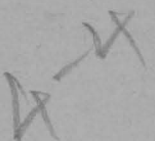


Educational (1899) Department.

ORDINARY MS.

G.O., No. 565

DATED 29-8-99



[Despatch Abstract.]

Approving the revised Syllabus in
Short-hand (Elementary Grade) submitted
by Mr. S. P. I.

T 31/8

BACK PAPERS.

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

FURTHER PAPERS.

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

Educational (1897) Department.

CURRENT No. 127

297255 papers
 Papers for at for
 No 563 of 28
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From The Director of Public
 Instruction,
 Madras.

resp
 Order. 565 dated 29/8/99.

The revised Syllabus in shorthand
 (elementary grade)
 submitted by the D.P.I. is approved.

No. 7264

Dated 17 August 1899.

Received 17 AUG 1899

Registered

Enclosures one

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SUBJECT.

Submitting for sanction
 a revised Syllabus for
 the Elementary Technical
 Examination in Shorthand



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BACK PAPERS.

G.O.	No.	Department.	Date.
297	25	5-88	
533	23	5-88	
45			
32	77738e		

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Government of Madras Technical Examinations.

Short-Hand.

Elementary Examination.

(Candidates for this grade may adopt either Pitman's Shorthand or Phonography, or Spencer's "Lucid Shorthand". They must state in the application form which of the two systems they propose to adopt at the examination)

1. (a). To take down in the corresponding style of Pitman's Phonography or in Spencer's "Lucid Shorthand", 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 longhand in an hour and a quarter.

2. To answer questions on the principles of the system of Shorthand brought up by the candidate, and to transcribe a printed passage from longhand into shorthand and a lithographed passage from shorthand into longhand. (one hour),.

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

	Maximum	Minima for passing	
		1st Class	2nd Class.
1. (a). Dictation 25	75	30	30
(b). Transcription 50			
2. Paper on principles &c 25	100	65	45

Note:- The passages to be dictated will be marked into portions of one minute's duration and each of these subdivided 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.

CURRENT No. 1272

OFFICE OF THE DIRECTOR OF

PUBLIC INSTRUCTION,

Madras, 17 August 1899.

No. 9264

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,

I have the honour to submit, for favour of sanction, a revised syllabus for the Government Technical Examination of the Elementary grade in Shorthand. The syllabus is intended to include Spencer's "Lucid Shorthand" as an alternative ^{to} ~~for~~ Pitman's system. The syllabus now in force relates only to one system of Shorthand, and it is but fair that other systems on a broad, simple and scientific plan should be given a trial as alternative or optional systems so far as their capabilities admit. The revised syllabus was drawn up by the Headmaster, School of Commerce, Calicut, and has been approved of by Mr. Adam, the Chairman of the Board of Examiners in Commerce.

I have the honour to be,

Sir,

Your most obedient servant,

D. Duncan

Director of Public Instruction.

1899
9264 Dept.
Enclos. No. 1
To
C. N. 1273

When given
When copied
When examined
When signed

When given for copying 3/1/89
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189

READ AGAIN G.O., No. 189, DATED 3/1/89

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LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

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