

Educational (190 /) Department.

ORDINARY PRINTED.

G.O., No. 10

DATED 11. 1. '01

INDEXED.

ORIGINAL

[Despatch Abstract.]

Supp-writing

considering that twenty words in a
minute will be a sufficiently high
rate for the elementary Ex^{an} in —

The Notes
in these Proceedings have been printed.

BACK PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

Government {1901} of Madras. EDUCATIONAL.

Recd.

Regd.

} 1901.

Enclosures

Spare copies

ORIGINAL

G.O., No. 10, 11th January 1901.

JANUARY.

Type-writing.

Considering that twenty words in a minute will be a sufficiently high rate for the elementary examination in —.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—again the following paper:—

G.O., No. 432, Educational, dated 7th September 1900.

READ—also the following paper:—

From the Hon'ble Mr. G. H. STUART, M.A., Barrister-at-Law, Director of Public Instruction, Madras, to the Secretary to Government, Educational Department, dated 29th October 1900, No. 10787.

With reference to paragraph 4 of G.O., No. 432, Educational, dated 7th September last, requiring a revision of the syllabus for the elementary test in type-writing in accordance with the suggestion of the Board of Revenue that a minimum speed of thirty words per minute should be required from candidates, I have the honour to submit that no change in the present syllabus seems to me to be necessary. I am of opinion that the speed required at present, viz., twenty words per minute, is sufficiently high. In an examination, even if a candidate can work faster than this rate he will still require a little time at the beginning to arrange his work, and also a little time at the end to look over the work that he has done; and if he can successfully write a passage of 600 words in half an hour amidst the flurry and distraction of an examination room, he may, under ordinary circumstances, be fairly expected to be able to typewrite thirty words per minute. For these reasons I submit that the syllabus may be allowed to stand as it is.

ORDER—No. 10, Educational, dated 11th January 1901.

The Governor in Council concurs with the Director of Public Instruction in considering that twenty words in a minute will be a sufficiently high rate. Practical tests in the Government offices have supported Mr. Stuart's conclusion.

(True Extract.)

M. HAMMICK,
Ag. Secretary to Government.

To the Director of Public Instruction.
„ the Board of Revenue (Land Revenue).
„ the Financial Department.

Exd. A. Trivett.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 10, EDUCATIONAL, DATED
11TH JANUARY 1901.

[SUBJECT.—*Syllabus for the elementary test in type-writing.*]

The Director's letter may perhaps be referred to the Board of Revenue for remarks.

P. T. THARYAN.
2-11-00.

Secretary.

Yes.

A. T. PRINGLE.
3-11-00.

M. HAMMICK.
3-11-00.

To the Board of Revenue u.o.

BOARD OF REVENUE.

The Board is of opinion that if the syllabus only requires twenty words per minute, men will pass who cannot write thirty words and who are not up to official requirements. It thinks the syllabus should require thirty words per minute, and it should be left to the examiner (under the orders of the Commissioner for Government Examinations) to decide what margin he should allow the candidates for preparation and revision of their work.

A. R. CUMMING.
20-11-00.

The Director may perhaps be asked u.o. to state whether he has any thing to say in reply to the Board's observations.

P. T. THARYAN.
23-11-00.

I don't think multiplied statements and counter-statements are useful. The Director of Public Instruction holds one thing: the Board another: neither is likely to convert the other: Government will hardly have more light thrown on the subject by further remarks; and may pass orders at this point.

A. T. PRINGLE.
23-11-00.

Secretary.

Six hundred words are apparently about three-fourths of a page of a printed Government Order. It certainly should be copied and corrected with greater speed than this. It is submitted that twenty-five words a minute might be demanded in the examination room. This would seem about right. The Board is too high and the Director too low. If the Honourable Member assents to twenty-five words orders will issue accordingly.

M. HAMMICK.
26-11-00.

Honourable Member.

I would not go higher than twenty-five, but ask the Hon'ble Mr. Stokes, who is himself a type-writer, what he thinks.

A. T. A[RUNDEL].
27-11-00.

Will the Chief Secretary kindly say what he thinks?

M. HAMMICK.
28-11-00.

Office—

Please count at random two or three notes type-written in $\frac{3}{4}$ page and let me know how many 600 words fill ordinarily.

G. STOKES.
28-11-00.

Note for the Chief Assistant—

With reference to the Chief Secretary's note above, it is submitted that half-a-dozen type-written notes have been counted with the result that, on an average, 300 words fill one $\frac{3}{4}$ page. Therefore 600 words will ordinarily fill two pages.

D. M. DESILVA.
11-12-00.

Submitted to the Chief Secretary.

C. M. SCHMIDT.
12-12-00.

What exactly is the test? Is it copying from printed matter or from written?

G. STOKES.
13-12-00.

For the Chief Secretary—

According to the syllabus, the test for the elementary examination is "to type-write an ordinary printed passage containing 600 words" in half an hour.

A copy of the syllabus obtained on loan from the Superintendent, Government Press, is put up.

D. M. DESILVA.
21-12-00.

C. M. SCHMIDT.
21-12-00.

The effect of the change from twenty to twenty-five words is to reduce the time allowed for the test from 30 to 24 minutes or by 20 per cent. When it is remembered that as the speed is raised the difficulty of the test increases in a very rapidly advancing ratio, an increase of 20 per cent. is very heavy. Being inclined to think that the advance even to twenty-five was rather too much, to test the matter, I took two of the best typists in the Chief Secretariat office. They have both passed the lower test and one the intermediate. The first man wrote 696 words in 24 minutes with seven mistakes in the first 600 words. The second wrote 650 words with three mistakes in the first 600 words. In fact these men passed but with nothing to spare. I am of opinion that the advance to twenty-five words is quite as great as should be made, but I think it would be fairer at present to fix the rate at twenty-three.

To Educational u.o.

G. STOKES.
22-12-00.

Probably.

A. T. PRINGLE.
7-1-01.

Under the circumstances would it not be better to leave matters alone for the present?

P. T. THARYAN.
28-12-00.

The Hon'ble Mr. Arundel asked for the Chief Secretary's personal opinion. Mr. Stokes's note may be submitted to him.

Secretary.

Yes.

A. T. PRINGLE
7-1-01.

M. HAMMICK.
7-1-01.

Honourable Member.

The result of the Hon'ble Mr. Stokes's experiment convinces me that twenty words per minute is a sufficiently high test and that Government should concur with the Director of Public Instruction, remarking that practical tests in the Government office have supported his conclusion.

A. T. ARUNDEL.
9-1-01.

1900
Educational (189) Department.

CURRENT No. 14861



From

The Director of Public Instruction
Madras.

Order

No. 10787

Dated 27 October 1900

Received

Registered

Enclosures

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SUBJECT.

Submitting that no change
in the syllabus for the
elementary test in type-
writing seems to be
necessary.

EP
20/10

G.O.	No.	Department.	Date.

G.O.	No.	Department.	Date.

1,500—8-11-00.

READ AGAIN G.O., No. 432, dated 7th Sept 1900

C. No. 1486, From the OSP, No. 10787, dated 29th October 1900.

" " , " ", " , rest W T 190

ORDER No. 10, dated 11 1 190 1

The G. in C. concurs with
the D.P.I. in considering
that twenty wards is
a minute will be a
sufficiently high ^{rate} ~~test~~.
Practical tests in the
office of Government
officers have supported
Mr Stuart's ~~opinion~~
conclusion.

H. B.

10.10.1

To The D.P.I.
The B & R - L.R.
The Fund Depl-

50

First copy sent to Press.

Returned for signature.

Despatched in print.

READ AGAIN G.O., No.
1

DATED

CURRENT No.

ENCLOSURES TO C. No.

ORDER OF GOVERNMENT.

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

PAPERS NOT FILED UP, BEING MEANT FOR DISPATCH
IN ORIGINAL.

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- B = Not to be printed.
- P = Print abstract only.
- Q = Print heading only.

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showing notes
72
11-07