DETAILED SYLLABUS FOR THE POST OF REPORTER GRADE II (MALAYALAM)

LEGISLATURE SECRETARIAT (Category No.: 172/2022)

I. General Knowledge & Current Affairs	10
II. Computer Wordprocessing	40
III. Typewriting	10
IV. Regional Language (Malayalam)	20
V. General English	20

PART - I   (10 Marks)

General Knowledge

Facts about India
Geography of India – Physical features – Climate – Soils – Rivers – Famous sites – etc.
Demography – Economic and social development – Poverty alleviation – Economy and planning – etc.

History of India – Period from 1857 to 1947 – National movement

Five Year Plans

Facts about Kerala
Geographical Facts – Physical features – Climate – Soils – Rivers – Famous sites – Economic and Social deve – Historical importance - etc.
Renaissance in Kerala

Important Events/Movements/Leaders

       Brahmananda Swami Sivayogi, Chattampi Swami, Sree Narayana Guru, Vagbhatananda, Thycaud Ayya, Ayya Vaikundar, Poikayil Yohannan (Kumara Guru), Ayyankali, Pandit Karuppan, Mannathu Padmanabhan,V. T. Bhattathirippad, Dr. Palpu, Kumaranasan, Vakkom Moulavi, Blessed Kuriakose Elias Chavara, Etc.

Current Affairs

Important world, national and regional events related to the political and scientific fields, sports, cinema and literature etc.

Part II   (40 Marks)

Computer Word Processing (Word 2007, Excel2007, Powerpoint 2007)

Basics of Computer – Input devices, Output devices, Hardware, Software, Memory, Storage devices, Latest Pheripherals, E-mail, Browsers, Search Engine, Social Networking, Antivirus Softwares, Unicode, Websites, Windows.

MS Word
Introduction, Word Window, Title bar, Ribbon, Status bar, Tool bar

Document - Create, Open, Save, Print, Close

Font – size, style, effects.

Formatting   Paragraph - Bold, Italics, Underline, Justify, Bullets and Numbering,

Dropcap, Change case, Alignment, Tab setting, Line spacing, Character spacing,

Styles and Editing, Cut, Copy, Paste.

Shortcut keys & function keys

Insert- Tables, Pictures, Cliparts, Shapes, Page number, Headers and Footers, Symbols, Links, word art.

Page layout- Page size, Margin, Line spacing, Orientation, Indentation

Creation of Table of contents, Index, Footnotes and endnotes

Mail merge, proof reading , add or remove comments

Views - different page views, guides, rulers

Introduction of Excel - Adding and Removing Workbook, Rows and Columns Formatting a Cell, Different functions in Excel, Charts, Pivot Table, Sort, Filter, Conditional Formatting, Creating formulas, Inserting date and time, Data validation. Shortcut keys.

Power point

Inserting & Deleting a Slide, Views

Inserting chart, diagram, SmartArt, Sound, Video, Slide number, Links, Date and

Time, Page setup, Slide orientation, Slide show, Slide Layout , Arrange objects on the slide

Part III   (10 Marks)

Type Writing

History of Typewriter, Keys of Typewriter, Parts of Typewriter, Cleaning a Typewriter, Rocker Mechanism, Dog block, Movements of Typewriter, Officials abbreviation, Functions of Typewriter, Symbols.

IV. REGIONAL LANGUAGE   (20 Marks)

Malayalam

1. പദശുദ്ധി

2. വാക്യശുദ്ധി

3. പരിഭാഷ

4. ഒറ്റപദം

5. പര്യായം

6. വിപരീത പദം

7. ശൈലികൾ പഴഞ്ചൊല്ലുകൾ

8. സമാനപദം

9. ചേർത്തെഴുതുക

10. സ്ത്രീലിംഗം പുല്ലിംഗം

11. വചനം

12. പിരിച്ചെഴുതൽ

13.   ഘടക പദം (വാക്യം ചേർത്തെഴുതുക)

Part V   (20 Marks)

General English

Module 1 : Comprehension Passage

A comprehension Passage
A comprehension passage is useful (to test the accuracy and clarity) of the student.

➢ Synonyms and Antonyms can be asked from the passage.

➢ It can test the Past tense / Past participle of the Verb of given word from the passage.

➢ Different aspects of grammatical usages can be tested

➢ To give one word answers

Module 2 : Editing
This module aims at sentence correction and the correction of a given passage.

➢ Editing

➢ Capitalization

➢ Punctuation eg. (exclamation marks, column)

➢ Sentence Correction

➤ Subject verb agreement (eg. Police are looking for the thief)

Module 3 : English usage in day to day affairs.
Incomplete sentence in dialogues are asked to complete them using question tags / usages such as had better, not only – but also, if clause etc. conditional clauses (eg. Unless)

Module 4 : Idioms and Phrases
Idioms that are commonly use can be asked by giving options.
eg: It is a red letter day for me.

Module 5 : Word order and sentence order
Jumbled sentences can be given, A given sentence is inverted so that different options may be given for selecting the correct answer.

Module 6 : Basic Grammar

a. Article

b. Preposition

c. Tenses

d. Clauses

e. Phrasal Verbs

Module 7 : Voice
Change of Voice : Active and Passive

Module 8 : Reported Speech

Module 9 : Spell Check
Hattric, vaccum, accommodation, queue, tuition, enmity

NOTE: - It may be noted that apart from the topics detailed above, questions from other topics prescribed for the educational qualification of the post may also appear in the question paper. There is no undertaking that all the topics above may be covered in the question paper