

SYLLABUS

DICTATION CUM TRANSCRIPTION TEST ENGLISH HIGHER (100 MARKS)

[DURATION – 1 HOUR 5 MINUTES]

**CONFIDENTIAL ASSISTANT IN CO – OPERATIVE BANK LIMITED
(KERALA BANK – CAT NO:500/2023) & STENO GRAPHER GRADE IV IN
AUTOKAST LTD. (CAT. NO: 700/2022)**

**“ A PASSAGE IN ENGLISH CONSISTING OF 600 WORDS WILL BE
DICTATED IN 5 MUNUTES (120 WORDS PER MINUTE) AND THE
CANDIDATE HAVE TO TAKE DOWN THE PASSAGE IN SHORT HAND,
THEN TO WRITE THE PASSAGE IN LONG HAND USING INK WITHIN ONE
HOUR”.**