

**DETAILED SYLLABUS FOR THE POST OF JUNIOR INSTRUCTOR
(STENOGRAPHER & SECRETARIAL ASSISTANT - ENGLISH) IN
INDUSTRIAL TRAINING**

Cat.No 667/2023

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)

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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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