

LEVEL II COURSES

2601 - TYPEWRITING - I									
Teaching Schedule Per Week			Progressive Assessment	Examination Schedule (Marks)					
Lectures	Practical	Credits		Theory		Practical Ex.		Total	
-	5	5	25			100		125	
Pre-requisite		Source	Semester	Theory	Test	Total	TW	PR	Gr Total
		MOP		-	-	-	25	100	125

RATIONALE: The students must have the necessary skills to operate the keyboard. The objective is to enable the students to acquire a speed of 20 w.p.m. on a manual typewriter.

COURSE CONTENTS

	Hrs	Mks
1. T YPEWRITER AND MAINTENANCE Various Models, makes and sizes of typewriters. Care and upkeep of typewriter. Essential parts of typewriter and their functions.	1	
2. WORKING ON A TYPEWRITER Instructions on correct sitting posture, insertion, fixing of margin stops and removal of paper. Manipulation of fingers on the keyboard, carriage operation, use of space bar, etc.	1	
3. TYPES OF TYPEWRITING Touch typewriting - rhythmic typing - Speed development, importance of accuracy over speed.	51	50
4. USE OF PAPER Paper sizes, types and their uses - carbon mani-folding - erasing etc. Syllabification, use of punctuation signs, spacing etc.	2	
5. TYPING MATTER Typing of letters/applications in the correct format - various styles of typing letters viz. indented, block and semi-indented - centring	25	50
Total	80	100

PRACTICALS:

-Practising sitting posture on the typewriter. -Practising inserting and removing of paper., -Setting margin stops and carriage operations., -Practising manipulation of the second row or HOME KEYS. -Practising the top and bottom rows., - Practising words and simple sentences (Attainment of speed: 10/15 wpm), - Practising top row i.e. figures and symbols and other printing keys., - Practising of shift keys and other non-printing keys., - Practising ensuring of proper margins and line spacing., - Straight forward copying from exercises. (Attainment of speed: 25 wpm), - Practising exercises (easy and difficult) each exercise should be typed five times., - Practising exercise for speed building - calculating speed and errors., - Practising speed tests for 5/10 mts duration. Each exercise should be repeated for attaining proper level of proficiency. (Attainment of speed: 25wpm) - Practising Centralised Headings, - Practising typing of letters and other communications in all styles (indented, block and semi-indented), - Practising typing of applications for jobs, -Practising envelope addressing.

EXAMINATION SCHEME: (Duration 1 hr.)

Speed Test- 50 marks (A passage of 200 words to be typed in 10 mts. Speed requirement: 20 wpm)
Accuracy Test 50 mks (A letter to be typed in correct format)

