

**B.A./B.Com. PART-I (1<sup>st</sup> Semester)**  
**VOCATIONAL SUBJECTS**  
**STREAM 1: OFFICE MANAGEMENT AND SECRETARIAL PRACTICE**  
**TYPEWRITING & SHORTHAND -1**

Max. Marks: 100  
Time : 3Hours  
Pass Marks: 35%  
Theory : 4 + Practical 2

External Assessment : 60  
Internal Assessment : 20  
Practical : 20  
Period per week : 6  
Credit : 5

**INSTRUCTIONS FOR THE PAPER SETTER/ EXAMINERS**

**SECTION-A**

It will consist of essay type questions. Four questions shall be set by the examiner from Unit-1 of the syllabus and the candidate shall be required to attempt two. Each question shall carry 10 marks: total weight of the section shall be 20 marks.

**SECTION-B**

It will consist of essay type questions. Four questions shall be set by the examiner from Unit-11 of the syllabus and the candidate shall be required to attempt two. Each question shall carry 10 marks; total weight of the section shall be 20 marks.

**SECTION-C**

Section C will be compulsory with 10 short-answer type questions of 02 marks each, which will cover the entire syllabus.

**UNIT-I**

Typewriter- Its use and importance, a standard typewriter, Makes and categories of typewriters. Essential 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, Insertion 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 Pitman 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.

**Course Outcome :**

This course will help the students to know about the methods of typewriting categories of typewriters, keyboard operations, styles of typing .

## **PRACTICALS**

### **KEY BOARD OPERATIONS**

Marks :20

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

### **SPEED BUINDING**

1. Different kinds
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.

### **Reference Books:**

Principles of Typewriting, Pitman Publications

SS Sangal, DP Bhatia

Pitman Shorthand –Instructor and key,PearsonPublications

**B.A./B.Com. PART-I (2<sup>nd</sup> Semester)**  
**VOCATIONAL SUBJECTS**  
**STREAM 1: OFFICE MANAGEMENT AND SECRETARIAL PRACTICE**  
**TYPEWRITING & SHORTHAND -II**

Max. Marks : 100  
Time : 3Hours  
Pass Marks: 35%  
Theory : 4 + Practical 2

External Assessment : 60  
Internal Assessment : 20  
Practical : 20  
Period per week : 6  
Credit : 5

**INSTRUCTIONS FOR THE PAPER SETTER/ EXAMINERS**

**SECTION-A**

It will consist of essay type questions. Four questions shall be set by the examiner from Unit-1 of the syllabus and the candidate shall be required to attempt two. Each question shall carry 10 marks: total weight of the section shall be 20 marks.

**SECTION-B**

It will consist of essay type questions. Four questions shall be set by the examiner from Unit-11 of the syllabus and the candidate shall be required to attempt two. Each question shall carry 10 marks; total weight of the section shall be 20 marks.

**SECTION C**

It will be compulsory with 10 short-answer type questions of 02 marks each, which will cover the entire syllabus.

**UNIT-1**

Typewriting- Learning the first row (bottom row). Learning the fourth row (number row Special signs and symbols in the keyboard and their uses. Type of headings. Margin and line spacing. Use of punctuation marks, Figures-Arabic and Roman, Paragraphs-type and styles, numbering, pagination, Styles of typing different kinds of letters, Arrangements of tabular statements, Syllabification, foot-notes

Computer Introduction, functions and classification, Overview of Software and Hardware, Input and Output devices, Computer Memory. Computer typing in MS Word 2000; Saving, copying and printing documents, Formatting documents Ms Office.

**UNIT-II**

Shorthand-Grammalogues and Phraseography. Grammalogues, definition of grammalogues and logogram, list of grammalogues, punctuation signs: Phraseography- definition of phrase, how a phrase is written, qualities of a good phraseogram, list of simple phrases.

Circles, loops and hooks :Circles- size and direction. Application, application in phraseography ,attachment with straight and Curved strokes, exception to the use of circle. Loops Size and Direction

**Course Outcome :**

This course will help the students to know about the methods of typewriting categories of typewriters, keyboard operations, styles of typing .

## **SHORTHAND PRACTICALS**

Marks 20

- 1.Repeated Practice of consonants, writing each consonant from the text material with particular attention to their formation, length, angle, size and direction.
2. Repeated practice of vowels, diphthongs, diphones and triphones by copying the text materials and other printed shorthand books and reading book and same:
- 3.Repeated practice of grammalogues and phrases;
4. Repeated practice on use of circles. loops and book:
5. Transportation from shorthand into longhand:
6. Dictation from unseen passage;
7. Variety of drills shorthand from black-board, copying shorthand from black board cold note reading delayed writing, students dictate to the class from shorthand book two minute speeches by students, reading printed shorthand matter.

### **INSTRUCTIONS FOR PRACTICAL EXAMINATION**

There will be dictation of 5 minutes and the candidate (hall be required to type in 25 minutes.

#### **Reference Books:**

Principles of Typewriting, Pitman Publications

SS Sangal, DP Bhatia

Pitman Shorthand –Instructor and key,Pearson Publications