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SYLLABUS FOR
STENOGRAPHY (ENGLISH)
UNDER
CRAFTSMEN TRAINING SCHEME

As approved by
GOVERNMENT OF INDIA

In consultation with
THE NATIONAL COUNCIL FOR
VOCATIONAL TRAINING

Issued by
GOVERNMENT OF INDIA
MINISTRY OF LABOUR
DIRECTORATE GENERAL OF
EMPLOYMENT & TRAINING
NEW DELHI

2006

LISTS OF MEMBERS PARTICIPATED IN THE TRADE COMMITTEE MEETING HELD ON 16-02-2000 AT CSTARI, CALCUTTA FOR THE TRADE OF "STENOGRAPHY (ENGLISH)" UNDER C.T.S.

S.No.	Name	Designation & Organisation	
	S/Shri...		
1.	S.R. Majumdar	Director, CSTARI, Salt Lake City, Calcutta-91	Chairman
2.	M. Quamar Hamid	Director-Principal, Suffee Commercial College, Calcutta	Member
3.	B.K. Nandi	Dy. Director, The George Telegraph Training Institute, Calcutta	Member
4.	S.K. Lahiri	Global Communication, Calcutta.	Member
5.	(Mrs.) Uma Dhar	V.I., R.V.T.I., Calcutta	Member
6.	(Smt.) Srabani Dey	Instructor, Women I.T.I., Calcutta	Member
7.	R.M. Sinha	Joint Director, CSTARI, Calcutta	Member
8.	T. Mukhopadhyay	Dy. Director, CSTARI, Calcutta	Member
9.	S.P. Chatterjee	Dy. Director, CSTARI, Calcutta	Member
10.	M.S. Ekambaram	Asst. Director, CSTARI, Calcutta	Member
11.	S.K. Das	Asst. Director, CSTARI, Calcutta	Member

GENERAL INFORMATION

Name of the Trade : **Stenography (English)**

N.C.O.

Total Duration of Craftsmen Training : 1 Year

Entry Qualification : Passed 10th class examination with English as cognate subject & Proficiency in English.

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SHORTHAND		TYPE WRITING		English (Language)
Theory	Practical	Theory	Practical	
2	3	4	5	6
<p>General Introduction, Practice of consonants</p> <p>Importance of short-hand & scope of Employment opportunities</p>	<p>Practice of consonants</p>	<p>General Introduction, Inserting and removing the paper and by observing the action of keys when depressed.</p>	<p>Importance of Typing and scope of observing the action of keys when depressed.</p>	<p>Structure of sentence</p> <ol style="list-style-type: none"> 1. What is sentence ? 2. Parts of sentence. 3. Difference among sentence, Phrase & clause 4. Parts of speech 5. Spelling practice.
<p>Related subjects.</p>	<p>Use of vowels.</p>	<p>Sitting posture at the typewriter.</p>	<p>Mastery of the Key-board-Home key row and bottom row.</p>	<p>Transformation of sentence</p> <ol style="list-style-type: none"> 1. Direct and Indirect narration. 2. Active & Passive voice. 3. Removal of 'too'. 4. Interchange one part of speech to another.
<p>Emphasis on phonetic system.</p>	<p>Exercises from the Text book.</p>	<p>Knowledge of essential parts of typewriter.</p>	<p>Practice of words and simple sentences.</p>	<p>Application of Punctuation</p> <ol style="list-style-type: none"> 1. Full stop 2. Coma 3. Semicolon 4. Inverted commas 5. Sign of Interrogation. 6. Sign of Exclamation 7. Brackets

8. Apostrophe
9. Hyphen
10. Dash
11. Capitals.

Dictation on words commonly mis-spelt.

Typing Test should be conducted at the end of each month.

Practise from exercises. Insertion and removal of paper.

Practice from word drills.

Fixing margin stops.

Use of shift key and other nonprinting keys.

Mastery of the home keys, (Fingers and symbols) and other printing keys.

Practice on English grammar @ 1 hour per week.

Dictation and reading Standard Typewriters

Typing simple sentences.

Transcription from shorthand into long-hand.

Different methods of typing. Blind & Touch method.

100 words or more.

Practice from word drills & exercises.

Returning the carriage.

Dictation & reading Sequence of key striking.

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Practice on exercises on punctuation marks, Phrases over speed

Importance of accuracy

Sentences related to shift key operation.

Speed development.

Practice on care and upkeep of Typewriters.

Common errors in the use of English words.

Practice from exercises.

Typewriting accessories.

Typing from straight forward matter.

Idiomatic Phrases.

Expressions peculiar to English language.

Idiomatic Phrases followed by verb, preposition, Adverb etc.

Pairs of words confused & misused.

Single word substitution.

Paragraph writing.

Precise writing-Including business letters.

Dictation from unseen easy passages.

How to use Carbon & Erasing mistakes.

Syllabification.

Standard abbreviations.

Spacing after punctuation signs.

Dictation from unseen typewriter.

Carbon manifold.

Dictation from unseen easy passages.

Transcription on the typewriter.

Dictation from seen and unseen passages including correspondence not exceed 150 to 200 words.

<p>Revision of Theory Note taking Technique Transcription Technique Vocabulary of new out- comes on various aspects.</p>	<p>Daily transcription on the Typewriter Practice in reading, Writing & Transcribing shorthand scripts. Dictation @ 60-70 WPM of unseen passages & re-dictating the same @ 80-90 WPM. Dictation @ 70-80 WPM of unseen passages & re-dictating the same @ 90-100 WPM.</p>	<p>Paragraphing; subject headings How to calculate speed? Types of mistakes penalised. Accuracy & speed development methods. Rules for display of simple : 1. Layout & different styles of letter including envelope addressing. 2. Tabular statements. 3. Manuscripts 4. Combination sign.</p>	<p>Letter Drafting Practice on Speed & skill development exercises with accuracy. Typing practice of any general matter and transcription of shorthand notes on the Typewriter. Speed Test-Running speed and Net speed.</p>	<p>1. Letter writing-Business letters & commercial correspondence 2. Report writing</p>
<p>Revision of knowledge covered. Knowledge of Examination Techniques/Methods/Standards, Evaluation procedures</p>	<p>Dictation @ 80-90 WPM of unseen texts & re-dictating the same @ 100 WPM or more. Daily Transcription, Weekly Tests.</p>	<p>Knowledge of Stencil cutting, Duplicating & removal of mistakes on the stencil paper. Revision of theory.</p>	<p>Practice on typing exercises/assignments. Typing simple letters taken in the form of dictation.</p>	<p>Office procedure / Elements of office practices : • Office and its functions • Filing • Mailing • Stationary and Forms</p>

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<p>2 Monthly assessment at the rate of 80 to 100 WPM. 5 minutes speed Tests & Transcription thereof. Dictation from Audio cassettes.</p>	<p>3 Questions on theory and their answers. Preparation for final Assessment. Examination Technical niques.</p>	<p>4 Typing simple handwritten matter (Manuscripts) Typing simple Tabular Statements. Exercises on stencil cutting.</p>	<p>5 Practice on Speed & skill development exercises with accuracy. Typing practice of any general matter and transcription of shorthand notes on the Typewriter. Speed Test-Running speed and Net speed.</p>	<p>6 Letter Drafting</p>
<p>2 Office equipment handling : • Duplicating Machine • Photocopying Machine • Telephone/Intercom/EPABX system • Fax machine Introduction to Personal Computer : • Computer fundamentals • Operating System • Computer Applications MS-Office 2000, DTP, Page Maker, Photoshop, • LAN, Internet, e-mail. Knowledge of working & functions of : • Post & Telegraphs Dept. • Banks • Insurance • Communication Systems • Transport • Essential service • Air, Road and Railway transport operations and important places in the place or posting. • Knowledge of arrangements of official meetings and conferences etc.</p>	<p>3 Monthly assessment at the rate of 80 to 100 WPM. 5 minutes speed Tests & Transcription thereof. Dictation from Audio cassettes.</p>	<p>4 Typing simple handwritten matter (Manuscripts) Typing simple Tabular Statements. Exercises on stencil cutting.</p>	<p>5 Practice on Speed & skill development exercises with accuracy. Typing practice of any general matter and transcription of shorthand notes on the Typewriter. Speed Test-Running speed and Net speed.</p>	<p>6 Letter Drafting</p>

IES : This syllabus has already been approved and is same for all Trades.

TOOLS & EQUIPMENTS PER UNIT (16 TRAINEES)

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|---|----------------------------------|
| 1. Typewriters (16" carriage) | : 16 Nos. |
| 2. Electronic Typewriter | : 1 No. |
| 3. Personal Computer | : 4 Nos. |
| 4. Fax machine | : 1 No. |
| 5. Photocopying machine | : 1 No. |
| 6. Black Board (Ruled) | : 1 No. |
| 7. Copy holders | : 20 Nos. (Four Extra) |
| 8. Stop watch | : 1(Each Stenography instructor) |
| 9. Pencil Sharpener (Desk Type) | : 1(Each Unit) |
| 10. Tape Recorder | : 1(Each Unit) |
| 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. |

* Except Typewriter all other items can be shared with if Secretarial Practice is available in the institute

AUDIO VISUAL AIDS

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|---------------------------|---------|
| Over Head Projector (OHP) | : 1 No. |
|---------------------------|---------|

FURNITURE FOR 1 UNIT (16 TRAINEES)

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|---|--|
| 1. Typing Tables | : 16 Nos. |
| 2. Chairs | : 16 Nos. |
| 3. Class Room Note/Display Board | : 1 No. |
| 4. Tables (For Instructors) | : 2 Nos (One each for class room & staff room) |
| 5. Chairs (For Instructors) | : 2 Nos. |
| 6. Steel Almirahs | : 3 Nos. |
| 7. Steel Lockers (For Trainees) | : 2 (with 8 to 10 cabins each) |
| 8. Typing Tables (with right side drawers) | : 16 Nos. |
| 9. Typing chairs (Arm-less) | : 16 Nos. |
| 10. Suitable Table Chair for PC | : 4 Nos. each |
| 11. Suitable furniture for Photocopying machine, Electronic Typewriter etc. | |

TRAINING MATERIAL

Miscellaneous Consumables, Stationary, Raw-Material, etc. according to the timely requirements.