

Stenography

DIPLOMA STANDARD

UNIT I Typewriting English

1. Important of Typewriter

2. Kinds of Typewriter

- (i) Standard
- (ii) Portable
- (iii) Electric
- (iv) Electronic
- (v) Electronic with memory.

3. Sitting Posture

4. Knowledge of Essential Parts of a Typewriter

5. Insertion and removal of paper

6. Margin setting

7. Touch and Slight system of typing

8. Rythm in Typewriting

9. Speed development methods

10. Imporatance of Accuracy and Neatness and mainteance of both

11. Care and upkeep of Typewriter.

12. Accessories of for Cleaning

13. Use of Eraser

14. Syllabification

15. Abbreviations (Standard)

16. Punctuation marks, paragraphing and Heading

17. Display of

- (i) Letters (all types) including Address typing; Intended and block style.).
- (ii) Tabular Statements
- (iii) Minutes
- (iv) Reports etc.,

18. Knowledge of Stencil Cutting and Duplicating

- (i) Manual Duplicator
- (ii) Electrical Duplicator
- (iii) Electronic Stencil Cutting
- (iv) Photo copying.

UNIT II SHORTHAND (ENGLISH):-

1. Important of Shorthand
2. Emphasis on phonetic system
3. Tools required for good shorthand writing
4. Sitting posture
5. Knowledge of the complete set of instructions and rules contained in the Shorthand Instructor.
6. Note Taking techniques
7. Common errors of English words and Shorthand outlines.
8. Transcription techniques and vocabulary of new outlines
9. Techniques in speed development
10. Technique in Machine Transcription.

UNIT III Modern Office Appliances

1. Telephone
2. Typewriter-Manual Standard, Portable Electrical, Electronic with memory
3. Adding and Calculating Machine.
4. Addressing Machine
5. Folding Machine
6. Stamp Affixing machine
7. Franking machine
8. Envelope Sealing machine.
9. Duplicating machine
10. Cheque writer
11. Dictating machine or Dictaphone
12. Telex and Teleprinters
13. Cash Register
14. Time Recorder
15. Letter Opener
16. Sorter for Duplicating machines
17. Computer

UNIT IV Postal Requirements:-

1. Inland post (all kinds)
2. Foreign post
3. Money Orders and Postal Orders (all kinds)
4. Tele-Communication
5. Post Office Savings Banks
6. Small Savings Schemes.

UNIT V Filing Systems:-

1. Aims of filing system
2. Essential of a Good Filing System

3. Filing Methods:-

- i) Press Copy book
- ii) Pigeon -hold system of filing
- iii) Flat Ssystem
- iv) Vertical System
- v) Lateral System
- vi) Microfiliming
- vii) Rules of filing,

4. Indexing :-

- i) Classification
- ii) Vowel Sub-index
- iii) The card Index
- iv) Cross Reference

5. Telegram

- i) Telegraph codes
- ii) The cipher telegram
- iii) Telelgraphic Address
- iv) Express and Ordinary Telegram
- v) Reply paid telegrams.

UNIT VI Secretarial Duties:-

1. Nature of job and qualifications of a good
 - typist
 - Steno-typist
 - Steno-grapher
 - Secretary Steno
 - Secretary (secretariat).

2. Meetings - kinds of and condcut of.