

Educational (1896) Department.

ORDINARY MS.

G.O., No. 66

Dated 4th Feb. 1896

INDEXED.

[Despatch Abstract.]

TYPE-WRITING.

Approving the recommendation of the Director of Public Instruction to include -- among the subjects of the technical examination scheme.

BACK PAPERS.

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

FURTHER PAPERS.

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

OF. 2,000-29-3-94.
17.

1896.

Educational Department.

From

THE DIRECTOR OF PUBLIC INSTRUCTION,

Madras,

To

THE HONORABLE THE CHIEF SECRETARY

TO GOVERNMENT,

Fort St. George.



No. 340

Dated

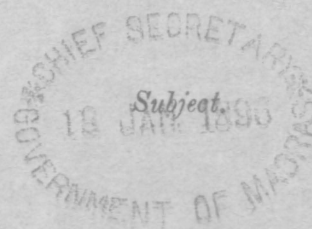
Despatched

Received

16th January 1896.

No.

ENCLOSURES. 2 syllabaries



Requesting to obtain the sanction of Government for the inclusion of Type-writing among the subjects of the Technical Examination scheme.

73: 11-9-93
72: 28-9-93
752: 12-10-93
45: 25-1-93
32: 20-1-93
892: 20-11-95
882: 16-11-95

H.M.

Order

M. 66 d/4 Feb 96

Approved.

2. The further communication promised will be awaited.

11/11/96

H.M. Type writing is an acquisition so purely mechanical that it seems hardly suitable for a place even in a technical syllabus. The requirement of a knowledge of the machine is I suspect inserted to meet any such objection: but the requirement is merely of manipulation of the machine as a mechanical contrivance or as a problem in mechanics.

Trade demand is rapidly supplying the requisite experts & may be trusted to do so.

S.K. 29.1.6

I think it may be allowed. The to act is of importance to the C.P.I. 940. Comm. for Govt. Examin. pto. Submitted to G.S. for perusal of the remark. 11/2/96

[8th February 1896.]

*Government of Madras Technical
Examinations.*

TYPE-WRITING.

ELEMENTARY EXAMINATION.

1. To type-write an ordinary printed passage containing 600 words. Marks will be allowed for accuracy, cleanliness, and regularity of spacing and alignment. Time—half an hour.
2. To type-write a lithographed or cyclostyled passage, which may include business letters and simple invoices and tabular statements, and to take copies by means of carbon paper. Marks will be allowed as in 1. Time—one hour and a half.
3. A practical examination on fingering and general manipulation, including a knowledge of the various parts of the machine employed by the candidate, their uses and adjustment.

The distribution of marks and the minima required for passing shall be as follows:—

	Max.	Min. for passing	
		1st class.	2nd class.
1st paper	25	15	10
2nd paper	50	35	25
Practical examination	25	15	10
Total	100	65	45

Note.—Candidates will have to provide their own machines and carbon papers.

INTERMEDIATE EXAMINATION.

1. Dictation.—To type-write to dictation, a narrative or speech of 1,200 words and a letter of 600 words, containing official and business terms and phrases, dictated at the rate of 40 words a minute. Marks allowed for accuracy, cleanliness, and regularity of spacing and alignment.
2. A paper to test power of spacing and display. To copy statistical tables, invoices and similar documents, to fill in blank forms, and to manifold with carbon paper. Time—two hours.
3. A practical examination on the general manipulation of the machine, including a knowledge of the uses and adjustments of two ordinary machines of different types to be selected by the candidate (*e.g.*, one of Remington type and one of Hammond type).

The distribution of marks and the minima required for passing shall be as follows:—

	Max.	Min. for passing	
		1st class.	2nd class.
1st paper ...	50	30	20
2nd paper ...	60	35	25
3rd paper ...	40	25	15
Total ...	150	90	60

Note.—Candidates will have to provide their own machines and carbon papers.

Madras, *16th January* 1896.

No. 340

From

THE HONORABLE MR. D. DUNCAN, M.A., D.Sc.,

DIRECTOR OF PUBLIC INSTRUCTION,

Madras,

To

THE HONORABLE THE CHIEF SECRETARY TO GOVERNMENT,

FORT ST. GEORGE.

SIR,

I have the honour to request that you will be good enough to obtain the approval of Government for the inclusion of Type-writing among the subjects of the Technical Examination Scheme. I enclose copies of the syllabuses prepared by Mr. Adam and Mr. R. Ry. N. C. Rajagopalachariyar.

2. I am informed that a number of candidates would like to be examined in Type-writing at the examinations to be held in ^{April} ~~May~~ next, and I have, therefore, in anticipation of the approval of Government, inserted in the Fort St George Gazette a notice to the effect that an examination in Type-writing will be held in ^{April} ~~May~~.

3. The changes that the inclusion of Type-writing may necessitate in the regulations will

will form the subject of a future communication

I have the honour to be,

Sir

Your most obedient servant

J. J. M. M. M.

Director of Public Instruction

examined
signed

189

AGAIN G.O., No.
189

DATED

RENT No.

ENCLOSURES TO C. No

OF GOVERNMENT

OF GOVERNMENT.

WITH DITTO.

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

N.B.--

A = Copy in full.
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