

(ii) Stenography : English, Marathi

Introduction

Day by day the demand for Office Secretary, Personal Secretary and Executive Secretary is increasing in commercial and business houses. So as to fulfil this need, it is necessary to produce personnel skilled with efficient typewriting and shorthand.

The present computer age has forced the introduction and use of personal computers (P.C.'s) in the office routine. The alphabetic and numerical keyboard of a computer and typewriter is one and the same. Typewriting skill will help the students to handle a computer speedily and efficiently.

At the same time the use of dictaphone has made a revolution. The knowledge of shorthand will also be helpful to the dictaphone operator. So the syllabus subject has been framed with the object of preparing the students to cater the needs of the modern commercial and business houses and industries. Emphasis is, therefore, given on the theoretical and practical aspects of typewriting and shorthand as well as so to enable the students to type the given matter speedily and accurately and display the matter in proper and attractive form, by using different technical devices. The students ought to be acquainted with all the methods of typing and working parts of the typewriter and enable them to use them effectively.

Objectives

To enable the students to

1. introduce the students with the knowledge of working parts and the use of different methods and/or devices of the typewriter.

2. introduce the students with the tabulation work like charts, statements etc. in business houses.
3. introduce the students with the knowledge of proof correction symbols, abbreviations, short forms, which frequently occur in the manuscript drafts given for typewriting.
4. train the students with the speed, accuracy and neatness in typewriting and shorthand and handle the equipment in proper manner.
5. acquaint the students with the method of taking notes in shorthand and to transcribe the same with accuracy in proper form and style.

Std.XI : Section I – Typewriting

Theory

1. Typewriter and its history, year of invention and name of inventor, etc.
2. Kinds of typewriters – Standard, portable, electronic and computer as a typewriter. Correct position at the typewriter.
3. Working knowledge of the following parts of the typewriter :
Space bar, Shift key, Shift lock, Back spacer, Warning bell, Top plate, Thumb wheels, Paper bails, Paper bail rod, necessity of Ribbon indicator, Ribbon reverse lever, Margin stopper left & right, Line space lever, Paper Releaser, Carriage. Type bars, Draw band, Paper injector.
4. Names of English type faces, knowledge of keyboard, its explanation, guideline of home keys, its importance care and



maintenances of typewriter, replacement of ribbon, position of copy, rhythm, even touch spacing between paragraphs, advantages of backing sheet blind fold system, kinds of addresses, punctuation marks and spacing before and after them, Roman figures, 1 to 50 (1 to L) for English Typewriting and not for Marathi Typewriting, Proof correction symbols.

Practicals

1. Practice of operating the 3 rows (4rows for Marathi T/W) of keyboard, excluding figures row.
2. Introduction of blind fold system. Practice of the same through exercise consisting of small and long words, sentences and paragraphs.
3. Typing of capital letters in English and half letters in Marathi
4. Punctuation marks, practice of correct typing, of address. Envelope addressing and Roman numerals (not for Marathi)
5. Typing the passage after correcting the same as per instructions shown by proof correction signs.

The speed skill expected at the end of the year is approximately @ 15 w.p.m.for English Typewriting and @ 12 w.p.m.for Marathi Typewriting.

Section II – Shorthand

Theory

1. Consonants, Vowels, vowel indication, difference between Chay & Ray, intervening/vowels, rules of position writing alternative forms, R & H.
2. Diphthongs, Abbreviated W. phraseography circle S & Z, strokes S &, large circle SW, SS or SZ loops ST and STR.

3. Hooks : initial and final hooks to straight and curve strokes, alternative forms of Fr, Vr, Thr, fl, vl in (Marathi टर, ठर, डर, ढर, शर, टल, ठल, डल, ढल, शल etc.).
4. Circles or loops preceding initial Hooks, circles and 3 loops to Final hooks, Shun Hook, Aspirate, Upward and downward R & L and SH.

Practicals

Reading and writing

1. of grammalogues and/or shortforms.
2. of exercises given at the end of each chapter.
3. practice of taking down notes of easy passages in shorthand and reproducing them in long hand. The vocabulary of such passages will mainly and in general be limited to words appeared in the chapters prescribed. The speed skill expected at the end of the year is about 30 w.p.m. for English Shorthand and 25 w.p.m.for Marathi Shorthand.

Std.XII : Section I – Typewriting

Theory

1. Working (not technical and / or mechanical) of the following parts : Line-space, Scale, Roller, Typeguide, Line-gauge, Card-holder, Variable line space or plunger, Ratchet releaser, Ribbon Carrier.
2. Feed rolls : kinds of, Carriage release lever, Type Bar buffer spring, Decimal tabulator keys.
3. Knowledge of : Different carriages and working of carriages, Use of carbon papers. Use of stencil, Use of correcting fluid and whitener.
4. Layout of commercial and business letters, Leader dots, Kinds of paragraphs, care to



- be taken while handling carbon papers, Proof correction symbols. Abbreviations and shortforms, Interchange in the typewriter, Different kinds of Rollers (platen-sheets) and their uses, Catch word.
5. Kinds of duplicators and their working, Fixed tabulator system, Difference between Ratcher releaser and plunger.
 6. Method of : Ruling the statement, Typing of signs not fitted to the typewriter. Typing of fractions. Typing of inferior and superior numbers.
 7. Erasing original and carbon copies on the typewriter.
 8. Typing of date, Typing of one & zero if not fitted to the English typewriter, Grafting, Combination of characters, Half-spacing correction on the typewriter, Typing shaded or double capitals with the help of plunger, Typing spaced letters with the use of = bicolor ribbon.
3. Agenda, Notice of Meeting.
 4. Balance Sheet and statement, using the carbon papers wherever and whenever asked to use them.
 5. Typing practice of passages in manuscript. The speed skill expected at the end of the year is 30 w.p.m. in English Typewriting and 25 w.p.m.in Marathi Typewriting.

Section II – Shorthand

Theory

1. Compound consonants, vowel indication.
2. Halving and doubling principles, diphonic signs, Medial Semicircle.
3. Prefixes and terminations, contraction, figures.
4. Essential vowels, special contractions.

Practicals

1. Reading and writing practice of short forms and exercises given at the end of each chapter.
2. Practice of taking down notes of easy passages of about 300 simple words and reproducing the same in long hand, either on typewriter or handwriting.

The speed expected at the end of the year should be 60 w.p.m.in English Shorthand and 50 w.p.m. in Marathi Shorthand.

