

syllabus for  
**STENOGRAPHY (ENGLISH)**  
**UNDERCRAFTSMEN TRAINING SCHEME**

2000

prepared by

GOVERNMENT OF INDIA

MINISTRY OF LABOUR

DIRECTORATE GENERAL OF EMPLOYMENT & TRAINING

CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE

EN-BLOCK,SECTOR-V, SALT LAKE CITY, CALCUTTA-700 091

LIST OF MEMBERS PARTICIPATED IN THE TRADE COMMITTEE MEETING  
HELD ON 16-2-2000 AT ASTARI, CALCUTTA FOR THE TRADE OF

“STENOGRAPHY (ENGELSH)” UNDER C.T.S.

SR.NO.	NAME S/SHRI.....	DESIGNATION & ORGA NISATION	
1	S.R.majumdar	Director, cstarl, salt lake city , calcutta-91.	chairman
2	M.Quamar Hamid	Director-principal, suffee Commercial College, Calcutta	Member
3	B.K.Nandi	Dy.Director, The George Telegraph Training Insttute, Calcutta.	Member
4	S.K.Lahiri	Global Communication, Calcutta.	Member
5	(Mrs.)Uma Dhar	V.I.,R.V.T.I., Calcutta	Member
6	(Smt.)Srabani Dey	Instructor, women I.T.I, Calcutta	Member
7	R.M. Sinha	joint director, CSTARI, Calcutta	Member
8	T.Mukhopadhyay	DY. Director,CSTARI,Calcutta	Member
9	S.P. Chatterjee	Dy.Director,CSTARI,Calcutta	Member
10	M.S.Ekambaram	Asst.Director, CSTARI, Calcutta	Member
11	S.K.Das	Asst.Director, CSTARI, calcutta	Member

GENERAL INFORMATION

1. Name of the trade Stenography (English)
2. N.C.O.
3. Total duration of craftsmen training :1 Year
4. Entry qualification :Passed 10th class Examination with English as cognate subject and proficiency in English.

Week No.	SHORT HAND		TYPE WRITING		English(Language)
	Theory	Practical	Theory	Practical	
1 to 13	<p>General Introduction, Importance of shorthand &amp; scope Employment opportunities</p> <p>Related subjects.</p> <p>Emphasis on phonetic system.</p>	<p>Practice of consonants</p> <p>Use of vowels.</p> <p>Exercise from the text book.</p>	<p>General Introduction, Importance of Typewriting and scope of job opportunities.</p> <p>Sitting posture at the typewriter</p> <p>Knowledge of essential parts of typewriter</p>	<p>Inserting and removing the paper and by observing the action of keys when depressed.</p> <p>Mastery of the keyboard-home key row and bottom row</p> <p>Practice of words and simple sentences.</p>	<p><u>Structure of sentence</u></p> <ol style="list-style-type: none"> <li>1) What is sentence ?</li> <li>2) Parts of sentence</li> <li>3) difference among sentence, phrase and clause.</li> <li>4) parts of speech</li> <li>5) spelling practice.</li> </ol> <p><u>Transformation of sentence</u></p> <ol style="list-style-type: none"> <li>1) Direct &amp; Indirect narration</li> <li>2) Active and passive voice</li> <li>3) Removal of too.</li> <li>4) Interchange one part of speech to another.</li> </ol> <p><u>Application of punctuation</u></p> <ol style="list-style-type: none"> <li>1) Full stop.</li> <li>2) comma.</li> <li>3) semicolon.</li> <li>4) inverted commas</li> <li>5) sign of interrogation</li> <li>6) sign of exclamation</li> <li>7) Brackets</li> <li>8) Apostrophe</li> <li>9) Hyphen</li> <li>10) Dash</li> <li>11) Capitals</li> </ol> <p>Dictation on words commonly misspelled.</p>

N.B.:- Monthly test should be conducted at the end of each month.

1 to 13	<p>Tools required</p> <p>Sitting position.</p> <p>Holding of pen &amp; note book.</p> <p>Per-requisites of shorthand writing.</p>	<p>practice from exercise</p> <p>Practice from word drills.</p> <p>Dictation and reading back</p> <p>Transcription from shorthand into long hand.</p>	<p>insertion and removal of paper.</p> <p>Fixing margin stops.</p> <p>Standard typewriter .</p> <p>Different method of typing. Blind and touch method.</p>	<p>mastery of the home keys (fingers and symbols) and other printing keys.</p> <p>Use of shift key and other non printing keys.</p> <p>Typing simple sentences.</p> <p>Typing copying exercises containing about 100 words or more.</p>	<p>practice of communication skill (conversational English) @ 1 hour per week.</p> <p>Practice on English grammar @ 1 hour per week.</p>
---------	---	---	--	---	--

	Explanation of consonants and vowels sounds.  Shortforms (Grammalogues)	Practice from word drills and exercises .  Dictation and reading back.	Returning the carriage.  Sequence of key striking,		
1 to 13	Punctuation marks and phrasography. Diphthongs and triphones, circles and loops. Vowel indication Joining of outlines	. practice on exercises on punctuation marks. Phrasography. y.Diphthongs and triphones . Circles and loops. Vowel indication Joining of outlines	. Importance of accuracy over speed.	Practice on exercises. Sentences related to shift key operation. Speed development.	Spelling practice and common errors.
14 to 26	Hooks (Initial and final ) Additional forms. Halving and doubling principles. Diphthongs, Medial semi circles. Compound words Prefixes and Suffixes,	Transcription from shorthand to longhand from the text book. Practice from exercises. Dictation and reading back Dictation from unseen passages. Transcription on the typewriter. Dictation from seen and unseen passages including correspondences not exceeding 150 to 200 words.	care and upkeep of the typewriter. typewriting accessories . change of ribbon. Ribbon economy. How to use carbon and Erasing mistakes. Syllabification . Standard abbreviations. Spacing after punctuation signs.	Practice on care and upkeep of typewriters. Typing from straight forward matter. Practice on speed development exercises and word division drills. Speed and Accuracy exercises. Practice on using carbon manifoldng.	Common errors in the use of English words. Idiomatic phrases . 1) E x pr es si o n s p ec ul ie r to E n gl is h la n g u a

					<p>g e. 2) Id io m at ic p hr as es fo ll o w e d b y v er b. .p re p os iti o n, a d v er b et c.</p> <p>Pairs of words confused&amp; misused. Single word substitution . Paragraph writing. Precise writing- including business letters.</p>
14 to 26	Revision of Theory	Daily transcription	Paragraphing subject		Letter Drafting

		on the typewriters	headings		
27 to 39	Note taking technique. Transcription technique and Vocabulary of new outlines on various aspects.	Practice in reading Writing & Transcribing shorthand scripts. Dictation @60-70 WPM of unseen passages and re-dictating the same @80-90 WPM Dictation @70-80 wpm dictation@70-80wpm of unseen passages & re-dictating the same @90-100 wpm	how to calculate speed ? types of mistakes penalised. account & speed development methods. rules for display of simple:-(1) layout & different styles of letter including envelope addressing.(2) tabular statements. (3) manuscripts combination.	practice on speed & skill development exercises with accuracy. Typing practice of any general matter and transcription of shorthand notes on the typewriter.  Speed Test – Running speed and Net speed.	i) Letter writing -business letters & commercial correspondence  ii) Report writing
40 to 52	Revision of knowledge covered.	Dictation @ 80-90 WPM of unseen texts & re-dictating the same @- 100 WPM or more.	Knowledge of Stencil cutting, Duplicating & removal of mistakes on the stencil paper.	Practice on typing exercises/assignments.	
40 to 52	knowledge of examination-techniques/methods/standards, evaluation on procedures	daily transcription, weekly tests. monthly assessment at the rate of 80 to 100 WPM. 5 minutes speed tests and transcription thereof. dictation	revision of theory. question on theory. and their answers. preparation for final assessment. examination techniques.	typing simple letters taken in the form of dictation. typing simple handwritten matter (manuscripts) typing simple tabular statements . exercises on stencil cutting.	office procedure/elements of office practices:- 1. office and its functions 2. filing 3. mailing 4. stationary

		from audio cassettes.			<p>5.</p> <p>6. and forms.</p> <p><b>office equipment handling:-</b></p> <ol style="list-style-type: none"> <li>1. duplicating machine</li> <li>2. photocopying machine</li> <li>3. telephone/in tercom/EP ABXs system</li> <li>4. fax machine.</li> </ol> <p><b>introduction to personal computer:-</b></p> <ol style="list-style-type: none"> <li>1. computer fundamentals</li> <li>2. operating system</li> <li>3. computer Applications</li> </ol> <p>MS-OFFICE 2000,DTP,PAGE MAKER, PHOTO SHOP.</p> <ol style="list-style-type: none"> <li>1. LAN,interne</li> </ol>
--	--	-----------------------	--	--	---

					<p>t, e- mail. KNOWLE DGE OF WORKING &amp; FUNCTIO NS OF:-</p> <ol style="list-style-type: none"><li>1. post &amp; telegr aphs dept</li><li>2. banks</li><li>3. insura nce</li><li>4. comm unicat ion sistem s</li><li>5. transp ort</li><li>6. essent ial servic e</li><li>7. air,roa d and railwa y transp ort operat ions and import antant places in the place or postin g.</li><li>8. knowl edge of arrang ement s of officia l</li></ol>
--	--	--	--	--	--

					meetings and conferences etc.
--	--	--	--	--	-------------------------------

**TOOLS & EQUIPMENTS PER UNIT (16 TRAINEES)**

- |  |                                    |
|--|------------------------------------|
| 1. Typewriters (16" carriage)                                | : 16 Nos.                          |
| 2. Electronic typewriter                                     | : 1No.                             |
| 3. Personal computer   | : 4 No.                            |
| 4. Fax machine   | : 1 No.                            |
| 5. Photocopying machine                                      | : 1 No.                            |
| 6. Black board (Ruled)                                       | : 1 No.                            |
| 7. Copy holders  | : 20 Nos.(for extra)               |
| 8. Stopwatch   | : 1 (each stepnography instructor) |
| 9. Pencil sharpener (Desk type)                              | : 1 each unit)                     |
| 10. Tape recorder  | : 1(Each unit)                     |
| 11. Tools kit(for the typewriter machine)                    | : 1(computer set)                  |
| 12. Dot matrix printer 24 pin                                | : 1 No.                            |
| 13. Software package:- office 2000, Windows(latest addition) |                                    |
| 14. UPS 1 KVA  |                                    |
| 15. Windows type Air conditioner 1 ton                       | : 1 no.                            |

- Except typewriter all other items can be shared with if secretarial practice is available in the institute.

**AUDIO VISUAL AIDS**

Over Head Projector(OHP) : 1 No.

**FURNITURE FOR 1 UNIT ( 16 TRAINEES)**

- |                                  |  |
|----------------------------------|--|
| 1. Typing Tables                 | : 16 Nos.                                      |
| 2. Chairs                        | : 16 Nos.                                      |
| 3. Class Room Note/Display Board | : 1No.   |
| 4 Tables ( For Instructors )     | : 2 Nos (One each for class room & staff room) |
| 5. Chairs ( For Instructors )    | : 2. Nos.                                      |
| 6. Steel Almirahs                | : 3. Nos                                       |
| 7. Steel Lockers ( For Trainees) | : 2 ( with 8 to 10 cabins each)                |

8. Typing tables ( with right side drawers) : 16 Nos  
 9. Typing chairs ( Arm-less) : 16 Nos  
 10. Suitable Table Chair for PC : 4 Nos. each  
 11. Suitable furniture for photocopying machine, Fax machine, Electronic  
 \ Typewriter etc.

TRAINING MATERIAL

Miscellaneous Consumables, Stationary, Raw-Material. etc. according to the timely requirements.

DGE & T NO. -2 (3)/99-CD  
 Government of India  
 Ministry of Labour  
 D.G.E & T

New Delhi dated the 1st November 2001

To,

All the State Directors ( dealing with Craftsman Training Scheme)

Subject:- Implementation of the revised syllabi of the following trades

- 1) Instrument mechanic (Chemical Plant) under CTS/ATS
- 2) Stenography (English) under CTS

Sir,

I am directed to inform you that the syllabi of the above mentioned trades have been revised under CTS/ATS. While revising the syllabus of the trade stenography (English) no changes have been made with regard to (1) Name of the trade (2) Duration of training and (3) Entry qualification. However the entry qualification and duration of training for the trade of Instrument Mechanic (Chemical Plant) has been revised as under:-

Sl. NO.	Existing		Revised	
	Entry Qualification	Duration of training	Entry Qualification	Duration of Training
1.	Passed 10th class examination under 10+2 system of Education with Physics, Chemistry & Matha as one of the subjects or its equivalent.	2 years	passed 10th class examination or its equivalent with Science.	2 years
2.	* Passed BSc. with physics & Chemistry.	6 months	N/A	N/A

- Qualification has been deleted during revision of syllabus.

It is also intimated that some new tools and equipment have been added in the revised syllabus. You are therefore requested to issue necessary instructions to ITI s /ITCs under your control which are conducting training programme in the above trades that existing infrastructure facilities may be upgraded before the start of the new session. Only those institutes which are found to have the requisite infrastructure be permitted to admit the trainees in these trades. A copy of Departmental Inspection Report (DIR) indicating that the facilities created earlier have now been upgraded/provided as per the tools and equipments prescribed in the revised syllabus of both the above mentioned trades be submitted to DGET(HQ) before the commencement of the next session for the purpose of affiliation.

**Availability of copies of the syllabi :-**

printed copies of the revised syllabi are available at the following address on a payment basis:-

M/s Asian Publishers  
3911, Roshan Pura, Nai Sarak,  
New Delhi – 110006 (telephone No.3915650, 3941531)

The trade with the old syllabus would stand deleted from the session starting from 1st August 2001 session would be held as under to enable the failed trainees to avail permissible 5 additional chances within three years of their first attempt to pass the trade test.

<b>Trade Name</b>	<b>First attempt</b>	<b>last attempt</b>
1. Stenography (English)	July, 2002	July, 2005
2. Instrument Mechanic (Chemical Plant)	July, 2003	July, 2006

**Yours faithfully,**

**(Anita Srivastava)**

**Asstt. Director of Training**

**For Director of Training**

**Copy for information & necessary action to :-**

1. Directors – ATIs at Chennai, Hyderabad, Kanpur, Kolkatta, Ludhiana & Mumbai, and FTIs at Bangalore & Jamshedpur, ATI(EPI) at Dehradun & Hyderabad.
2. Principal CTIn Chennai, NVTI- Noida, ALL RVTIS & All MITIs
3. TC, AP (with one spare copy each) TU, TA-I, TA-II, AP, PCT, WOT, AVTS sections at DGET HQ.
4. TT Cell (along with syllabus), with a request to supply question papers as per the instruction contained in the letter.
5. M/s Asian Publishers 3911 Roshan Pura, Nai Sarak, New Delhi.
6. Directors – CIMI Chennai, CSTARI Kolkatta.

(A.K.Gandhi)  
Training Officer