

BOOK SIZE : A4

COVER

SYLLABUS FOR (TRADE NAME) STENOGRAPHY (ENGLISH)

UNDER CODE OF REGULATIONS FOR
INDUSTRIAL SCHOOLS

LIST OF COMMITTEE MEMBERS FOR
THE TRADE OF STENOGRAPHY

MEMBERS AND EXPERTS

1. Mr. K.Panneer Selvan, M.E.,
Regional Joint Director of Training,
Madurai.

2. Mrs. A.Santhi,
Assistant Training Officer (Stenography)
Govt. ITI,
Madurai.

3. Mr. D.Gunasekaran,
Junior Training Officer (Language Instructor),
Govt. ITI,
Madurai.

4. Mrs.M.A.Joseph Agnes Rita,
Proprietrix - Sivalam School of Commerce,
K.Pudur,
Madurai.

5. Mrs. Christy Yogasundari,
Steno-Typist,
District Employment Office,
Madurai.

COURSE DETAILS

Name of Trade : **STENOGRAPHY**

Qualification : **10TH PASS**

Age : **14-40 Years**

Duration : **1Year**

Number of Trainees : **20**

Number of Practical hours : **32 hrs. per week**

Number of Theory Hours : **12 hrs. per week**

Space Required

Workshop : **600 sq. feet**

ClassRoom : **200 sq. feet**

Power Required in KW : **3 k.w.**

WEEKWISE - THEORY SYLLABUS

 TYPENRITING THEORY

 SHORTHAND THEORY

WEEK NO.

- | | | |
|----|---|---|
| 1 | <p>General Introduction - Importance of Shorthand - employment opportunities - emphasis on phonetic system - tools required - pre-requisites of S/H</p> | <p>General Introduction - Importance of Typewriting and scope of job opportunities</p> |
| 2 | <p>Sitting posture - holding of pencil and Note book and its quality - Consonants - Divisions</p> | <p>Sitting posture - essential parts of typewriter - insertion of paper - removal of paper - home keys - fingers used to type letters asdfgf ;lkjhj</p> |
| 3. | <p>Divisions - Divisions of Consonants - joining of strokes</p> | <p>Marginal steops - uses - methods of their fixing</p> |
| 4 | <p>Vowels - sounds - signs - places - value of vowel signs</p> | <p>Fingers used to type letters were oiup</p> |
| 5 | <p>Intervening vowels - position of outlines - Grammalogues - Alternative signs for R and H</p> | <p>Standard typewriters - fingers used to return the carriage - used to type letters t and y</p> |
| 6 | <p>Diphthongs - triphones - abbreviated w - Phrasing</p> | <p>-do-</p> |
| 7 | <p>Circle s - left and right motion - Stroke S and Z</p> | <p>use of Space bar - fingers used to operate the space bar - fingers used to zxcv mnb</p> |
| 8 | <p>SW and SS circle - Loop ST and STR</p> | <p>Importance of touch typewriting - Rhythm in typewriting</p> |

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- 9 Revisionary Exercise(a) - Double Consonants -
extended use of R and L hook
 - 10 Additional signs - Circles and loops
preceding to initial hooks
 - 11 Final hooks - Nend F/V Hooks
 - 12 Circles and loops to final hooks
 - 13 The shun hook
 - 14 The Aspirete - Upward and Downward R
 - 15 Upward and Downward L - Compound
consonants
 - 16 Vowel indication - Revisionary
Exercise (B)
 - 17 The halving Principle Section 1 & 2
 - 18 The doubling principle - diphonic or
two vowel signs
 - 19 Medial semi circle - Prefixes
 - 20 Suffixes and Terminations
 - 21 Contractions
 - 22 Figures and note taking techniques
 - 23 Special contractions - Sec.I,II,III
 - 24 Special Contractions - Sec.IV & V
 - 25 Advanced Phraseography Sec.I to III
- Bell and its use - manipulation of fingers on the top row
and side keys
- Mastery of the key board - home, upper and bottom
key row
- Touch typewriting - rhythm in typewriting
- Shift keys - uses - operation - Printing and non-printing keys
- Speed development - importance of accuracy over speed
- Care & upkeep of the typewriter
- Speed development - syllabification
- Spacing after punctuation signs
- do-
- Rules for leaving space for paragraph
- do-
- Standard abbreviations used in typewriting
- do-
- Typewriting accessories usage
- Ribbon - change of ribbon
- do-
- T/W carbon sizes and uses

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26	Advanced Phraseography Sec. IV & V	Uses of Eraser - methods of erasing
27	Advanced Phraseography Sec. XVI & VII	Calculation fo speed at 5 strokes per word - types of mistakes penalised - their avoidance
28	Intersections	Stencil cutting - types - removal of mistakes
29	Business phrases	Operation of Duplicator
30	Vocabulary of new outlines - picked up from business/commercial correspondence	Accuracy and speed development menthods in typing letters and tabulat statements
31		-do-
32		-do-
33		-do-
34		-do-
35		-do-
36		-do-
37		-do-
38	Common errors of English words	Letters - rules for typing letters
39	Advantages of writing with pen	Rules for envelope addressng
40	Question and Answers on theory	Abbreviations used in manuscripts - expansion
41		-do-
42		-do-
43		-do-
44		-do-
		Methods of transcription of Shorthand notes on typewriter
		-do-
		Routine Correspondence
		-do-
		Revision of theory
		-do-
		-do-
		-do-
		-do-

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| 45 | Revision of question and answers on theory | Reading and mastering practice on handwritten letters |
| 46 | -do- | Routine correspondence - typing addresses on envelopes |
| 47 | -do- | |
| 48 | Preparation for Final Assessment Test | Preparation for Final Assessment Test |
| 49 | Revision of Theory | Revision of theory |
| 50 | Examination Techniques | Examination Techniques |
| 51 | Examination Techniques | Examination Techniques |
| 52 | Final Trade Test | Final Trade Test |

WEEKWISE - PRACTICAL SYLLABUS

SHORTHAND PRACTICAL

TYPEWRITING PRACTICAL

1 Practice of Consonants - Dictation and reading back

2 Practice of Consonants - Dictation and reading back

3 Practice of joined strokes = Dictation

4 Practice of vowels - Dictation and reading back

5 Practice of Intervening vowels - Gramma-logues-dictation and reading back

6 Practice of Diphthongs and Phrasing- Dictation and reading back

7 Practice of Circle S and Z and Stroke S and Z -dictation and reading back

8 Practice of SW, SES Circle and Loop ST and STR - Dictation and reading back

9 Practice of Revisionary and Initial hooks - dictation and reading back

10 Practice of Additional signs and Circles and loops preceding to initial hooks - dictation and reading back

11 Practice of Final hooks - N and F/V - dictation and reading back

12 Practice of Circles and loops to final hooks - dictation and reading back

13 Practice of shun hook - dictation and reading back

Practice of Fingering-I **adffgf ;lkjhj**

-do-

Practice of Fingering-II words

Practice of Fingering-III **awerqfa ;oiupj;**

Practice of Fingering-IV words

Practice of Fingering-V **gftfrf hlyjul**

Practice of Fingering-VI words

Practice of fingering-VII **azxcvf lkmbvj**

Practice of fingering-VIII words

Practice of figures and symbols

Practice of Alphabets

Practice of Alphabets words

Practice of Capital letters

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- 14 Practice of Aspirate and Upward and Downward R - Dictation and reading back
 - 15 Practice of Upward and Downward L and sh - compound consonants - dictation and reading back
 - 16 Practice of Vowel indication and Revisionary (B) - dictation and reading back
 - 17 Practice of halving principle section I and II - dictation and reading back
 - 18 Practice of doubling and dipthongic vowel signs - dictation and reading back
 - 19 Practice of Medial semi circle and Prefixes - dictation and reading back
 - 20 Practice of Suffixes and Revisionary C - Dictation and reading back
 - 21 Practice of Contractions - dictation and reading back
 - 22 Practice of figures - dictation and reading back
 - 23 Practice of special contractions sec. I, II, III - dictation and reading back
 - 24 Practice of special contractions sec. IV & V - dictation and reading back
 - 25 Practice of advanced phraseography Sec. I to III - dictation and reading back
 - 26 Practice of advanced Phraseography Sec. IV & V - dictation and reading back
 - 27 Practice of advanced phraseography Sec. VI & VII - dictation and reading back
- Practice of simple sentences - running matter containing about 100 wpm
 - Practice of typing from straight forward matter @ 18 wpm
 - Practice of typing from straight forward matter @ 18 wpm
 - Practice of typing from straight forward matter @ 20 wpm
 - Practice of typing from straight forward matter @ 22 wpm
 - do-
 - Practice of speed @ 25 wpm
 - do-
 - Practice of speed @ 28 wpm
 - do- Changing of ribbon - demonstration
 - Practice of speed @ 30 wpm
 - do-
 - Practice of taking carbon copies & ribbon change
 - Practice of speed @ 30 wpm - exercise in erasing words
 - Practice of speed @ 32 wpm

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| 28 | Practice of Intersections - dictation and reading back | Practice of speed @ 32 wpm - Practice on cutting stencil |
| 29 | Practice of business phrases - dictation from seen passages @ 30 wpm - transcription and reading back | Practice of speed @ 32 wpm - demonstration in taking copies from the duplicator |
| 30 | Practice of vocabulary of new outlines - dictation from seen passages @ 30 wpm - transcription and reading back | Practice of speed @ 34 wpm - Practice in tabular statements |
| 31 | Practice of new outlines - dictation from unseen passages @ 40 wpm - transcription and reading back | Practice of Speed @ 34 wpm - practice of tabular statements |
| 32 | Practice of dictation from unseen passages @ 50 wpm - transcription and reading back | Practice of speed @ 35 wpm - Practice of typing different kinds of letter |
| 33 | Practice of dictation from unseen passages @ 50 wpm - transcription and reading back | Practice of speed @ 35 wpm - practice of typing letters including envelope addressing |
| 34 | Practice of dictation from unseen passages & 50 wpm - transcription and reading back | Practice of speed @ 36 wpm - practice of typing manuscript letter |
| 35 | Practice of dictation from unseen passages @ 60 wpm - transcription and reading back | -do- |
| 36 | Practice of dictation from unseen passages @ 60 wpm - transcription and reading back | Practice of speed @ 38 wpm |
| 37 | Practice of dictation from unseen passages @ 60 wpm - transcription and reading back | -do- |
| 38 | Practice of dictation from unseen passages @ 70 wpm - transcription and reading back | Speed practice @ 40 wpm - transcription practice on typewriter |
| 39 | Practice of dictation from unseen passages @ 70 wpm - transcription and reading back | Practice of speed @ 40 wpm - transcription practice on typewriter |
| 40 | | -do- |
| 41 | | -do- |

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- 42 Practice of dictation from unseen passages @ 80 wpm - transcription and reading back
 - 43 -do-
 - 44 -do-
 - 45 Practice of dictation from unseen passages @ 90 wpm - transcription and reading back
 - 46 -do-
 - 47 -do-
 - 48 -do-
 - 49 Practice of dictation from unseen passages @ 100 wpm - transcription and reading back
 - 50 -do-
 - 51 -do-
 - 52 Final Trade Test
- do- Practice of speed @ 40 wpm - transcription practice on typewriter
 - do-
 - do- Practice of taking dictation by simple letters and transcription on t/w - speed practice @ 40 wpm
 - do-
 - do-
 - do- Practice of speed @ 40 wpm - transcription of dictated passages on typewriter
 - do-
 - do-

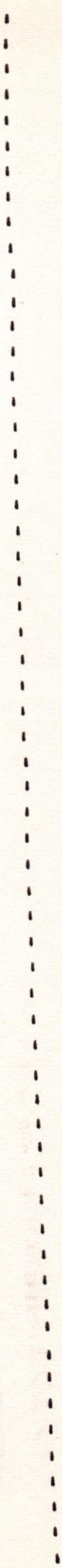
Final Trade Test

WEEKWISE - COGNATE SYLLABUS

WEEK NO.	COGNATE-SUBJECT	WEEK NO.	COGNATE-SUBJECT
1	Introduction - what is sentence ?	2	Parts of sentence
3	Difference among sentence, phrase and clause	4	Parts of speech - Noun - Pronoun - Adjective
5	Verb - Tense and voice	6	Adverb - Preposition
7	Conjunction, Interjection	8	Gerund and infinitive, participle
9	Direct and Indirect speech	10	Active voice and passive voice
11	Removal of "too... to" - Degrees of comparison	12	Interchange - one part of speech to another
13	Spelling practice - punctuation - common errors (Practice of communication skill @ 1 hour per week)	14	Common errors in the use of English words
15	Idiomatic phrases - Expressions peculiar to English language	16	Idiomatic phrases - expressions peculiar to English language
17	Idiomatic phrases followed by verb, preposition, Adverb- etc.	18	Idiomatic phrases followed by verb, preposition, Adverb, etc.
19	Pairs of words confused and misused	20	Pairs of words confused and misused
21	Single word substitution	22	Paragraph writing
23	Paragraph writing	24	Precis writing - Business letters
25	Letter drafting	26	Letter Drafting
27	Letter writing - business letters - commercial correspondence	28	Letter writing - business letters - commercial correspondence
29	Report writing	30	Report writing

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- 31 Reading practice
- 33 Essay writing
- 35 Essay writing
- 37 Comprehension
- 39 Grammar Revision
- 41 Filing
- 43 Stationery - forms - furniture
- 45 Introduction to Personal Computer -
Computer fundamentals
- 47 Computer application - Ms Office 2000
- 49 Post & telegraphy Dept., Banks, Insurance,
communication systems
- 51 Knowledge of arrangements of official
meetings and conferences, etc.
- 32 Reading practice
- 34 Essay writing
- 36 Essay writing
- 38 Grammar Revision
- 40 Office procedure - elements of office practices -
introduction - function of an office
- 42 Mailing - communication
- 44 Office machines and equipment handling of Duplicating
machine, Photocopying machine, Telephone/Intercom/
EPABX system, FAX machine
- 46 Operating system
- 48 DTP, Page maker, Photo shop, LAN, Internet, E-mail
- 50 Transport, Essential service, Air, Road and Railway
transport operations and important places in
- 52 Final Trade Test



ACHIEVEMENTS:

1. To attain a speed at 80 w.p.m. in Shorthand.
2. To acquire accuracy and speed in typewriting @ 40 w.p.m. & in letter, Manuscript & Tabulation typing.
3. To develop a sound basis in English Language with a reference to taking notes in meeting and from superiors and drafting letters, essays, etc.
4. To know about Office procedure and essential services.
5. To know how to operate the Computer, in MS OFFICE and DTP

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LIST OF TOOLS AND EQUIPMENTS FOR THE TRADE OF STENOGRAPHY (ENGLISH)
FOR A BATCH OF 20 TRAINEES

S.No.	DESCRIPTION	QUANTITY
1	Typewriters (16" carriage)	: 20 Nos
2	Electronic Typewriter	: 1 No
3	Personal Computer	: 5 Nos.
4	Fax machine	: 1 No
5	Photocopying machine	: 1 No
6	Black Board (Ruled)	: 1 No
7	Copy holders	: 20 Nos
8	Pencil Sharpner (desk type)	: 1 No
9	Stop watch	: 1 No
10	Tape Recorder	: 1 No
11	Tool kit for the typewriter mechanic	: 1 (complete set)
12	Dot Matrix Printer 24 pin	: 1 No
13	Software Package: Office 2000, Window (latest Edition)	
14	UPS 1 KVA	
15	Window type Air Conditioner 1 ton	: 1 No

FURNITURE LIST FOR A BATCH OF 20 TRAINEES

1.	Typing Tables	: 20 Nos
2.	Typing Chairs	: 20 Nos
3.	Display Board	: 1 No
4.	Steel Almirah	: 2 Nos
5.	Tables (for Instructors)	: 2 Nos. (one each for class room & staff room)
6.	Chairs (for Instructors)	: 2 Nos. -do-
7.	Steel Lockers (for trainees)	: 2 Nos. (with 10 cabineeach)
8.	Suitable Table Chair for PC	: 5 Nos. each
9.	Suitable furniture for photocopying machine, Fax machine, Electronic typewriter, etc.	