

B.A./B.COM. PART-I (1st Semester)

VOCATIONAL SUBJECTS

STREAM I: OFFICE MANAGEMENT AND SECRETARIAL PRACTICE

BC 107: TYPEWRITING & SHORTHAND - I

Max Marks : 100

Time : 3 Hours

Pass Marks : 35%

Theory: 4 + Practical 2

External Assessment : 60

Internal Assessment : 20

Practical : 20

Periods per week : 6

INSTRUCTIONS FOR THE PAPER SETTER/ EXAMINERS

The question paper covering the entire course shall be divided into three sections as follows.

SECTION-A

It will consist of essay type questions. Four questions shall be set by the examiner from Unit-I of the syllabus and the candidate shall be required to attempt two. Each question shall carry 9 marks; total weight of the section shall be 18 marks.

SECTION-B

It will consist of essay type questions. Four questions shall be set by the examiner from Unit-II of the syllabus and the candidate shall be required to attempt two. Each question shall carry 9 marks; total weight of the section shall be 18 marks.

SECTION-C

It will consist of 10 very short answer questions from entire syllabus. Students are required to attempt 8 questions up to five lines in length. Each question shall carry 3 marks; total weight of the section shall be 24 marks

UNIT-I

parts of a typewriter and their use. Care and upkeep of a typewriter. Ribbon changing and ribbon economy, Methods of typewriting, Touch, Sight.

Horizontal, Vertical, Keyboard Operation, Need for proper type and size of tables and chairs for use by typist. sitting postures, Material required, Injection and removal of paper, Learning the second row (Home row) (guide keys and keys), Learning the third row (upper row).

UNIT-II

Introduction- Origin of Shorthand with particular emphasis on Petman Shorthand, definition and importance of stenography, qualities of a successful stenographer, writing techniques and materials.

Consonants : Definition, number, forms, classes, size, thickness, directions and joining strokes.

Vowels- Diphthongs and Diphones :

Vowels- Definition, number sounds, signs, places position of outline, intervening vowels.

Introduction of upwards/downwards strokes in Stenography.

Diphthongs- Definition, names, Signs, placed a joined diphthongs and triphones.

Diphones – definition, signs and application.

Use of Vowels – diphthongs and diphones in plural in Stenography.

KEY BOARD OPERATIONS

1. Practising Second row, third row, first row and fourth row.
2. Practising words, sentences, paragraphs and passages.
3. Use of Shift Keys and other non-character keys.
4. Typewriting special symbols of the key Board and Punctuation marks.

SPEED BUINDING

1. Different kinds of drills for typing.
2. Graded Speed Test leading to accurate speed of about 30 w.p.m.
3. Typing of passages each containing 300 words in the ten minutes.

TEACHING GUIDELINES

Alternative handwords, balanced handwords, same letters in different words, drills of common words, drills of alphabetical sentences and words division drills.

1. Centering – Horizontal and Vertical.
2. Ensuring proper margining ; lines spacing.
3. Typing of different types of Headings including spaced heading.

LETTER TYPING

1. Typing exercises of personal, official and business letters in different style with proper display.
2. Typing of applications for jobs.
3. Addressing the envelopes.
4. Using Carbon papers for taking out Multiple copies.