

Education and Public Health

(194⁷) Department.

Ms. **SERIES.**

G.O. NO. 182 Edn.,

Dated 31-1-1947.

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[Despatch Abstract.]

Examinations-Government Technical Examinations-Shorthand (English) Lower and Higher Grades and the High Speed tests-Syllabuses-Revision of Proposals of the Commissioner for Government Examinations-approved.

Back Papers.

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

Further Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
1201943/47-1	20/1/47						

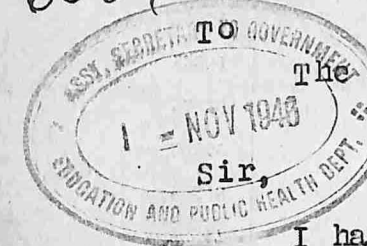
SUBJECT.

Examinations - Government Technical - Shorthand (English) - Lower and Higher Grades and the High Speed Tests - Syllabuses - Revision of -

R.C.No.152-D/46

Station, Madras, Dated the 30th October 1946.
From (Name) Dr. S. R. U. Savoor, M.A., D.Sc., I.E.S.,
(Designation) Commissioner for Government Examinations

66497



The Secretary to the Government of Madras,
Education and Public Health Department,
FORT ST. GEORGE.

I have the honour to state that in the scheme of the Government Technical Examinations as revised in 1923, the subject of "Shorthand" has been included under the Group "Commerce" (vide G.O. No.1769, Law (Education), dated 20th December 1923 and the High Speed Tests (150, 180 and 200) were included under the same group in the scheme in 1934 - vide G.O.No.2246, Law and Education, dated 29th October 1934.

2. The last revision of the syllabus in Shorthand and in the High Speed Tests was made in 1934 and 1935, respectively - vide G.O.No.2246, Law and Education, dated 29th October 1934 and G.O. No.2476, Law (Education), dated 12th December 1935.

3. The Chairman of the Board of Examiners in Commerce (Sri Rao Bahadur C.Gopal Menon, F.C.I., A.I.B.) reported that the existing syllabuses in the subjects under the Group "Commerce" have become obsolete and required revision to suit the present day requirements. He was informed that as the revision of the syllabuses in the several subjects included in the "Commerce Group" should fit in with the reorganised course of Secondary Education, the work of revising the syllabuses may be taken up immediately after the Secondary School courses have been reorganised. While agreeing that an all round revision of the syllabuses may wait for sometime, the Chairman has stated that it is necessary to make a few alterations at once, in the existing syllabuses in Shorthand (Lower and Higher Grades) and the High Speed Tests to bring them up-to-date.

PP2-6

4. I enclose herewith a copy of the letter dated 27th July 1946 from the Chairman of the Commerce Board setting forth in detail, the objects and reasons for the changes or amendments proposed by him. The revision of the syllabuses was considered by the members of the Commerce Board who have unanimously agreed that the changes proposed are necessary and should be introduced as early as possible.

5. In submitting herewith copies of the existing syllabuses in Shorthand and High Speed Tests with the changes proposed to be made therein, I recommend that the syllabuses as revised by the Commerce Board may be kindly approved by Government and the first examination according to the revised syllabuses be conducted with effect from April 1947.

I have the honour to be,
Sir,
Your most obedient servant,

M. Mangayakumari
31.10.46
for COMMISSIONER.

m.a./31-10.

BS

UB

Government Technical Examinations - Commerce Group

Syllabuses - Revision.

Shorthand (English) - Lower Grade.

The present syllabus (revised up to 29th October 1934) calls for further revision if it should be in strict conformity with the New Year Edition of Pitman's Shorthand Instructor. The syllabus reads:

- I (a) To take down in the corresponding style of phonography an easy passage, a narrative, or speech of 560 words, and a simply worded official or business letter of 240 words.

The expression "in the corresponding style" is wrong. To show that this is so, it is necessary to refer to the three different editions of the Shorthand Instructor issued since 1900, viz.

- (1) Twentieth Century Edition issued in 1901
- (2) Centenary Edition issued in 1913 (Sir Isaac Pitman was born in 1813).
- (3) New Era Edition issued in 1924.

The styles adopted in writing pitman's Shorthand according to these three editions are recited below:-

Twentieth Century Edition.	Centenary Edition.	New Era Edition
(a) Learner's Style	(a) Elementary (Learner's Style	(a) Elementary Style
(b) Corresponding Style	(b) Intermediate (Corresponding) Style	(b) Intermediate Style
(c) Reporting Style	(c) Advanced (Reporting) Style	(c) Advanced Style

It is therefore seen that the wording "corresponding style" in the syllabus is wrong and behind the times (at least by 20 years); the correct wording should be "intermediate style".

In this connection it would be interesting to know the connotation of the terms "Learner's Style", "Corresponding Style" and "Reporting Style". Nowhere is a definition of these terms traceable, but a perusal of the Shorthand Reading Books and Journals published by Sir Isaac Pitman & Sons Ltd. shows that the "Learner's Style" connotes the writing of shorthand notes with outlines fully vocalised. This Style is of no account as the candidates sitting for the Lower Grade are not mere learners but are writing at a certain speed). The "Corresponding Style" connotes the writing of shorthand notes marking essential vowels this style of writing did not, either in the Twentieth Century or Centenary Edition, provide for 'Position or Outlines'. Position writing was introduced only in the New Era Edition (1924) in the third chapter fairly early in the course of study in observance by writers in the present "Intermediate Style" (which corresponds to the previous "Corresponding Style"). According to this style of writing, candidates for the Lower Grade are not expected to use Special Contractions, Advanced Phraseography and Intersections; in other words, Lower candidates are expected to know the rules up to and including Exercise 120 of the Shorthand Instructor, c.i. the publication "Pitman's Shorthand Manual, contains instruction in the Intermediate Style with 120 exercises."

It is clear therefore that the (a) Elementary, (b) Intermediate and (c) Advanced styles which are at present in vogue as applied to

the

Register num	Marks	Serial number of the Secondary School-Leaving Certificate	Name of Pupil (in full) as entered in the certificate.	Class of community. Age on the first day of the month of examination (March).	English.	Translation and Composition.	Original	Second Language—Text-books.	Elementary Mathematics.	Elementary Science.	Outline History of England and India.	Outline Geography.	Algebra and Geometry.	History of England and India.	Physics.
22226		75104c	D. Shanmugavel	H 18	T	T	T	T	T	T	T	T	T	T	T
22227		75107c	A. Meenakshisundaram	H 15	T	T	T	T	T	T	T	T	T	T	T
22228		75108c	S. Kalidoss	H 17	T	T	T	T	T	T	T	T	T	T	T
22229		75109c	R. Ganesan	H 17	T	T	T	T	T	T	T	T	T	T	T
22230		75111c	T. Ranganathan	H 15	T	T	T	T	T	T	T	T	T	T	T
22231		75113c	P. Balasubramanian	H 17	T	T	T	T	T	T	T	T	T	T	T
22232		75114c	P. Vellachamy	H 17	T	T	T	T	T	T	T	T	T	T	T
22233		75116c	S. Sankaral	H 17	T	T	T	T	T	T	T	T	T	T	T
22234		75123c	A. Vythavean	H 17	T	T	T	T	T	T	T	T	T	T	T
22235		75179c	R. Maricharry	H 19	T	T	T	T	T	T	T	T	T	T	T
22236		75180c	S. Mari Naidu	H 18	T	T	T	T	T	T	T	T	T	T	T
22237		75321c	S. Thillaiyayagam	H 18	T	T	T	T	T	T	T	T	T	T	T
22238		75420c	M. Samuel	C 19	T	T	T	T	T	T	T	T	T	T	T
22239		76159c	P. L. Danapal Raj	H 16	T	T	T	T	T	T	T	T	T	T	T
22240		45330c	P. Pakir Moideen	M 21	T	T	T	T	T	T	T	T	T	T	T
22241		75111c	S. Kalyani	H 20	T	T	T	T	T	T	T	T	T	T	T
22242		75115c	S. P. Velappan	H 18	T	T	T	T	T	T	T	T	T	T	T
22243		75138c	U. Kadermoideen	M 20	T	T	T	T	T	T	T	T	T	T	T
22244		98029c	T. G. Ramadoss	H 20	T	T	T	T	T	T	T	T	T	T	T
22245		98128c	K. Chandrasekaran	B 19	T	T	T	T	T	T	T	T	T	T	T
22246		98640c	K. Abdul Latiff	M 17	T	T	T	T	T	T	T	T	T	T	T
22247		98699c	S. Karmegam	H 18	T	T	T	T	T	T	T	T	T	T	T
22248		15619c	V. Venkatasalam	B 18	T	T	T	T	T	T	T	T	T	T	T
22249		15908c	A. Ramasubramanian	B 18	T	T	T	T	T	T	T	T	T	T	T
22250		31282c	R. Renga Ramanyam	H 16	T	T	T	T	T	T	T	T	T	T	T
22251		31878c	P. Veeranan	H 19	T	T	T	T	T	T	T	T	T	T	T
22252		31887c	S. Pandian	H 15	T	T	T	T	T	T	T	T	T	T	T

SUPPLEMENTARY CERTIFICATE (SECOND TIME) PUPIL.

SUPPLEMENTARY CERTIFICATE (FIRST TIME) PUPIL.

(302) BOARD HIGH SCHOOL, PATTAYAM (FIRST YEAR) 50 PUPILS—cont.

the New Era Edition correspond to the (a) Learner's (Twentieth Century) or Elementary (Learner's) (Centenary), (b) Corresponding (Twentieth Century) or Intermediate (Corresponding (Centenary) and (c) Reporting (Twentieth Century) or Advanced (Reporting) (Centenary) respectively.

If it is decided to substitute "intermediate" for "corresponding" in paragraph I (a) of the syllabus, consequential amendment is called for in paragraph II of the syllabus, which now reads:-

To transcribe into longhand from 300 words of shorthand matter lithographed, and to write in shorthand neatly from printed English matter containing 300 words, and to answer not more than three questions on the principles of learners' and corresponding style of phonography.

The expressions "learners' and corresponding" may be changed to "intermediate".

Another more important question arises out of the present syllabus. The syllabus seeks to provide information about only one particular system of shorthand, viz. phonography or Pitman System. It is true that most of the candidates sitting for the Examination are pitmanites, and there are also candidates following other recognised systems of shorthand, e.g. Sloan Duployan, Gregg, Dutton, Script, Boyd. To give an idea as to the number of candidates practising the various systems of shorthand, the following figures for the 1943 April Lower are quoted:-

534 candidates	.. Pitman System
46 "	.. Sloan Duployan
1 candidate	.. Gregg
1 "	.. Script
and 1 "	.. Boyd.

If it is considered that the syllabus should be such as to embrace all the systems and that it should be general in character, paragraph 1 (a) may be amended by omitting the expression "in the corresponding style of phonography" and substituting "in shorthand". If this amendment is accepted paragraph II calls for a corresponding change by substituting "on principles" for "on the principles of learners' and corresponding style of phonography". (No system of shorthand other than Pitman divides itself into different styles'). The proposed amendment in paragraph II would have this disadvantage in that it would not specify the particular style of writing for the Lower candidates in the Pitman System to meet this requirement, the following may be added parenthetically "up to and including Exercise 120 in the case of Pitman System".

In short, the present syllabus suffers from two defects: (1) it does not give the correct nomenclature regarding the "style", and (2) it confines itself to one system only.

Shorthand (English) - Higher Grade.

The syllabus for the Lower Grade Examination has been dealt with sufficiently to indicate the modifications required in that for the Higher Grade.

The instructions to the candidates appearing at the head of all the shorthand question papers will also have to be modified accordingly.

While discussing the syllabus for the Higher Grade, opportunity may be taken to see whether paragraph 3 (c) calls for any change. Paragraph 3 (c) reads:

To condense a speech of about 720 words dictated at the rate of 120 words a minute into a summarised report, in indirect form, of about 300 words.

It

It has been the experience of Examiners in the III Paper (which consists of (1) Theory, (2) Transcription of lithographed shorthand matter into longhand, (3) Transcription of printed longhand matter into shorthand and (4) Condensation), that only very few candidates, say 10%, bring out a tolerably readable summary (No.4) but that, in spite of this fact, about 50% get pass marks in the whole III Paper mainly through securing good marks in Nos.1, 2 and 3. In connection with the 1944 October Examination, one Examiner observed

"It seems to me desirable that in the case of the Higher Grade candidates the number of questions on Principles and Transcription may be reduced, if they cannot be dispensed with altogether, and the length of the passage for condensation increased to 1200 words at 120 words for 10 minutes instead of for 6 minutes as at present. This will be a real test of the candidate's ability as a reporter and at the same time give him greater scope for concentration which is essential for condensation."

The suggestion is well worth considering.

Shorthand - High Speed Tests.

With regard to the syllabus itself, sub-para 2 states that the matter for dictation may include 'public speeches memoranda'. It is not spoken matter that constitutes 'memoranda': this expression generally connotes written matter. If it is held that the matter coming under the scope of 'memoranda' is not fit matter for dictation for High Speed Tests, the word may be deleted.

150 words and 180 words Speed Tests - Proposal to reduce duration of dictation from 10 minutes to 8 minutes in the case of 150 words and from 7 to 5 minutes in the case of the 180 words.

It is stated in the general report on the performance of candidates at the Examination of April 1944 under the heading 'High Speed Tests' from Sri Rao Bahadur C. Gopal Menon, Chairman of the Board, that representations had been made to him off and on that the present duration of dictation for 10 minutes in respect of the 150 words speed test and for 7 minutes in respect of 180 words was throwing more strain on the candidates sitting for those tests than was warranted. In support of these representations it was pointed out that these time tests were, by their very nature, 'endurance' tests and that as such the time for dictation should be regulated according to the standard adopted in countries where these examinations have been in vogue much longer than in India. It seems to him that there are good grounds for consideration of these representations.

It would be pertinent to trace the history of these tests in Madras. These were instituted in 1934 and the first examination was held in April 1935 when the duration of dictation for all the three tests, viz., 150 words, 180 words and 200 words, was fixed for 10 minutes. After the 1935 April Examination was over certain representations were made by those interested to the Commissioner for Government Examinations that the time for dictation for all these three tests was set at too high a pitch and therefore called for a reduction. These representations were considered by the Board of Examiners in October 1935 and on their recommendation the syllabus was revised in December 1935 as follows:-

Test.	Time for dictation.
150 words	10 minutes (no change)
180 words	7 minutes
200 words	5 minutes

According to this revised syllabus the 10 minutes duration for the 150 words test was retained, while the 10 minutes duration for the 180 words and 200 words was reduced to 7 minutes and 5 minutes respectively. It should be mentioned that the period of dictation

for the 200 words test in Madras has thus come into line with the conduct of such a test in England.

The present proposal is that it would be a good thing, apart from enhancing the popularity of these high speed tests in this Presidency, if the period of dictation for the 150 words and 180 words tests is reduced to 8 minutes and 5 minutes respectively. It would be of interest to know what is being done in England with regard to the 150 words speed test. The London Chamber of Commerce, one of the two most important examining bodies in England, (the other being the Royal Society of Arts) has issued the following syllabus:-

"Writing in shorthand from passage dictated at the rate of 150 words per minute for a period of eight minutes (2 periods of 4 minutes each).

An interval of 2 minutes is allowed between the reading of the first 4 minutes passage and the second 4 minutes passage. Prior to 1930 the duration of dictation for the 150 words speed test conducted by the London Chamber of Commerce was 7 minutes at one single stretch. The syllabus for the Royal Society of Arts Examinations for 1931 shows that the duration of dictation for speeds from 50 to 140 words a minute was 7 minutes for each test. But the following is extracted from the Preface to the volume containing FOUR MINUTE SPEED TESTS a later publication from 80 to 140 words tests:-

"This volume has been compiled primarily to meet the requirements of the Royal Society of Arts shorthand speed examinations, the tests in which are divided into two sections of four minutes each. The passages in the first section of each test are of a commercial nature, while those in the second section cover a wider field - political, literary, technical, etc. In the actual examination of the Royal Society of Arts an interval of three minutes is allowed between the reading of the first and second passages."

Such being the case for the 140 words speed test, it may be taken for granted that, if examinations are conducted by the Royal Society of Arts for 150 words, the period of dictation would not exceed 8 minutes. It is known that the examinations for 150 words by the Union of Educational Institutions and for 160 words by the Union of Lancashire and Cheshire Institutes are for 5 minutes only, while the 160 words test by the National Union of Teachers is for 7 minutes.

As regards the 180 words test, it is not definitely known what the duration of dictation is in England, but it is believed that it does not exceed 5 minutes. The facts being as they are, there is considerable force in the plea that Indian candidates to whom English is a foreign tongue, despite several years attempts at mastering it in school or college, should not be placed at a disadvantage over the English compeers. Even in the International Speed Contest in America the period of dictation for 180 words is 5 minutes.

The prime factor which weighed with the Board of Examiners (Madras) in retaining the 10 minutes for the 150 words and in reducing the 10 minutes to 7 minutes only for the 180 words was that these tests must generally correspond to the practical requirements of the reporters and the reproting profession. The Board also held that the 150 words was not really a high speed test.

So far as recruitment of Reporters to the Madras Legislature is concerned, a competitive examination is held and applications are called for from those who have passed the 180 words test and the best among the competitors is selected for the posts. Recruitment to the Imperial Legislature is also made from a competition at which the 180 words certificate holders and others are allowed to compete. It may be mentioned that in the last two competitive examinations in Delhi both the persons selected were non-certificate holders although several 180 and 200 words certificate holders took part. It may

be

be said in parenthesis that the success of the non-certificate holders is not trumpeted to bring any discredit to the Madras High Speed Tests, which it is needless to say have encouraged high speed aspirants and also provided a passport for certificate holders of 180 and 200 words to participate in these competitions. What is required is that the Madras High Speed Tests should conform to the established practice in England. It must be remembered that the Government Technical Examinations are not competitive examinations but examinations for testing proficiency by examination papers which a student of average ability should be able to pass. There is a strong feeling that because the duration of the 150 words test is 10 minutes and that the 180 words is 7 minutes, speed writers of average capacity do not get through. It is clear that the period of dictation has been keyed up to a breaking point. This fact is borne out by a survey of the previous years' results since the institution of the High Speed Tests in 1935.

	150 words		180 words	
	No. sat.	No. passed.	No. sat.	No. passed.
1935	18	2	6	none
1936	24	6	8	3
1937	17	4	15	none
1938	12	5	4	none
1939	30	4	20	4
1940	18	1	19	3
1941	11	4	13	2
1942	3	none	6	1
1943	9	none	7	none
1944	9	2	4	none
1945	19	4	10	1

No question arises over the 200 words test and the period of dictation should continue as at present, viz. 5 minutes. It is a matter of common knowledge that Part II Paper (Condensation) of both the 150 and 180 words tests is negotiated more easily than Part I (Speed) though the period of dictation for both the parts is the same. It is a recognised fact that the Speed Test (Part I - verbatim reporting) is mostly an endurance test and it is this part which claims more victims.

When the Board of Examiners (Madras) recommended in October 1935 the retention of 10 minutes for the 150 words test and the reduction of 10 minutes to 7 minutes and 5 minutes for the 180 and 200 words, they considered that the question of any possible changes in the syllabus for these High Speed Tests might come up for reconsideration after sufficient experience has been gained of the stiffness of the syllabus or otherwise. The results of the last ten examinations lead one to the conclusion that the syllabus calls for revision.

m.a./29-10-46.

Sd/- C. GOPAL MENON,
Chairman,
Board of Examiners for Commerce,
Madras.
27.7.46.

/True copy/

P. K. Gangarayak
30.10.46
Secretary.

EXP. H(B)

The G.O's quoted on p. 1 ante have
been called for from the H.R.O., Chittoor.
Their receipt may be awaited till 10/11/46.

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4/11/46.
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4/11/46

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V.E.

EXP. H (G13)

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T.M by post.

From

Genl Asst. Secy. to Govt.,
EXP. H Dept., Madras.

To

The Secy. to the Commissioner
for Govt. Examinations,
Madras.

Ref: letter from the C.G.E.,
no. R.E. 152-0/46 dt 20/10/46.

Examinations - Govt.

Technical - Shortland

(English) - Lower and Higher

grades and the High Speed

Tests - Syllabuses - Revision of

Plate

Dep
2/11/47
P.C.

see the recommendations of the
Commerce Board on the revision
of Shorthand - High Speed Tests -
forwarded with ^{the} letter quoted
above. The proposal ^{of the Commerce Board} is to reduce the
duration of dictation for 150
words Test ~~is~~ from 10 minutes
to 8 minutes. But in ^{mark 2 of} the printed ^{corrects}
copy of the syllabus ^{for High Speed Tests} with the proposed
revision carried out in ink, it is
stated that Part I is intended to test
the candidates' ability for accurate
verbatim reproduction of a passage or
matter, consisting of 1,050, 900 and
1,000 words dictated for seven, five
and five minutes at the speed of
150

Particular marked A
on p. 4 of

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p. 11 of (f)

150, 180 and 200 words a minute
respectively. Thus ~~it is~~ ^{seems to be} a
discrepancy of 1 minute between
the recommendations of the Commerce
Board and the proposed revision
as carried out in ink in the printed
copy of the syllabus ~~attached~~ ^{attached}
to the Commissioner's letter quoted
above. ^{Please state what} The correct duration of
the ~~revised~~ 150 words Test, ^{as} ~~now~~
proposed ~~by~~ may please be stated
immediately.

Wf
A/1/27. ^{Cura}
4.1.47

Please remember the discrepancy.

Wf
4.1.47

R.C.No.152-D/46.

Office of the Commissioner
for Government Examinations,
Madras. Dated 17th January 1947.

From

Sri.P.K.Ranganayakulu, B.A., L.T.,
Secretary to the Commissioner for Govt. Examinations,
M A D R A S.

To

The Assistant Secretary to Government of Madras,
Education and Public Health Department, Fort St. George,
M A D R A S.

Sir,

Subject:--Examinations - Government Technical - Shorthand (English)
Lower and Higher Grades and the High Speed Tests - Syllabus -
Revision of.

With reference to Government's Telephonic Message (By Post), dated
4th January 1947, I have the honour to submit, that the following correc-
tion may be kindly made in the copy of the letter of the Chairman,
Board of Examiners in Commerce regarding the 150 words' Test.

For "8 minutes" — Read "7 minutes".

I have the honour to be,
Sir,
Your most obedient servant,

FOR SECRETARY.

R.M./17-1-1947.

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(9)

E. & P.H. (G.3)

Examinations - Govt. Technical Examinations - Shorthand (English)
Lower and Higher Grades and the High Speed tests - Syllabuses -
Revision of - Proposals of the C.G.E. Approved.

PP 1-6 of

C.No. 66497/46 - From the C.G.E. No. 152-D/46 dated 30-10-46.

Order/Ms. No. 182 - Edn., dated 31-1-1947.

The Govt. approve the ^{summary to} ~~revised~~ ^{submitted by the C.G.E. for} the syllabuses of the Govt. Technical Examination in Shorthand (Lower and Higher Grades) and the High Speed Tests ^{in shorthand} ~~contained in his~~ letter cited above.

2. The revised syllabuses will come into ^{force for the} ~~effect~~ examinations to be held from April 1947.

3. The C.G.E. is requested to ^{submit the necessary} ~~submit~~ a suitable draft amendment to the syllabuses ^{notification} ~~relating to~~ the Govt. Technical Examinations.

To
The C.G.E. ✓
The D.P.I. ✓
2 spare copies.

PP 1-6 of

19/11/46.

30.12.46
3.1.

24.1.47

21/11/47

Existing Syllabus.

Revised to 29th October 1934]

Government of Madras Technical Examinations.

SHORTHAND (ENGLISH).

LOWER GRADE EXAMINATION.

I. (a) To take down in the corresponding style of phonography an easy passage, a narrative, or speech of 560 words and a simply worded official or business letter of 240 words dictated at the rate of 80 words a minute. (Time—Ten minutes.)

(b) To transcribe the above into longhand. No candidate will be allowed to pass who makes more than 5 per cent of errors or omissions in his transcription. (Time—One hour and a half from the time when the candidates commence to transcribe.)

II. To transcribe into longhand from 300 words of shorthand matter lithographed, and to write in shorthand neatly from printed English matter containing 300 words, and to answer not more than three questions on the principles of learners' and corresponding style of phonography. (Time—Two hours.)

[NOTE.—Marks will be deducted for failure to insert vowels and failure to observe position writing.]

	Max.	Min. for passing.	
		1st class.	2nd class.
I Paper (a) and (b) dictation and transcription	100	75	45
II Paper	100	75	45
Total	200	150	90

PRICE, 1 anna]

on prima
up to and
including
Exercise 120
in the case of
P. H. M. S.
Sept 1934

The following are the systems of shorthand recognized by Government :—

1. Pitman.
2. Sloan Duployan.
3. Gregg.
4. Dutton.
5. Script.
6. Boyd.

Books recommended :—

1. Shorthand Instructor.
2. Shorthand Dictionary.
3. Phrase Book.
4. Commerical Letter Writer.

Existing Syllabus.
Revised upto 29th October 1934 = 3

SHORTHAND (ENGLISH).

HIGHER GRADE EXAMINATION.

1. (a) To take down in reporting style of phonography general reading matter, narrative, speech, or judgment of 840 words, and a letter of 360 words, dictated at the rate of 120 words a minute. (Time—Ten minutes.)

(b) To transcribe the above into longhand. (Time—Two hours.) No candidate will be allowed to pass who makes more than 4 per cent of errors or omissions in his transcription.

2. To take down in phonography brief notes of varied character, such as official or business or professional correspondence, proceedings of a legislature, court or local body, or public meeting dictated at the rate of 120 words a minute, and to elaborate the notes into proper letter or documentary form in longhand. (Time—Two hours for transcription.)

3. (a) A paper on the principles of phonography which shall include questions to test the candidate's knowledge of the higher branches of the subject, such as advanced phraseography, intersection, special contractions, advanced (including technical) reporting.

(b) To transcribe into longhand a passage of about 300 words of lithographed shorthand matter written in the reporting style, and to transcribe into shorthand printed matter of the same length in the reporting style.

(c) To condense a speech of about 720 words dictated at the rate of 120 words a minute into a summarized report, in indirect form, of about 300 words. (Time—Two hours and a half for transcription.)

	Max.	Min. for passing.	
		1st class.	2nd class.
1. First paper (a) dictation and (b) transcription ...	100	75	45
2. Second paper—principles and transcription ...	100	75	45
3. Third paper ...	100	75	45
Total ...	300	225	135

*To member
1200 words*

Books recommended for the Lower Grade and the following :—

1. Reporter's Assistant.
2. Technical Reporting—Thomas Allen Reed.
3. Benjamin's Speed Expedients.
4. Brown's Short cuts in Shorthand.

Candidates are recommended to read the latest periodicals on the subject.

Existing Syllabus.

[Revised up to 15th November 1935]

*Government of Madras Technical
Examinations.*

**SHORTHAND (ENGLISH)—
HIGH SPEED TESTS.**

High speed tests in Shorthand (English) will be conducted at a speed of 150, 180 and 200 words per minute, respectively, and the following syllabus is prescribed for each of the tests :—

2. Each of these tests will consist of *two parts*—

(a) *Part I* is intended to test the candidates' capacity for accurate *verbatim* reproduction of a passage or matter as indicated below, consisting of 1,500, 1,260 and 1,000 words dictated for ten, seven and five minutes at the speed of 150, 180 and 200 words a minute, respectively.

The matter for dictation may include public speeches, proceedings of legislatures, debates, official and business letters, memoranda, etc., or other matter usually encountered in the course of journalistic reporting.

The time for transcription is as follows :—

150 words-a-minute test—2½ hours.

180 do. 2 hours 10 minutes.

200 do. 1 hour 45 minutes.

The presence of more than 4 per cent of errors and omissions will be taken to indicate that the standard has not been reached.

(b) *Part II*.—Passages coming under the scope of Part I above will be dictated at the respective speeds and for the respective periods, and candidates will be required to condense the same into a cogent precis, not exceeding a third of the length of the original passage dictated.

Time for condensation will be the same as for transcription in Part I.

PRICE, 6 pices]

(P.T.O)

Proposed Syllabus

Revised 29th October 1934

Government of Madras Technical Examinations.

SHORTHAND (ENGLISH).

LOWER GRADE EXAMINATION.

I. (a) To take down in the corresponding style of ~~phonography~~ *Shorthand* an easy passage, a narrative, or speech of 560 words and a simply worded official or business letter of 240 words dictated at the rate of 80 words a minute. (Time—Ten minutes.)

(b) To transcribe the above into longhand. No candidate will be allowed to pass who makes more than 5 per cent of errors or omissions in his transcription. (Time—One hour and a half from the time when the candidates commence to transcribe.)

II. To transcribe into longhand from 300 words of shorthand matter lithographed, and to ~~write in shorthand neatly~~ *answer five* from printed English matter containing 300 words, and to ~~answer not more than three questions on the principles of~~ *(including exercise 144 of the Instructor in the case of the Pitman System).* *(Principles).* (Time—Two hours.)

[Note. Marks will be deducted for failure to insert vowels and failure to observe position writing.]

	Max.	Min. for passing.	
		1st class.	2nd class.
I Paper (a) and (b) dictation and transcription	100	75	45
II Paper	100	75	45
Total	200	150	90

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SHORTHAND (ENGLISH)—HIGH SPEED TESTS

3. The following maxima and minima for Parts I and II are prescribed for a pass :—

	Max.	Min. for passing.	
		1st class.	2nd class.
Part I	100	75	45
Part II	100	75	45
	200	150	90

SHORTHAND (ENGLISH)

The following are the systems of shorthand recognized by Government :—

1. Pitman.
2. Sloan Duployan.
3. Gregg.
4. Dutton.
5. Script.
6. Boyd.

Books recommended :—

1. Shorthand Instructor.
2. Shorthand Dictionary.
3. Phrase Book.
4. Commerical Letter Writer.

Proposed Syllabus

SHORTHAND (ENGLISH).

HIGHER GRADE EXAMINATION.

1. (a) To take down in ~~reporting style of phonography~~ general reading matter, narrative, speech, or judgment of 840 words, and a letter of 360 words, dictated at the rate of 120 words a minute. (Time—Ten minutes.)

(b) To transcribe the above into longhand. (Time—Two hours.) No candidate will be allowed to pass who makes more than 4 per cent of errors or omissions in his transcription.

2. To take down in ~~phonography~~ brief notes of varied character, such as official or business or professional correspondence, proceedings of a legislature, court or local body, or public meeting dictated at the rate of 120 words a minute, and to elaborate the notes into proper letter or documentary form in longhand. (Time—Two hours for transcription.)

3. (a) A paper on the principles of ~~phonography~~ which shall include questions to test the candidate's knowledge of the higher branches of the subject, such as advanced phraseography, intersection, ~~special contractions~~, advanced (including technical) reporting.

(b) To transcribe into longhand a passage of about 300 words of lithographed shorthand matter ~~written in the reporting style, and to transcribe into shorthand printed matter of the same length in the reporting style.~~

(c) To condense a speech of about ~~200~~ words dictated at the rate of 120 words a minute into a summarized report, in indirect form, of about ~~200~~ words. (Time—Two hours ~~and 15 minutes~~ for transcription.)

	Max.	Min. for passing.	
		1st class.	2nd class.
1. First paper (a) dictation and (b) transcription	100	75	45
2. Second paper—principles and transcription	100	75	45
3. Third paper	100	75	45
Total	300	225	135

— Principles, transcription of shorthand matter into longhand and Condensation.

Shorthand (in the Advanced Style in case of Pitman System)

Shorthand

(in the case of Pitman System)

©

1200

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Three

Elaboration of Notes

SHORTHAND (ENGLISH)

Books recommended for the Lower Grade and the following :—

1. Reporter's Assistant.
2. Technical Reporting—Thomas Allen Reed.
3. Benjamin's Speed Expedients.
4. Brown's Short cuts in Shorthand.

Candidates are recommended to read the latest periodicals on the subject.

[Revised up to 15th November 1935]

Government of Madras Technical Examinations.

SHORTHAND (ENGLISH)— HIGH SPEED TESTS.

High speed tests in Shorthand (English) will be conducted at a speed of 150, 180 and 200 words per minute, respectively, and the following syllabus is prescribed for each of the tests :—

2. Each of these tests will consist of *two parts*—

(a) *Part I* is intended to test the candidates' capacity for accurate *verbatim* reproduction of a passage or matter as indicated below, consisting of ~~1,500 words~~ and 1,000 words dictated for ~~15 minutes~~ and five minutes at the speed of 150, 180 and 200 words a minute, respectively. 100, 900

The matter for dictation may include public speeches, proceedings of legislatures, debates, official and business letters, ~~memoranda etc.~~ or other matter usually encountered in the course of journalistic reporting.

The time for transcription is as follows :—

150 words-a-minute test	~~21 minutes~~
180 do.	~~2 hours 15 minutes~~
200 do.	1 hour 45 minutes.

1 hour and 45 minutes
1 hour and 30 minutes

The presence of more than 4 per cent of errors and omissions will be taken to indicate that the standard has not been reached.

(b) *Part II*.—Passages coming under the scope of Part I above will be dictated at the respective speeds and for the respective periods, and candidates will be required to condense the same into a cogent precis, not exceeding a third of the length of the original passage dictated.

Time for condensation will be the same as for transcription in Part I.

PRICE, 6 pies]

12 2 SHORTHAND (ENGLISH)—HIGH SPEED TESTS

3. The following maxima and minima for Parts I and II are prescribed for a pass:—

	Max.	Min. for passing.	
		1st class.	2nd class.
Part I	MARKS.	MARKS.	MARKS.
...	100	75	45
Part II	100	75	45
	200	150	90

66497/43
25/1/47
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E 4 PH (G3)
13
Examinations - Govt. Technical Examinations - Shorthand (English) - Lower and Higher Grades and the High Speed Tests - Syllabuses - Revision of.

PP1-6cf C.No.66497/46- From the C.G.E. R.C.No.152-D/46 dated 30-10-46.

The C.G.E. has forwarded for consideration the changes proposed by the Chairman and Members of the Commerce Board to the syllabuses for Govt. Examinations in Shorthand (Lower and Higher Grades) and the High Speed ~~Examination~~ Tests in Shorthand. The syllabuses were ^{exhib} last revised in 1934 and 1935 respectively. A copy of the ~~syllabuses~~ ^{as it exists now} is submitted at pages 1-6 of (J) and the changes proposed are indicated in ~~pink~~ ink on p.p.7-12 of (J). ~~Thereof~~ The proposals of the C.G.E. may ~~perhaps~~ be approved. Subject to orders a draft order is submitted for approval.

Issue D. m below

19/1/47
Cwa

30.12.46
3 1 47

Jones as D. m 15 C. G. E. 84.1.47
From the C. G. E. Re no 152 D / 46 812.1.47

The draft below may be

Approved

26.1.47

W/11/47
TSA
30-1-47

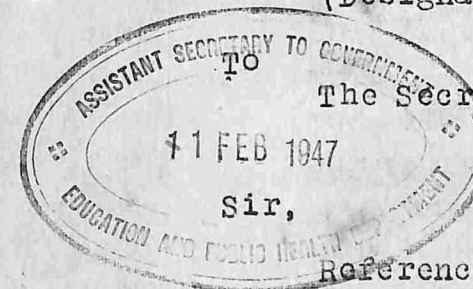


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SUBJECT.

Examinations - Government Technical - Shorthand (English) Lower and Higher Grades and the High Speed Tests - Syllabus - Revision of.

R.C.No.152-D/46

Station, Madras, Dated the 8th February 1947.
From (Name) Dr. S. R. U. Savor, M.A., D.Sc., I.E.S.,
(Designation) Commissioner for Government Examinations



The Secretary to the Government of Madras,
Education and Public Health Department,
FORT ST. GEORGE.

Reference:- G.O. Ms. No.182 Education, dated 31st January 1947.

1208
With reference to paragraph 3 of the Government Order, I have the honour to submit that as the syllabuses alone have to be revised no amendment to the Notification regulating the Government Technical Examinations is necessary.

2. As regards paragraph 2 of the Government Order, I am to state that the Chairman of the Board of Examiners is of the opinion that the revised syllabuses may be brought into effect from the examinations to be held in the calendar year 1948 instead of in 1947, as sufficient time is required to give publicity to all concerned about the changes made in the syllabuses. I agree with the Chairman and I recommend that Government may be pleased to approve the same.

3. In anticipation of your approval, arrangements are being made accordingly.

I have the honour to be,
Sir,
Your most obedient servant,

m.a./8-2.

P. K. Rangarajulu
8.2.47
for COMMISSIONER.

U
E. & P.H. (G.3)

~~Examinations~~ - Govt. Technical - Shorthand (English) -
Lower and Higher Grades and High Speed Tests -
Syllabuses - Revision of.

P109
C.No.12019/47 - From the C.G.E. R.C.No.152-D/46 dated 8.2.47.

P14 of 21
Please see G.O.No.182 Edn., dated 31.1.47 approving
the revised syllabuses submitted by the C.G.E. for the
Govt. Technical Examination in Shorthand (Lower and Higher
Grades) and the High Speed Tests in Shorthand.

P14 of 21
With reference to para.2 of the G.O. cited above,
the C.G.E. states that he agrees with the recommendation of the
Chairman of the Board of Examiners that the revised syllabuses
may be brought into effect from 1948 instead of from 1947
as sufficient time is required to give publicity to all
concerned about the changes made in the syllabuses. ~~His~~ ^{approved} this
suggestion may perhaps be agreed to. A draft memo. is subd.
for approval.

As regards para 3 of the G.O., The C.G.E. is of
opinion that as the syllabuses alone have to be revised,
no amendment to the Notification regulating the Govt. Technical
Examinations ~~is~~ is necessary. No further action ^{is called for} ~~is therefore~~
~~afforded~~ necessary in this respect.

~~The proposal of the C.G.E. to increase 2 of his letter~~
~~revised syllabuses may be approved.~~

May be circulated to H.M. (Edn.).

WES
17/3/47
[After issue the paper may be
filed with G.O. No. 182 Edn. dated 31.1.47]



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14.3
19.3.47
S. M.
17/3/47
H.M. (Edn.)

