A-05]:

Students will be able to know about eight Curves Consonants and their direction of downward writing.

[SLO:SH-11-A-06]:

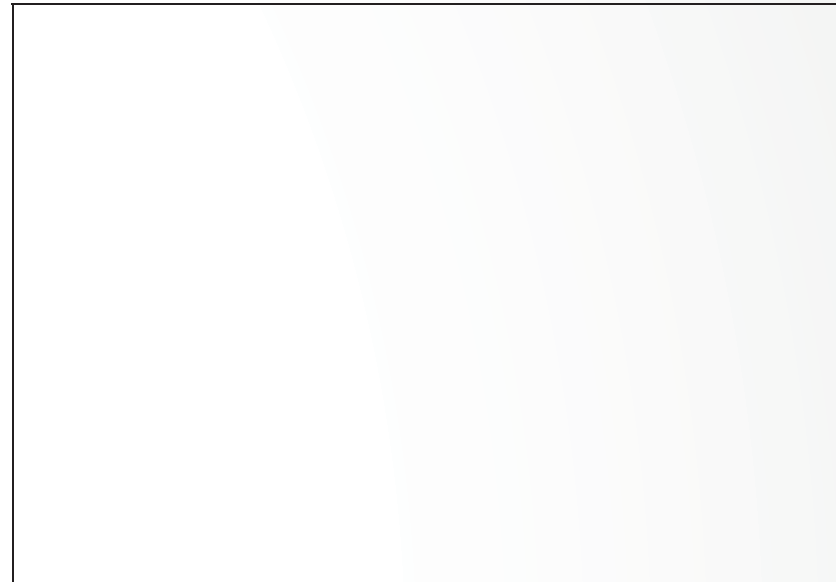
Students will also be able to know these curves consonants into “Short Forms”.

[SLO:SH-11-A-07]:

Students will be able to know Heavy Dash & Light Dash sounds of 2<sup>nd</sup> place vowels i.e.(o and u).

[SLO:SH-11-A-08]:

Students will be able to know about 14 Consonants and sound of Four 2<sup>nd</sup> Place Vowels.



**Domain B:** Forward-Written Consonants with Vowel Representation:

**Standard:** Student will be able to write eight consonants forward, with light strokes for all except 'g' and 'ng'. Place the first four vowels using a heavy dot for long 'ah', a light dot for short 'a', a heavy dash for long 'aw', and a light dash for short 'o'

Grade 11	Grade 12
<p><b>Benchmark I:</b></p> <p>i. Students will be able to read and write about 22 Consonants out of 24.</p> <p>ii. Students will able to read/write the Short Forms/Phrases/difficult words and Four Vowels of 2<sup>nd</sup> Place.</p>	
<b>Student Learning Outcomes</b>	
[SLO:SH-11-B-01]:	

Students will also be familiar with Four (4) First Place Vowel Sounds.

[SLO:SH-11-B-02]:

They will be able to know the proper place of writing the first place of vowels.

[SLO:SH-11-B-03]:

Students will be able to know Heavy Dot and Light Dot sounds of first place vowels.

[SLO:SH-11-B-04]:

Students will be able to know Heavy Dash and Light Dash sounds of first place vowels.

[SLO:SH-11-B-05]:

Students will be able to read and write about First Place Short Forms.



**Domain C: Shorthand System Rules:**

**Standard:** Student will be able to know the basic shorthand system rules

Grade 11	Grade 12
<p><b>Benchmark I:</b> student will be</p> <p><b><u>First-Place Four Vowels:</u></b></p> <ul style="list-style-type: none"> <li>a) Long ‘e’ to be represent by a heavy dot.</li> <li>b) Short ‘i’ to be represent by a light dot.</li> <li>c) Long ‘oo’ to be represent by a heavy dash.</li> <li>d) Short ‘oo’ to be represent by a light dash.</li> </ul> <p><b><u>Two Forms of Consonant ‘R’:</u></b></p> <ul style="list-style-type: none"> <li>a) Upwards ‘R’ with sound ‘Ray’</li> <li>b) Downwards ‘R’ with sound ‘AR’</li> </ul> <p><b><u>Diphthongs:</u></b></p> <ul style="list-style-type: none"> <li>a) Light ‘i’ (Written on First Place)</li> <li>b) Light ‘oi’ (Written on First Place)</li> <li>c) Light ‘ow’ (Written on Third Place)</li> </ul>	

<p>d) Light ‘u’ (Written on Third Place)</p> <p><u>Triphones</u></p> <p>Three vowel sound indications.</p>	
<p>Student Learning Outcomes</p>	
<p>[SLO:SH-11-C-01]: students will be able to know about these four (4) Third-Places Vowels</p> <p>[SLO:SH-11-C-02]: They will be able to write their proper placement.</p> <p>[SLO:SH-11-C-03]: Students will also be able to familiar their sound &amp; signs i.e. Heavy &amp; Light Dots/ Dashes.</p> <p>[SLO:SH-11-C-04]: They will also be able to read/write the difficult words and Short Forms of different words.</p> <p>[SLO:SH-11-C-05]: Students will be fully familiar with twelve (12) vowels at this stage.</p> <p>[SLO:SH-11-C-06]: Students will be able to know about their written direction of ‘R’ (upward/ downward).</p> <p>[SLO:SH-11-C-07]: They will also be able to use them in different words, where required.</p> <p>[SLO:SH-11-B-08]: They will be able to write Short Forms of ‘R’ stroke.</p> <p>[SLO:SH-11-C-09]: Student will be fully able to aware about (two vowel sounds) to be used in these four diphthongs.</p> <p>[SLO:SH-11-C-10]: They will be able to write them into a small angular mark shown in different words.</p>	



[SLO:SH-11-C-11]:

They will be able to know Short Forms of different words.

[SLO:SH-11-C-12]:

Students will be able to join four diphthongs with different words

[SLO:SH-11-C-13]:

Student will be able to read/write English words by using the triphones.

**Domain D:** Shorthand Conventions and Notations

**Standard:** student will be able to know about the major shorthand conventions and notations

Grade 11	Grade 12
<p><b>Benchmark I: <u>Two Forms Consonant ‘H’</u></b></p> <ul style="list-style-type: none"><li>a) Upward with Sound ‘Hay’</li><li>b) Downward with Sound ‘Hay’</li><li>c) Both are <b>light Strokes</b></li></ul> <p><b><u>S. Circle:</u></b></p> <ul style="list-style-type: none"><li>a) Heavy Sound of ‘Z’</li><li>b) Heavy Sound of ‘S’</li></ul> <ol style="list-style-type: none"><li>1. Use of ‘S’ Circle outside of the angle formed by two Straight Strokes.</li><li>2. Use of upward ‘R’ following the Curve and Circle.</li><li>3. Use of ‘L’ Stroke as Downward, when it precedes Circle ‘S’ or attached to a Curve Stroke to be written in the Circle direction.</li></ol> <p><b><u>ST &amp; STR LOOPS:</u></b></p> <ul style="list-style-type: none"><li>a) A small loop written in ‘S’ Circle direction represents the ‘Stee Loop’</li><li>b) A large final loop written in ‘S’ direction represents the ‘Ster Loop’</li></ul> <p><b><u>A Large final ‘SES’ Circle</u></b></p> <ul style="list-style-type: none"><li>a) With Sounds ‘Ses’</li><li>With Sounds ‘Sez’</li></ul>	

## Student Learning Outcomes

[SLO:SH-11-D-01]:

Students will be able to know their written direction such as (Upward/Downward).

[SLO:SH-11-D-02]:

They will be able to make English words well with these consonants.

[SLO:SH-11-D-03]:

They will be able to know their Short Forms.

[SLO:SH-11-D-04]:

Students will be able to use 'S' Circle at the beginning, middle and at the end of English words.

[SLO:SH-11-D-05]:

They will be able to use 'S' Circle with Curves, Straight and Horizontal Strokes.

[SLO:SH-11-D-06]:

They will be able to learn, read Short Forms easily.

[SLO:SH-11-D-07]:

Students will be able to write Circle 'S' between two Straight Strokes.

[SLO:SH-11-D-08]:

They will also be able to write 'L' Stroke Downward, where necessary

[SLO:SH-11-D-09]:

Students will be able to know the better use of 'ST' Loop in the beginning, middle and in the end of English words.

[SLO:SH-11-D-10]:

They will be able to learn their Short Forms.

[SLO:SH-11-D-11]:

They will be able to learn better use of 'STR Loop' in the English words.

[SLO:SH-11-D-12]:

Students will be able to efficiently know ‘Ses’, ‘Sez’ Sounds in final and at the middle of a word.

[SLO:SH-11-D-13]:

They will able to know their Short Forms.

**Domain E:** Shorthand System Conventions

**Standard:** student will able to know about the shorthand system conventions

Grade 11	Grade 12
<p><b>Benchmark I:SW Circle</b></p> <ul style="list-style-type: none"><li>a) A large initial circle represents ‘SW’ Sound (called “Sway”)</li><li>b) ‘Sw’ is also used with short forms represents the words “as we” in phrases.</li></ul> <p><b><u>Vowel Indication:</u></b></p> <ul style="list-style-type: none"><li>a) Vowel use before a Circle.</li><li>b) Vowel use after a Circle.</li><li>c) Vowel use at the end of Circle or loop.</li></ul> <p><b><u>Halving</u></b></p> <ul style="list-style-type: none"><li>a) Strokes are halved to indicate (T, D)</li><li>b) In words of one syllable for light stroke.</li><li>c) In words of one syllable for heavy stroke.</li><li>d) In words of two or more syllables.</li></ul> <p><b><u>To avoid confusion with words:</u></b></p> <ul style="list-style-type: none"><li>a) Should.</li><li>b) And.</li><li>c) Rate, rates.</li><li>d) Right, write(s), right(s)</li></ul> <p><b>In certain words, where the proper length of a halved stroke would not clearly show, then <u>halving principle is not used/employed:</u></b></p> <ul style="list-style-type: none"><li>a) Fact, effect, liked, locate, minute, select, territory, tonight etc.</li></ul> <p><b><u>Upward/Downward ‘L’</u></b></p>	

- a) 'L' is written downward after (N or NG)
- b) Vowel comes before 'L' & 'L' followed by a horizontal stroke to be written downward.
- c) Vowels come after 'L' to be written upward.
- d) When 'L' follows (F, V, SK or a Straight Upstroke to be written downward.
- e) When vowel comes at the end of a word 'L' is written upward.

Abbreviated 'W'

- a) A small initial semicircle represents the Stroke 'W'
- b) It is written at the beginning of (K, G, M & Upward/Downward 'R').

When a vowel comes before 'W' the Stroke 'W' must be written.

Student Learning Outcomes

- [SLO:SH-11-E-01]:  
Students will be able to use 'Sway' sound well in different words.
- [SLO:SH-11-E-02]:  
They will also able to know Short Forms
- [SLO:SH-11-E-03]:  
Students will be able to use vowels before, after, and at the end of Circle or Loop.
- [SLO:SH-11-E-04]:  
They will also be able to know special short forms and their special phrases.
- [SLO:SH-11-E-05]:  
Students will be able to make a word half in shorthand.
- [SLO:SH-11-E-06]:

They will be able to add 'S' at the last of the word.

[SLO:SH-11-E-07]:

They will be able to half the words having two or more syllables.

[SLO:SH-11-E-08]:

They will also know Short Forms in the halving principle.

[SLO:SH-11-E-09]:

Students will be able to write and differentiate these words with each other, while writing them in shorthand.

[SLO:SH-11-E-10]:

They will be able to read and write Short Forms efficiently.

[SLO:SH-11-E-11]:

After understanding of this rule, students will be able to write these words, easily in shorthand.

[SLO:SH-11-E-12]:

Students will be able to fully aware regarding rules of writing for 'L'.

[SLO:SH-11-E-13]:

They will also know where 'L' Stroke is written upward/downward in English words.

[SLO:SH-11-E-14]:

They will fully aware about Short Forms of difficult words

[SLO:SH-11-E-15]:

Students will be able to read and write English words in shorthand.

[SLO:SH-11-E-16]:

They will also be able to know new special phrases in shorthand.

**Domain F: Double Consonants in Shorthand**

**Standard:** student will get a comprehensive overview of double consonants in shorthand

Grade 11

Grade 12

	<p><u>Benchmark:</u></p> <p>Double Consonants – ‘PL Series’:          Double Consonants – ‘PR Series’:          Special use of Double Consonants:          Double Consonants – Curves:          Additional Forms of Double Consonants:</p>
<p><b>Student Learning Outcomes</b></p>	
	<p>Students will able to</p> <p>[SLO:SH-12-F-01]:          write these small hooks with straight down strokes.</p> <p>[SLO:SH-12-F-02]:          They will know well use of Circle ‘S’ inside these series.</p> <p>[SLO:SH-12-F-03]:          They will know all Short Forms of these Series.</p> <p>[SLO:SH-12-F-04]:          Students will able to write these small hooks with straight down strokes.</p> <p>[SLO:SH-12-F-05]:          They will know all Short Forms of these Series.</p> <p>[SLO:SH-12-F-06]:          Students will be able to know the hidden rule of ‘R’ in this rule.</p> <p>[SLO:SH-12-F-07]:          They will be able to know better use of these rules in the shorthand.</p> <p>[SLO:SH-12-F-08]:          They will easily cover the short forms.</p> <p>[SLO:SH-12-F-09]:          Students will be able to use Dot vowel in these rules.</p> <p>[SLO:SH-12-F-10]:</p>

They will also be able to use Dash vowel and diphthong sign in different words.

[SLO:SH-12-F-11]:

Students will also be able to use the hook in these words.

[SLO:SH-12-F-12]:

They will be able to know sounds of these two hooks (small & large) with curves strokes.

[SLO:SH-12-F-13]:

They will be able to read, write short forms using these hooks.

[SLO:SH-12-F-14]:

Students will be fully able to write these forms in different English words.

[SLO:SH-12-F-15]:

They will be able to read, write all difficult words in these forms.

[SLO:SH-12-F-16]:

They will be able to know all difficult short forms of these words in shorthand.

[SLO:SH-12-F-17]:

Students will be able to use 'NG' sign with 'R' hook in different words.

**Domain G:** Advanced Hook Usage and Circle Integration in Shorthand

**Standard:** student will able to know about the advanced hook usage and circle integration in shorthand

Grade 11	Grade 12
<b>Benchmark I:</b>	<b><u>'N' Hook:</u></b> <b><u>'F' or 'V' Hook:</u></b> <b><u>Final Hook for 'N' is halved to indicate (T,D):</u></b> <b><u>Hooks for 'V' &amp; 'N' used in the middle of a word:</u></b> <b><u>Final 'S' Circle is written inside the 'F' or 'V' Hook:</u></b>
<b>Student's Learning Outcome</b>	

[SLO:SH-12-G-01]:

Students will be able to use 'N' hook easily with the curves.

[SLO:SH-12-G-02]:

They will be able to use 'R' when final 'R' when 'N' is added with it.

[SLO:SH-12-G-03]:

They will be able to know special phrases while using the 'N' hook.

[SLO:SH-12-G-04]:

They will also be able to use short forms with 'N' hook.

[SLO:SH-12-G-05]:

Students will be able to read, write all difficult words in these hooks.

[SLO:SH-12-G-06]:

They will also be able to know all short forms in these hooks.

[SLO:SH-12-G-07]:

Students will be able to fully use 'N' hook with halved words.

[SLO:SH-12-G-08]:

They will be able to know short forms of various words.

[SLO:SH-12-G-09]:

Students will be able to read, write, all these hooks of many English words in shorthand.

[SLO:SH-12-G-10]:

Students will be able to know these rules and will also be efficient to use the better shorthand of the English words.

[SLO:SH-12-G-11]:

They will be able to use sounds 'nce' (S, Z) in different words where required.

[SLO:SH-12-G-12]:

They will be efficient to know the short forms of difficult at this stage.



**Domain H:** Advanced techniques for Shun Hooks and Stroke Integration in Shorthand

**Standard:** The student will be able to know about the advanced techniques for shun hooks and stroke integration in shorthand.

Grade 11	Grade 12
	<p><u>Shun – Hook:</u>  <u>Shun – Hook with Straight Strokes:</u>  <u>Shun – Hook on the right side of Straight Strokes:</u>  <u>Shun – Hook with other Straight Strokes:</u>  <u>S. Shun, when follows the ‘S’ Circle or the ‘NS’ Circle:</u>  <u>Words ending in – Uation or Uition:</u>  <u>A Stroke hooked for ‘Shun’ to be halved to indicate a final (T, D):</u></p>
<p>Student Learning Outcomes</p>	
	<p>[SLO:SH-12-H-01]:            Students will be able to cover the shun hook and use it in many words.            [SLO:SH-12-H-02]:            They will also be able to cover long words into shorthand by using these rules.            [SLO:SH-12-H-03]:            Students will be able to write ‘Shun Hook’ in different ways to cover the difficult words in shorthand.            [SLO:SH-12-H-04]:            Students will be able to understand ‘Shun Hook’ well with these consonants.            [SLO:SH-12-H-05]:            They will feel command on ‘Shun Hook’ at this stage.</p>

	<p>[SLO:SH-12-H-06]: Students will be able to use ‘Shun Hook’ easily with all strokes.</p> <p>[SLO:SH-12-H-07]: Students will be able to fully cover the S. Shun with many English difficult words into shorthand.</p> <p>[SLO:SH-12-H-08]: They will be able to add ‘S’ at the end of curl.</p> <p>[SLO:SH-12-H-09]: Students will be able to know this rule in place of ‘Shun hook’.</p> <p>[SLO:SH-12-H-10]: Students will be able, how to halve Shun hooked Strokes especially when (T, D) are at the end of a word.</p> <p>[SLO:SH-12-H-11]: They will be able to know all short forms of ‘Shun hook’.</p>
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**Domain I:** Advanced techniques in Compound Consonants and Consonant Omission in Shorthand

**Standard:** student will be able to identify the Advanced techniques in Compound Consonants and Consonant Omission in Shorthand

Grade 11	Grade 12
	<p><b><u>Compounds Consonants:</u></b>  <b><u>‘WL and ‘WHL’:</u></b>  <b><u>Tick and Dot ‘H’:</u></b>  <b><u>Omission of Consonants:</u></b></p>
<b>Student Learning Outcomes</b>	

	<p>[SLO:SH-12-I-01]: Students will be able to know about these compound consonants and their proper use of different English words in shorthand.</p> <p>[SLO:SH-12-I-02]: They will also be able to know the use of short forms.</p> <p>[SLO:SH-12-I-03]: Students will be able to know rules regarding these two hooks and their proper use of English words into shorthand.</p> <p>[SLO:SH-12-I-04]: They will know the use of small and large hook in shorthand.</p> <p>[SLO:SH-12-I-05]: Students will be able to use these different rules of 'H' of difficult English words into shorthand.</p> <p>[SLO:SH-12-I-06]: Students will be able to read, write the omission of consonants of different English words into shorthand.</p>
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**Domain J:**

**Standard:** Students will be able to *master the halving principle for consonants, incorporating Final (LT), Final (RT), and strokes of unequal length (L-D or R-D); apply the Doubling Principle to curved strokes, doubling straight strokes for sounds like 'tr,' 'dr,' and 'THr' to enhance consonant combinations.*

Grade 11	Grade 12
Benchmark I:	<p><b><u>'Halving' (some additional applications) of the halving principle:</u></b>  <b><u>Final (LT) and Final (RT):</u></b>  <b><u>(L-D or R-D):</u></b>  <b><u>Strokes of unequal length:</u></b>  <b><u>Doubling Principle of Curved Strokes:</u></b></p>

**A straight stroke is doubled for sounds (tr, dr, THr, only):**

### Student Learning Outcomes

[SLO:SH-12-J-01]:

Students will be able to know a few other rules of halving principles for writing English words into shorthand.

[SLO:SH-12-J-02]:

After understanding this rule, students will be able to halve many words into shorthand.

[SLO:SH-12-J-03]:

Students will be able to use this rule to cover all these English words into the shorthand

[SLO:SH-12-J-04]:

Students will be able to write the words of unequal length into half-length, disjoining them with the following stroke (T,D).

[SLO:SH-12-J-05]:

They will be able to use the halving principle of some special phrases.

[SLO:SH-12-J-06]:

They will also be able to use short forms of halving principle.

[SLO:SH-12-J-07]:

Students will be able to use the words giving the sound of (tr,dr,THr).

[SLO:SH-12-J-08]:

They will be able to use the 'L' sound (tr) including the final circle 'S'.

[SLO:SH-12-J-09]:

Students will be able to know and use all these rules efficiently of all the English words into shorthand.

	<p>[SLO:SH-12-J-10]: They will be able to know and write all short forms of English words in doubling principle.</p>
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**Domain K:** Advanced Shorthand Prefixes, Suffixes, and Word Forms

**Standard:** Student will to know about the Advanced Shorthand Prefixes, Suffixes, and Word Forms

Grade 11	Grade 12
<p>Benchmark I:</p>	<p>The Prefixes: Words “Accom, Accommo”: Words “Magna, Magni, Magne”: Word “Self”: Negative words, when ‘N’ is prefix: Suffix – ‘ing’ &amp; ‘ings’. Words – “fullness, lessness: Logical – Logically in ending: ‘LY’ at the end of a word:</p>
<p>Student Learning Outcomes</p>	
	<p>[SLO:SH-12-K-01]: Students will be able to use a ‘Dot Vowel’ very well coming for these words indicated in this chapter. [SLO:SH-12-K-02]: Students will be able to read, write these words easily in shorthand.</p>

[SLO:SH-12-K-03]:

Students will be fully aware of these rules.

[SLO:SH-12-K-04]:

Students will also be able to know these rules to write the English words into shorthand.

[SLO:SH-12-K-05]:

Students will also be able to use word 'Self' easily with the help of small 'S' circle.

[SLO:SH-12-K-06]:

Students will be able to use this rule where 'N' is omitted.

[SLO:SH-12-K-07]:

Students will be able to know use of these words in shorthand.

[SLO:SH-12-K-08]:

Students will be able to use these rules in a well manner.

[SLO:SH-12-K-09]:

They will also know all short forms of English words.

[SLO:SH-12-K-10]:

Students will be able to know these rules in a better way.

[SLO:SH-12-K-11]:

Students will be able to aware of this rule also.

[SLO:SH-12-K-12]:

Students will also be able to fully aware of these rules

[SLO:SH-12-K-13]:

Students will also able to use these words easily in shorthand.

[SLO:SH-12-K-14]:

Students will be expert by using the (J) stroke for these words.

[SLO:SH-12-K-15]:

Students will be able to know these rules very well.

[SLO:SH-12-K-16]:

	Students will be able to know and use this rule very efficiently in shorthand.
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**Domain L:** Diphones and Stroke Integration

**Standard:** Students will be able to explain about the diphones and stroke integration.

Grade 11	Grade 12
Benchmark I:	<u>The Diphones:</u> <u>Medial – ‘W’:</u> <u>Upward – ‘SH’:</u> <u>Stroke – ‘R’:</u> <u>Stroke – ‘S’:</u>
Student Learning Outcomes	
	[SLO:SH-12-L-01]: Students will be able to know all difficult words indicated in these diphones. [SLO:SH-12-L-02]: They will be familiar of all rules relating to these diphones. [SLO:SH-12-L-03]: Students will be able to use ‘W’ well in the middle of the word. [SLO:SH-12-L-04]: They will be able to know special outlines of difficult words. [SLO:SH-12-L-05]: Students will be able to use upward ‘SH’ where required. [SLO:SH-12-L-06]:

	<p>Students will be able to know both ways of ‘R’ used either downward or upward in many words.</p> <p>[SLO:SH-12-L-07]: Students will be able to know these rules of stroke ‘S’ used either in first or in the last of any word.</p> <p>[SLO:SH-12-L-08]: They will also be able to know all short forms of difficult words.</p>
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**Domain M:**

Advanced Shorthand techniques and Strategies

**Standard:** students will be able to learn about advanced shorthand techniques and strategies.

Grade 11	Grade 12
Benchmark I:	<u>Figures: Compound</u> <u>Words:</u> <u>Intersections: Short</u> <u>Forms:</u>
Student Learning Outcomes	
	<p>[SLO:SH-12-M-01]: Students will be able to write different consonants of Shorthand, which are used for Figures and other Round numbers.</p> <p>[SLO:SH-12-M-02]: Students will be able to use these words with other words such as (in, on at to, of, with and after)</p> <p>[SLO:SH-12-M-03]:</p>



Students will be able to enhance their speed by using the intersecting rule.

[SLO:SH-12-M-04]:

It is useful device for the students to improve their efficiency in shorthand.

[SLO:SH-12-M-05]:

Where intersection is not practicable, write one stroke close to another.

[SLO:SH-12-M-06]:

Students needs to remember by heart these short forms given in these (Three) lists.

[SLO:SH-12-M-07]:

They will be able to cover every word of English into shorthand.

[SLO:SH-12-M-08]:

They will be a lot of vocabulary to cover the English words into shorthand at this stage.

### Typing PG Grade 11-12

#### **Domain A: BASICS OF ENGLISH TYPING KEYBOARD**

**Standard: *Students will be able to Open and Close the Document in MS Word and familiar with keyboard***

Grade 11	Grade 12
<b>Benchmark I:</b> <ul style="list-style-type: none"><li>● Opening a new document in MS Word.</li><li>● Opening Existing Document</li><li>● Closing a Document</li><li>● Introduction to Window</li><li>● Introduction/overview of the Key Board.</li><li>● Home row keys and their importance</li><li>● Proper Hand Positioning and Finger Placement on the Keyboard</li></ul>	

- Basic typing terminology.

### Student Learning Outcomes

***Students will be able to***

[SLO: TY-11-A-01]:

Open and Close the Document in MS Word.

[SLO: TY-11-A-02]:

To get familiar with Keyboard, Home Row Keys, Proper Hands Position and placement of Fingers on keyboard, Start of basic typing.

**Domain B: LEARNING ABOUT HOMEKEY PRACTICES**

**Standard: *Students will be able to practice on home key practices***

**Grade 11**

**Grade 12**

**Benchmark I:**

- Home Row Keys Practice
- Shift Key + Home Row Keys Practice
- Upper Row Keys Practice
- Shift Key + Upper Row Keys Practice
- Simple Word Practice By Home & Upper Row Keys
- Bottom-Row Keys Practice
- Shift Key + Bottom-Row Keys Practice

### Student Learning Outcomes

<p><b><i>Students will be able to</i></b></p> <p>[SLO: TY-11-B-01]: Practice on home keys practice.</p> <p>[SLO: TY-11-B-02]: Know shift key (for capital words) &amp; Home Row Keys practice.</p> <p>[SLO: TY-11-B-03]: Practice of Upper Row Keys.</p> <p>[SLO: TY-11-B-04]: Know shift key (for capital words) &amp; Upper Row Keys practice.</p> <p>[SLO: TY-11-B-05]: Type two or three-letter words of home keys.</p> <p>[SLO: TY-11-B-06]: Practice of Bottom Row Keys.</p> <p>[SLO: TY-11-B-07]: Know shift key (for capital words) &amp; Bottom Row Keys practice.</p>	
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**Domain C: PRACTICE OF KEYBOARD**

**Standard: *Students will be able to practice on the keyboard***

Grade 11	Grade 12
<p><b>Benchmark I:</b></p> <ul style="list-style-type: none"> <li>● Left-Hand Words Practice</li> <li>● Right-Hand Words Practice</li> <li>● Alphabetic (A To Z) Words Practice</li> <li>● Simple Word Practice by All Rows Characters</li> <li>● Fourth Row Number and Symbol Keys</li> <li>● Shift Key + Fourth Row Number and Symbol/Special Characters</li> <li>● Paragraph Practice</li> </ul>	
<p><b>Student Learning Outcomes</b></p>	

<p><b>Students will be able to</b></p> <p>[SLO: TY-11-C-01]: Type left hand alphabet letter (upper, home &amp; bottom rows)</p> <p>[SLO: TY-11-C-02]: Type right hand alphabet letter (upper, home &amp; bottom rows)</p> <p>[SLO: TY-11-C-03]: Practice all words from “series A to Z”</p> <p>[SLO: TY-11-C-04]: Familiarize with to type characters of all alphabetic rows.</p> <p>[SLO: TY-11-C-05]: Familiar with typing Numbers &amp; Symbol keys.</p> <p>[SLO: TY-11-C-06]: Type Symbols/ Special Characters with shift key.</p> <p>[SLO: TY-11-C-07]: Type a simple paragraph at this stage.</p>	
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**Domain D: INCREASE TYPING SPEED / ACCURACY**

**Standard:** Student will be able to increase their typing speed / accuracy by fixing the time duration

Grade 11	Grade 12
<p><b>Benchmark I:</b> <b><u>Speed and Accuracy Improvement</u></b></p> <ul style="list-style-type: none"> <li>● Strategies for increasing typing speed.</li> <li>● Accuracy Drills and exercises.</li> <li>● Timed typing sessions.</li> </ul> <p><b><u>Material</u></b></p> <ul style="list-style-type: none"> <li>● Typing Software (online or offline)</li> <li>● Typing exercises and drills</li> <li>● Reference materials on typing techniques</li> <li>● Access to a computer and keyboard</li> </ul>	
<b>Student Learning Outcomes</b>	

Students will be able to [SLO: TY-11-D-01]: Increase their typing speed/accuracy by fixing the time duration as (five or ten minutes) [SLO: TY-11-D-02]: Online typing in program as “Typing Master” etc.	
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**Domain E: EDITING MS WORD DOCUMENT**

**Standard:** Students will be able to learn in MS Word

Grade 11	Grade 12
<b>Benchmark I:</b> <ol style="list-style-type: none"><li><u>MS WORD</u></li><li><u>EDITING DOCUMENTS</u><ul style="list-style-type: none"><li>● Insert and Add Text</li><li>● Insert and Replace Text</li></ul></li><li><u>Select Text</u><ul style="list-style-type: none"><li>● Using the Selection Bar</li><li>● Using the Keyboard/Mouse</li></ul></li><li><u>Copy &amp; Paste</u><ul style="list-style-type: none"><li>● Copy &amp; Paste Operation</li><li>● Cut &amp; Paste Operation</li><li>● Copy, Cut &amp; Paste in different documents</li></ul></li><li><u>Find &amp; Replace</u><ul style="list-style-type: none"><li>● Find Command</li><li>● Find &amp; Replace Operation</li></ul></li><li><u>Spell Check</u><ul style="list-style-type: none"><li>● Check Spelling and Grammar using Review tab</li><li>● Check Spelling and Grammar using Right Click</li></ul></li><li><u>Zoom In-Out</u><ul style="list-style-type: none"><li>● Zoom-in &amp; Zoom-out using view tab</li><li>● Zoom-in &amp; Zoom-out using (+) and (-) Buttons</li></ul></li></ol>	

8. Undo Changes

- How to use Undo & Repeat operations
- Shortcuts to use Undo & Repeat operations

9. Insert Special Symbols

10. Undo Changes

- Undo Changes
- Shortcuts to use Undo & Repeat operation

**Student Learning Outcomes**

**Students will be able to**

[SLO: TY-12-E-01]:

Learn in MS Word by inserting/adding and replacing the “Text”.

[SLO: TY-12-E-02]:

Learn how to select the “text” by mouse & keyboard.

[SLO: TY-12-E-03]:

Learn how to “Copy, Past & Cut” commands within a document and to other documents.

[SLO: TY-12-E-04]:

Learn how to “Find & Replace operation”.

[SLO: TY-12-E-05]:

Use “Spell/ Grammar check” commands properly.

[SLO: TY-12-E-06]:

Use zoom-in/out commands through the mouse and click the zoom button efficiently.

[SLO: TY-12-E-07]:

Use Undo & Redo commands through the tool access bar.

[SLO: TY-12-E-08]:

Familiar to insert Special Symbols through “Insert Tab”.

[SLO: TY-12-E-09]:

They will also know to “Undo & Redo commands through shortcut keys

## **Benchmark II:**

### FORMATTING TEXT

- i. Setting Text Fonts
  - Change the Font Type & Size
  - Use Shrink and Grow Buttons
  - Clear Formatting Options
- ii. Text Decoration
  - Making text bold
  - Making Text Italic
  - Underline the Text
  - Strikethrough the Text
- i. Change Text Case
  - Change Text to Sentence Case
  - Change Text to Lowercase
  - Change Text to Uppercase
  - Capitalize Text
  - Toggle the Text
- ii. Change Text Color
  - Change Font Colors
  - Highlight Text with Colors
  - Apply Text Effects
- iii. Text Alignments
  - Left-Aligned Text
  - Center-Aligned Text
  - Right-Aligned Text
  - Justified Text
- iv. Indent Paragraphs
  - Left Indentation
  - Right Indentation
- v. Set Line Spacing
  - Spacing between Lines
  - Spacing between Paragraphs
- vi. Borders and Shades
  - Add Borders to Text
  - Add Borders to Page
  - Add Shades to Text
- vii. Set Tabs
  - Setting a Tab

## Moving a Tab

[SLO: TY-12-E-10]:

They will be able to change Font Type and Size of text, use of shrink and grow buttons and also know to clear formatting option.

[SLO: TY-12-E-11]:

Know Bold, Italic, Underline and Strike through the Text

[SLO: TY-12-E-12]:

Change sentence case, lower case, upper case, capitalize and toggle case of the Text.

[SLO: TY-12-E-13]:

Change font colours, highlight of the Text and applied text effects.

[SLO: TY-12-E-14]:

Aligned Text to (Left, Right, Center & Justified), arrange the paragraph left & right indentation and the line spacing/ paragraph spacing.

[SLO: TY-12-E-15]:

Adding a border to text & page and adding shades to text.

[SLO: TY-12-E-16]:

To set the text in a table and to move a table.

### **Benchmark III:**

#### **FORMATTING PAGES**

##### Adjust Page Margins

##### Header and Footer

- Add Header and Footer
- Edit Header and Footer

##### Add Page Numbers

- Add Page Numbers
- Remove Page Numbers

##### Insert Page Breaks

- Insert Page Breaks
- Delete a Page Break

##### Insert Blank Page

- Insert Blank Page
- Delete Blank Pages

##### Cover Pages

- Add Cover Pages
- Delete Cover Pages



## Page Orientation

Students will be able to

[SLO: TY-12-E-17]:

Adjust page margins, add header and footer and edit header and footer.

[SLO: TY-12-E-18]:

To add page numbers and to remove page number.

[SLO: TY-12-E-19]:

To insert page breaks and to delete page break.

[SLO: TY-12-E-20]:

To insert blank page and to delete blank page.

[SLO: TY-12-E-21]:

To add cover pages and to delete cover pages.

### **Benchmark IV:**

#### **WORKING WITH TABLES**

- a. Create a Table
  - Create a Table
  - Delete a Table
- b. Rows & Columns
  - Add a Row
  - Delete a Row
  - Add a Column
  - Delete a Column
- c. Move a Table
- d. Resize a Table
- e. Merging Cells
- f. Split a Table
- g. Split Cells
- h. Add Formula
- i. Borders & Shades
  - Add Borders to Table
  - Using Border Options
  - Add Shades To Table
- 5) SAVE DOCUMENT
  - Saving New Document
  - Saving New Changes
  - Save As Option.
- 6) PRINT A DOCUMENT

Students will be able to

[SLO: TY-12-E-22]:

To create a table and to delete a table.

[SLO: TY-12-E-23]:

To add and delete rows and to add and delete columns.

[SLO: TY-12-E-24]:

To move, resize a table, merge and split cells, split a table and apply formula in table.

[SLO: TY-12-E-25]:

To add border to table, to use border option, to add shades to table, to apply pre-design to table and to apply text alignments option in a table.

[SLO: TY-12-E-26]:

To save a new document, to save amendments in the document while typing and o save as a document with a new name and version.

[SLO: TY-12-E-27]:

To printout typing material after completion the typing.





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GOVERNMENT OF PAKISTAN