

TYPEWRITING
(Senior Secondary Course)
323/423

Total Study Time 250 Hours (50 Hrs. Theory, 200 Hrs. Practical) [Theory: 30 Marks]

(Theory & Practicals) Max Marks: 100 [Practical: 70 Marks]

RATIONALE

Typewriting has become a necessary for modern human life. Its use as a laboursaving device is increasing. It is a very useful method of communication and expression. It has established itself as a very gainful source of employment. It is a skill which today every civilized human being must cultivate whether he is in business, administration, profession or vocation. The study of the subject would prepare the students not only for employment but also for running their own institutes. The course includes necessary theoretical knowledge about typewriting. This is expected to provide essential background information considered useful for creating awareness about job of a typist which is so challenging.

STATEMENTS OF OBJECTIVES

This course aims at enabling learner to:

GENERAL OBJECTIVES

- Develop skills in quick written communication;
- Cultivate personal and vocational skills in typewriting;
- Improve essential traits and behaviour pattern e.g. concentration, judgment, initiative etc.

1. TYPEWRITER AND ITS PROPER MAINTENANCE

Study Time: 6 hrs.

APPROACH

This module is designed to provide the learners with essential background information on the typewriter. This would enable them to choose a suitable typewriter and handle it properly to gain its maximum utility. This module is also useful for them to know how to take care of their typewriter so that it can give reliable and uninterrupted service.

PRE-REQUISITE KNOWLEDGE CONTENT UNITS

Familiar with a typewriter and typed matter.

1.1 Typewriter – its use and importance.

1.2 A standard typewriter.

- 1.3 Makes and categories of typewriters.
- 1.4 Essential parts of a typewriter and their uses.
- 1.5 Care and upkeep of a typewriter.
- 1.6 Ribbon changing and ribbon economy.

SUGGESTED TEACHING HINTS

- (i) Explanation and illustration on electronic typewriter, word processor and chequewriting typewriter may be included (1.3)
- (ii) Illustrations on essential operative parts may included in (1.4)

SUGGESTED LEARNING EXPERIENCES

Visits to exhibitions and showrooms displaying typewriters and word processors and collection of related literature.

2. METHODS OF TYPEWRITING

Study Time: 4 hrs.

APPROACH

This module has been designed to acquaint the learners with different methods of typewriting and their evaluation.

CONTENT UNITS

- 2.1 Methods of typewriting.
 - 2.1.1 Touch
 - 2.1.2 Sight

Their merits and demerits

- 2.2 Approaches to typing
 - 2.2.1 Horizontal
 - 2.2.2 Vertical

SUGGESTED TEACHING HINTS

3. KEY-BOARD OPERATION

Study Time: 8 hrs.

APPROACH

This module is designed to enable the learners to develop correct sitting posture before the typewriter and operate the keyboard with skill, efficiency and confidence. The practice series provided in the lesson would enable them to type correctly and gradually master the keyboard operation.

PRE-REQUISITE KNOWLEDGE

Methods of Typewriting.

CONTENT UNITS CERTIFICATION

- 4.1 Setting posture
- 3.2 Insertion and removal of papers
- 3.3 Learning the second row (home row) – guide keys and home keys
- 3.4 Learning the third row (upper row)
- 3.5 Learning the first row (bottom row)
- 3.6 Learning the fourth row (number row)
- 3.7 Special signs and symbols in the keyboard and their uses.

SUGGESTED TEACHING HINTS

- (i) Lessons be well illustrated.
- (ii) Rhythmic typewriting may be explained
- (iii) Use of copy holder may be explained under 3.1

SUGGESTED LEARNING EXPERIENCE

Video films on different techniques of typewriting may be shown.

4. DISPLAY IN TYPEWRITING

Study Time: 12 hrs.

APPROACH

Special care must be given to the way in which a message is expressed so as to create right effect on the recipient. This module has been designed to acquaint the learners with latest styles of display while typing paragraph, letter, etc. This would enable them to achieve high standards in typing.

PRE-REQUISITE KNOWLEDGE

Typing

CONTENT UNITS

- 4.1 Centering
- 4.2 Margin-spacing and line-spacing
- 4.3 Use of punctuation
- 4.4 Figures – Arabic and Roman
- 4.5 Paragraph – types and styles, and numbering
- 4.6 Styles of typing different kinds of letters
- 4.7 Syllabification
- 4.8 Foot-notes

SUGGESTED TEACHING HINTS

- (i) Both British and American styles of letter typing may be illustrated
- (ii) Styles of typing of application for job, demi-official, business and personal letters may be illustrated under 4.6.

SUGGESTED LEARNING EXPERIENCE

- (i) Collection and study of letter of different styles and kinds.
- (ii) Typing of different styles and kinds of letters

EXTENDED LEARNING

Finding weaknesses in styles of some of the letters and typing letters in attractive styles.

5. CARBON MANIFOLDING

Study Time: 4 hrs.

APPROACH

This module has been designed to enable the learners to take out carbon and to ensure carbon economy.

PRE-REQUISITE KNOWLEDGE

Typewriting and its proper maintenance, methods of typewriting, key board operations and display in typewriting.

CONTENT UNITS

- 5.1 Carbon papers and their kinds
- 5.2 Typing multiple copies, insertion and removal of carbon papers.
- 5.3 Corrections – use of eraser, erasing shield, white correction fluid etc.
- 5.4 Carbon economy

SUGGESTED TEACHING HINTS

Process of taking out carbon copies may be explained in details with illustrations, wherever necessary.

SUGGESTED LEARNING EXPERIENCES

Observe use of carbons in offices.

6. STENCIL CUTTING

Study Time: 4 hrs.

APPROACH

This module has been designed to acquaint the learners with the technique of stencil cutting and correction of errors.

PRE-REQUISITE NOWLEDGE

Typewriting and its proper maintenance, methods of typewriting, key-board operation and display in typewriting.

CONTENT UNITS

6.1 Technique of stencil cutting.

6.2 Correction of errors – use of correction fluid and grafting method.

6.3 Use of styles pen and stencil slate.

SUGGESTED TEACHING HINTS

Nature of stencil paper and need for stencil cutting may be explained under Unit 6.1

SUGGESTED LEARNING EXPERIENCES

Observe duplicating process in some offices.

7. TYPING OF CONFUSED HANDWRITTEN MANUSCRIPT

Study Time: 12 hrs.

APPROACH

Employers appreciate a typist who can type out their handwritten manuscripts correctly and accurately. It ensures them against having to check and recheck small items in search of possible errors.

This module provides a list of the commonly used proof correction signs and simple exercises on typing of handwritten drafts with abbreviations.

PRE-REQUISITE KNOWLEDGE

Typist must have practice of reading different kinds of handwritten manuscripts with abbreviations.

CONTENT UNITS

- 7.1 List of community used proof correction signs in the manuscripts and their meaning.
- 7.2 List of standard abbreviations.
- 7.3 Precautions to be taken before typing a confused handwritten manuscript/drafts.

SUGGESTED TEACHING HINTS

- (i) Process of proof correction may be illustrated by suitable examples.
- (ii) Practice lesson may be provided.

SUGGESTED LEARNING EXPERIENCES

Study of some good books consisting proof correction exercise.

LIST OF PRACTICALS

STUDENT TO NOTE

1. Students should make their own arrangements for typing practice.
2. Student shall have to bring their own typewriters for the examination purpose.

P1: Key Board Operation

1. Practicing second row, third row, first row and fourth row.
2. Practicing word, sentences, paragraphs and passages.
3. Use of keys and other non character keys.

P2: Speed Building

1. Different kinds of drills for typing.
2. Graded speed tests.

Teaching Guidelines

Alternative hand words, balanced hand words, same letters in different words, drills of common words, drills of alphabetical sentences and words division drills.

P3: Display Techniques

- (i) Centering – horizontal and vertical
- (ii) Ensuring proper margins; line spacing.

P4: Letter Typing

- (i) Typing exercise of personal, official and Business letters in different styles with proper display.
- (ii) Typing of applications for job.
- (iii) Addressing the envelopes.

P5: Typing Tabular/Statements

- (i) Arrangement of tabular statements.
- (ii) Typing exercise of simple four column tables with not more than six items in each column.

P6: Typing from Confused Handwritten Manuscripts/Drafts

Exercise on typing of confused handwritten drafts with few corrections.

P7: Typing of a Draft Copy of Advertisement for Press

Typewriting from variety of Advertisements for Press.

P8: Production Typing

Typing of Telegram, Notice for a meeting, Memorandum, Office Order.