

Educational (1898) Department.

ORDINARY MS.

G.O., No. 563

Dated 3 - 9 - 98

INDEXED



6-6

[Despatch Abstract.]

Approving the draft of the revised syllabus
for the examinations in short-hand under
the Govt. Technical Examⁿ Scheme, submitted
by the D.P.I.

21/9/98

BACK PAPERS.

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

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
	1307 of 88						
	<i>Looped</i>						
	<i>6/10/98</i>						

Educational (189⁸) Department.

CURRENT No. *1076*

From
The Director of Public
Instruction,
Madras.

Order *W.P. 563 of 3-8-88*

Approved.

No. 9261

Dated 17 August 1898.

Received 18 AUG. 1898

Registered *so*

Enclosures *one*

Spare copies

SUBJECT.

Submitting for sanction a
draft of the revised syllabus for
the examinations in Short-hand
under the Government Technical
Examination scheme.

To
The D.S.S. 940
.. C.L. 2. 240

Despatched 6/9/98
Pub. of the present
syllabus
in a book at
36 p/50

Apr 1898
17/9
19/9
29/8-98
19/8-98



BACK PAPERS.

G.O.	No.	Department.	Date.
	399 his Est		15.7.94 (also)
	84 sc - a -		11-2.97
	4.5 - u -		25.1.93
	32 - a -		20.1.93

FURTHER PAPERS.

G.O.	No.	Department.	Date.

[Revised up to 28th February 1893.]

Government of Madras Technical Examinations.

SHORT-HAND.

ELEMENTARY EXAMINATION.

1. To take down in the corresponding style of Phonography a narrative or speech of 500 words, and an official or mercantile letter of 250 words, dictated at the rate of 50 words a minute.
2. To transcribe the above into long-hand in an hour and-a-quarter.
3. To transcribe into long-hand in one hour a passage of 600 words clearly written or lithographed in the corresponding style of Phonography.

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

	Max.	Min. for passing.	
		1st class.	2nd class.
Dictation ... 25 }	75	...	...
Transcription ... 50 }			
Transcription ... (3)	25	...	...
Total ... 100	100	65	45

Note.—The passages to be dictated will be marked into portions of one minute's duration and each of these sub-divided into quarters. The reader will read with a watch in hand and notice at every quarter minute whether he is adhering strictly to the speed.

2 pieces
1 answer, 3 pieces.

INTERMEDIATE EXAMINATION.

1. To take down in the reporting style of Phonography a narrative or speech of 1,200 words and a letter of 600 words containing official or business terms and phrases, dictated at the rate of 120 words a minute.

2. To transcribe the above into long-hand in two hours.

3. To transcribe into long-hand in 40 minutes a passage of 600 words clearly written or lithographed in the reporting style of Phonography.

4. To take down in Phonography notes of an official or business kind, dictated at the rate of 120 words a minute, and to elaborate the notes into proper letter or documentary form in long-hand. The amount of notes to be dictated to be regulated by the difficulty of elaboration. [Two hours.]

5. To transcribe in 40 minutes a printed passage of 600 words into Phonography in a style combining perfect accuracy and intelligibility, with as great brevity as possible, a free use of phraseograms being made.

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

	Max.	Min. for passing.	
		1st class.	2nd class.
Dictation (1) ... 15	40	...	...
Transcription (2) ... 25			
Transcription into long-hand ... 10	10	...	...
Elaboration of notes ... 40	40	...	...
Transcription into Phonography ... 10	10	...	...
Total ... 100	100	65	45

Note.—The passages to be dictated will be marked into portions of one minute's duration and each of these sub-divided into quarters. The reader will read with a watch in hand and notice at every quarter minute whether he is adhering strictly to the speed.

ADVANCED EXAMINATION.

1. To take down in the reporting style of Phonography, one or more speeches amounting altogether to 3,000 words, dictated at the rate of 150 words a minute. *formerly 2500*

2. To type-write the above in an hour and three-quarters, or to transcribe the above into long-hand in two hours and three-quarters. *new*

3. To take down in Phonography notes of an official or business kind, dictated at the rate of 150 words a minute, and to elaborate the dictated notes into proper letter or documentary form in long-hand; the amount of notes to be dictated to be regulated by the difficulty of elaboration. [Three hours.]

4. To take notes in the reporting style of Phonography of a speech of 4,500 words, dictated at the rate of 150 words a minute.

5. To transcribe in long-hand a condensed report of the above speech (the condensed report to consist of from 2,000 to 2,500 words). [Two hours and-a-half.] *1500*

6. To write a précis in short-hand of a set of official or business letters on a subject printed in long-hand. [One hour and-a-half.]

The candidate shall be required to prepare a condensed report of the proceeding in a Court of Justice, or at a meeting of some society or public body. This report must be such as to convey a description of the proceedings at such meeting or trial and to embody the substance of the speeches made. This test will be applied in the presence of an examiner at a trial or meeting selected by him.

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

		Max.	Min. for passing.	
			1st class.	2nd class.
Verbatim reporting ... (1)	}	20	...	...
and				
Type-writing ... (2)	}	25	...	...
Elaboration of notes ... (3)				
Condensed reporting (4) & (5)	}	15	...	...
Précis-writing ...				
Reporting ...	}	15	...	...
Total ...		100	65	45

Note.—The passages to be dictated will be marked into portions of one minute's duration and each of these sub-divided into quarters. The reader will read with a watch in hand and notice at every quarter minute whether he is adhering strictly to the speed.

[Revised up to August 1898.]

Government of Madras Technical Examinations.

SHORT-HAND.

ELEMENTARY EXAMINATION.

1. (a) To take down in the corresponding style of Phonography a narrative or speech of 500 words, and an official or mercantile letter of 250 words, dictated at the rate of 50 words a minute. [Fifteen minutes.]

(b) To transcribe the above into long-hand in an hour and a-quarter.

2. A paper of questions on the principles of the learners' and corresponding styles of Phonography. [One hour.]

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

	Max.	Min. for passing.	
		1st class.	2nd class.
1. (a) Dictation ...	25	75	30
(b) Transcription	50		
2. Paper on principles	25	...	...
Total	100	65	45

Note.—The passages to be dictated will be marked into portions of one minute's duration and each of these sub-divided into quarters. The reader will read with a watch in hand and notice at every quarter minute whether he is adhering strictly to the speed.

INTERMEDIATE EXAMINATION.

1. (a) To take down in the reporting style of Phonography a narrative or speech of 1,200 words and a letter of 600 words containing official or business terms and phrases, dictated at the rate of 120 words a minute. [Fifteen minutes.]

(b) To transcribe the above into long-hand in three hours.

2. To take down in Phonography notes of an official or business kind, dictated at the rate of 120 words a minute, and to elaborate the notes into proper letter or documentary form in long-hand. The amount of notes to be dictated to be regulated by the difficulty of elaboration. [Two hours.]

3. A paper on the principles of Phonography which may include passages in long-hand to be transcribed into short-hand at 35 words per minute and passages in short-hand to be transcribed in long-hand at 10 words per minute. [Forty-five minutes.]

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

	Max.	Min. for passing.	
		1st class.	2nd class.
1. (a) Dictation ... 15	25	40	18
(b) Transcription ... 10			
2. Elaboration of notes ... 40	20	27	27
3. Paper on principles ... 20			
Total ... 100		65	45

Note.—The passages to be dictated will be marked into portions of one minute's duration and each of these sub-divided into quarters. The reader will read with a watch in hand and notice at every quarter minute whether he is adhering strictly to the speed.

ADVANCED EXAMINATION.

Written Examination.

1. (a) To take down in the reporting style of Phonography one or more speeches containing 2,250 words, dictated at the rate of 150 words a minute. [Fifteen minutes.]

(b) To transcribe the above into long-hand in three hours and three quarters.

2. To write in the reporting style of Phonography a summary and paragraphs, as for a newspaper, of matter printed in long-hand. [One hour and-a-half.]

3. To take down in Phonography notes of an official or business kind, dictated at the rate of 150 words a minute, and to elaborate the dictated notes into proper letter or documentary form in long-hand; the amount of notes to be dictated to be regulated by the difficulty of elaboration. [Three hours.]

4. (a) To take notes, in the reporting style of Phonography, of a speech of 4,500 words dictated at the rate of 150 words a minute. [Half an hour.]

(b) To transcribe in long-hand a condensed report of the above speech (the condensed report to consist of about 1,500 words). [Two hours and-a-half.]

Practical Examination.

5. The candidate shall be required to prepare a condensed report of the proceedings in a Court of Justice, or at a meeting of some society or public body. This report must be such as to convey a description of the proceedings at such meeting or trial and to embody the substance of the speeches made. This test will be applied in the presence of an examiner at a trial or meeting selected by him.

BACK PAPERS.

G.O.	No.	Department.	Date.
	2201	S. O.	

SHORT-HAND.

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

	Max.	Min. for passing.	
		1st class.	2nd class.
1. (a) and (b) Verbatim reporting.	25	11	11
2. Summary writing	10		
3. Elaboration of notes	20	25	25
4. (a) and (b) Condensed reporting.	25		
5. Practical reporting	20	9	9
Total	100	65	45

Note.—The passages to be dictated will be marked into portions of one minute's duration and each of these sub-divided into quarters. The reader will read with a watch in hand and notice at every quarter minute whether he is adhering strictly to the speed.

[Reprinted, 1898.]

1898
 2201 Dept.
 Enclos. No. 1
 To
 G. No. 1076

CURRENT No. 1076

OFFICE OF THE DIRECTOR OF

PUBLIC INSTRUCTION,

Madras, 17 August 1898

No. 9261

From

THE HONORABLE MR. D. DUNCAN, M.A., D.SC., LL.D.,

DIRECTOR OF PUBLIC INSTRUCTION,

Madras,

To

THE SECRETARY TO GOVERNMENT,

Educational DEPARTMENT,

Fort St. George.

SIR,

For sometime past, the Board of Examiners for the subjects under "Commerce" in the Government Technical Examinations has been of opinion that some changes in the Syllabuses on Short-hand would prove beneficial and would be of practical advantage to the candidates, without in any way lowering the standard. The Board, accordingly, took advantage of its meetings in connection with the last examinations to go carefully into the matter and has now forwarded a revised draft Syllabus for the three grades of the examination in the subject. I have the honour to submit a proof copy of the revised syllabus and to request the sanction of Government for the same. On receipt of sanction, six clean copies of the syllabus will be submitted to Government.

I have the honour to be,

Sir,

Your most obedient servant,

D. Duncan

Director of Public Instruction.

When given for copying _____
When copied _____
When examined _____
When signed _____

189 .

READ AGAIN G.O., No.

DATED

189 ,

CURRENT No.

ENCLOSURES TO C. No.

ORDER OF GOVERNMENT A A A A A A A

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

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