

**SYLLABUS FOR JUNIOR INSTRUCTOR (STENOGRAPHER &
SECRETARIAL ASSISTANT - ENGLISH) IN INDUSTRIAL TRAINING**
(Cat.No: 063/2022)

MODULE I : ENGLISH SHORTHAND (25 MARKS)

English Shorthand - History - Phonography - Consonants, Vowels - Diphthong, Triphones, -Diphones Phraseography, qualities of phraseogram - Alternative forms of R,H, SH, L - Circles and Loops - Initial Hooks, Final Hooks and SHUN Hook- Halving and Doubling Principles - Prefixes, Suffixes and terminations - Compound Consonants - Contractions and Intersections - Note taking and speed developing techniques - Importance of shorthand skill.

MODULE II : OFFICE (5 MARKS)

Organisation - Organisational Hierarchy - Office - importance, Departments, functions-Duties of office manager-Office layout - types - Advantages and Disadvantages of Open/Private Office -Office environment - Importance and advantages - Office Stationery - Office forms and manuals - Office equipments - Types of office machines - Handling office equipments.

MODULE III: HANDLING OFFICE MAIL (5 MARKS)

Handling Inward and outward mail - Mailing equipments - Filing - records - compilation and classification of files - Indexing

MODULE IV : COMMUNICATION (5 MARKS)

Communication - components -Types of Communication - Channels - Advantages and disadvantages of various types of communication -

MODULE V : OFFICE CORRESPONDENCE (10 MARKS)

Correspondence - Formal and Informal Letters - classification of letters - Parts of a letter - Personal correspondence - types of Business Correspondence - Types of Official Correspondence

Drafting of Applications, invitation letters - social letters - Complaint letters - letter to the Editor etc.

Office correspondence : Notice, Agenda, Minutes, Reports - Circulars, Memorandum, Banking correspondence - Calendar of events.

MODULE VI : POSTAL SERVICES (5 MARKS)

Postal Services - PIN Code - Post Card - Registered letter - Ordinary and Insured Letter - Parcels - Business Reply post card - VPP - UPC - Speed Post, Courier Services - Post bag - Post Box - Monetary services, etc - Postal zones

MODULE VII : OFFICE SECRETARY (5 MARKS)

Definition - Qualities and Qualifications - Types of Secretaries - Professional and personal duties of a secretary - Duties, responsibilities and functions of Office Secretary - Interdepartmental Co-ordination

MODULE VIII : COMPUTER OPERATIONS (25 MARKS)

Computer operations - Computer fundamentals - Basic units - input and output devices - hardware & software - peripherals - storage devices.

Computer keyboard operations - character and non character keys - sight and touch methods - function keys - shift key operations

Windows Operating System - Opening/Closing Windows - Tool Bar - Task Bar - Menu Bar - Start button - Shutting down - Desktop - Control Buttons

MS word – Word Processing – Features – Components of MS Word Screen – Quick Access Tool Bar – Ribbon, formula bar – Creations of files and folders – use of various tools – Editing and Formatting – Printing document - Shortcut keys

MS Excel – Basics of Spreadsheet – Workbook and worksheet - cells – Cell Address - Components of MS Excel Window – Entering and Editing data – Formatting Toolbar – Formatting Cells, Rows and Columns – Hide and Delete worksheet - Excel Charts, tables and diagrams – Header – Footer - Page set up – Set Print area - MS Excel Formula and functions

MS Powerpoint : Introduction to PPT – create slides – layouts, themes and designs – slide animation – transition – editing – Presentation – adding graphics and sounds – printing Presentations.

MODULE IX : INTERNET AND CYBER SECURITY (5 MARKS)

Internet and networking – advantages, protocols – Cyber Security

MODULE X : GENERAL ENGLISH (10 MARKS)

GENERAL ENGLISH (10 Marks)

i. English Grammar (5 Marks)

- 1.**Types of Sentences and Interchange of Sentences.
- 2.**Different Parts of Speech.
- 3.**Agreement of Subject and Verb.
- 4.**Articles - Definite and Indefinite Articles.
- 5.**Uses of Primary and Modal Auxiliary Verbs
- 6.** Question Tags
- 7.**Infinitive and Gerunds
- 8.**Tenses
- 9.** Tenses in Conditional Sentences

- 10.** Prepositions
- 11.** The Use of Correlatives
- 12.** Direct and Indirect Speech
- 13.** Active and Passive voice
- 14.** Correction of Sentences
- 15.** Degrees of Comparison

ii Vocabulary (5 Marks)

- 1. Singular & Plural, Change of Gender, Collective Nouns
- 2. Word formation from other words and use of prefix or suffix
- 3. Compound words
- 4. Synonyms
- 5. Antonyms
- 6. Phrasal Verbs
- 7. Foreign Words and Phrases
- 8. One Word Substitutes
- 9. Words often confused
- 10. Spelling Test
- 11. Idioms and their Meanings
- 12. Expansion and meaning of Common Abbreviations

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