

4. ENGLISH TYPEWRITING

1. INTRODUCTION

At present the Typewriting Vocational Course is being offered with one-year duration for SSC failed candidates. Every organization needs an Office Assistant who is quite familiar in typewriting and shorthand. To meet to the requirements of the society this short-term course on typewriting has been designed.

2. OBJECTIVES OF THE COURSE

To train the students to get acquainted with the typewriter and to make the student after passing the course as a successful typist.

3. SKILLS TO BE PROVIDED.

Typing skills and duplicating Skills should be given.

4. EMPLOYMENT OPPORTUNITIES.

Wage Employment

a). Join in any organization as a typist.

Self Employment

- a. Start a typing institute of their own.
- b. Under-take job-work like typing of legal and official matters on their own efforts.

5. Schemes Of Instruction Per Module

Module	Theory		On Job Training		Total	
	Hours	Weightage	Hours	Weightage	Hours	Weightage
I	72	30	216	70	288	100
Total	72	30	216	70	288	100

Schemes Of Instruction Per Week

Module	Theory	On the Job Training	Total
Modules I/II/III	6 Hours	18 Hours	24 Hours

6. SYLLABUS FOR ENGLISH TYPEWRITING

DIVISION OF SYLLABUS INTO MODULES:

I] The Syllabus is divided into 3 modules.

1. Each Module consisting of 3 months i.e., 12 weeks.
2. The contents of the syllabus for each Module is earmarked as 30% Theory and 70% Practical.
3. Examination will be conducted at the end of each Module.
4. On successful completion of Two modules, a student may be given a certificate in Typewriting in Lower Grade which is equivalent to Technical Board Exam.
6. On successful completion of the 3rd module, a student may be given a Certificate in Typewriting in Higher Grade, which is equivalent to Technical Board Exam.

MODULE – I: Fundamentals in Typewriting

CHAPTER	No. of Periods (72+216)		TOTAL
	Theory	On the Job Training	
Keyboard practice with emphasis on rhythm and practice of figures.	10	As the Subject is practical oriented, more emphasis is given to On the job training	72 + 216
Blind Touch Method	10		
Accuracy development	10		
Shift key operation	10		
Words and sentences, practice of paragraphs	10		
Speed Practice at the rate of 20 w.p.m.	10		
Tabular sets centering and simple statements	12		
Total	72		

REVISION AND EXAMINATION

MODULE –II: Practice of Letter Writing & Office Procedures

CHAPTER	No. of Periods (72+216)		TOTAL
	Theory	On the Job Training	
Speed Practice at the rate of 30 w.p.m.	12	As the subject is practical oriented, more emphasis is given to on the job training	72 + 216
Typing of Business Letter	12		
Typing of Invoice	12		
Typing of Memorandum	12		
Typing of Government Order	12		
Typing of Official letter	12		
Total	72		

MODULE –III: Advanced Type Writing

CHAPTER	No. of Periods (72+216)		TOTAL
	Theory	On the Job Training	
Typing of Balancesheet on different sheets	6	As the	
Typing of Tender Notice	6		
DISPLAY.	6		
Speed practice @ 45 w.p.m	6		

Definition and Importance of Typewriter Different Sizes and makes of typewriters	6	Subject is Practical Oriented. more emphasis is given to on the job training	72 + 216
Different parts of the Typewriter and their functions			
a. Different movements of the Ribbon	6		
b. Step by Step movement	6		
c. Space-Bar movement	6		
d. Tabulator mechanism	6		
e. Back space movement	6		
f. Maintenance of typewriter	6		
Stencil cutting and duplicating	6		
Total	72	216	288

7. LIST OF TOOLS & EQUIPMENT

Non-Consumables

Typewriters and duplicating machines

Consumables

Stationery like white paper, typewriting ribbons, carbon papers, etc

8. QUALIFICATION FOR TEACHING FACULTY.

Any Degree with Typewriting Higher Grade in English

9. REFERENCE BOOKS

1. Typewriting Fundamentals by Md. Khan
2. Speed papers, Manuscripts (Venus Typewriting Institute, Kakinada)

10. LIST OF PARTICIPANTS

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