

STENOGRAPHER SECRETARIAL ASSISTANT (ENGLISH)

NSQF LEVEL - 3

TRADE PRACTICAL

SECTOR: Office Administration and Facility Management

(As per revised syllabus July 2022 - 1200 hrs)



Directorate General of Training

**DIRECTORATE GENERAL OF TRAINING
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP
GOVERNMENT OF INDIA**



**NATIONAL INSTRUCTIONAL
MEDIA INSTITUTE, CHENNAI**

Post Box No. 3142, CTI Campus, Guindy, Chennai - 600 032



Sector : Office Administration and Facility Management
Duration : 1 Year
Trade : Stenographer Secretarial Assistant (English) - Trade Practical -
NSQF Level - 3 (Revised 2022)

Developed & Published by



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FOREWORD

The Government of India has set an ambitious target of imparting skills to 30 crore people, one out of every four Indians, to help them secure jobs as part of the National Skills Development Policy. Industrial Training Institutes (ITIs) play a vital role in this process especially in terms of providing skilled manpower. Keeping this in mind, and for providing the current industry relevant skill training to Trainees, ITI syllabus has been recently updated with the help of Mentor Councils comprising various stakeholders, viz., Industries, Entrepreneurs, Academicians and representatives from ITIs.

The National Instructional Media Institute (NIMI), Chennai, has now come up with instructional material to suit the revised curriculum for **Stenographer Secretarial Assistant (English), Trade Practical NSQF Level - 3 (Revised 2022) in Office Administration and Facility Management Sector under yearly Pattern**. The NSQF Level - 3 (Revised 2022) Trade Practical will help the trainees to get an international equivalency standard where their skill, proficiency and competency will be duly recognized across the globe and this will also increase the scope of recognition of prior learning. NSQF Level - 3 (Revised 2022) trainees will also get the opportunities to promote life-long learning and skill development. I have no doubt that with NSQF Level - 3 (Revised 2022) the trainers and trainees of ITIs, and all stakeholders will derive maximum benefits from these Instructional Media Packages (IMPs) and that NIMI's efforts will go a long way in improving the quality of Vocational training in the country.

The Executive Director & Staff of NIMI and members of Media Development Committee deserve appreciation for their contribution in bringing out this publication.

Jai Hind

Directorate General of Training
Ministry of Skill Development & Entrepreneurship,
Government of India.

New Delhi - 110 001

PREFACE

The National Instructional Media Institute (NIMI) was established in 1986 at Chennai by the then Directorate General of Employment and Training (D.G.E & T), Ministry of Labour and Employment, (now under Directorate General of Training, Ministry of Skill Development and Entrepreneurship) Government of India, with technical assistance from the Govt. of the Federal Republic of Germany. The prime objective of this institute is to develop and provide instructional materials for various trades as per the prescribed syllabi (NSQF Level 3) under the Craftsmen and Apprenticeship Training Schemes.

The instructional materials are created keeping in mind, the main objective of Vocational Training under NCVT/NAC in India, which is to help an individual to master skills to do a job. The instructional materials are generated in the form of Instructional Media Packages (IMPs). An IMP consists of Theory book, Practical book, Test and Assignment book, Instructor Guide, Audio Visual Aid (Wall charts and Transparencies) and other support materials.

The trade practical book consists of a series of exercises to be completed by the trainees in the workshop. These exercises are designed to ensure that all the skills in the prescribed syllabus are covered. The trade theory book provides related theoretical knowledge required to enable the trainee to do a job. The test and assignments will enable the instructor to give assignments for the evaluation of the performance of a trainee. The wall charts and transparencies are unique, as they not only help the instructor to effectively present a topic but also help him to assess the trainee's understanding. The instructor guide enables the instructor to plan his schedule of instruction, plan the raw material requirements, day to day lessons and demonstrations.

IMPs also deal with the complex skills required to be developed for effective team work. Necessary care has also been taken to include important skill areas of allied trades as prescribed in the syllabus.

The availability of a complete Instructional Media Package in an institute helps both the trainer and management to impart effective training.

The IMPs are the outcome of collective efforts of the staff members of NIMI and the members of the Media Development Committees specially drawn from Public and Private sector industries, various training institutes under the Directorate General of Training (DGT), Government and Private ITIs.

NIMI would like to take this opportunity to convey sincere thanks to the Directors of Employment & Training of various State Governments, Training Departments of Industries both in the Public and Private sectors, Officers of DGT and DGT field institutes, proof readers, individual media developers and coordinators, but for whose active support NIMI would not have been able to bring out this material.

Chennai - 600 032

EXECUTIVE DIRECTOR

ACKNOWLEDGEMENT

National Instructional Media Institute (NIMI) sincerely acknowledges with thanks the co-operation and contribution extended by the following Media Developers and their sponsoring organisations to bring out this Instructional Material (**Trade Practical**) for the trade of **Stenographer Secretarial Assistant (English)** under **Office Administration and Facility Management** sector.

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NIMI records its appreciation for the Data Entry, CAD, DTP operators for their excellent and devoted services in the process of development of this Instructional Material.

NIMI also acknowledges with thanks the invaluable efforts rendered by all other NIMI staff who have contributed towards the development of this Instructional Material.

NIMI is also grateful to everyone who has directly or indirectly helped in developing this Instructional Material.

INTRODUCTION

TRADE PRACTICAL

The trade practical manual is intended to be used in classroom / computer lab. It consists of a series of practical exercises to be completed by the trainees during of Stenographer Secretarial Assistant (English) trade supplemented and supported by instructions/informations to assist in performing the exercises. These exercises are designed to ensure that all the skills in compliance with NSQF LEVEL - 3 (Revised 2022) syllabus are covered.

The manual is divided into ten modules.

Module 1	Fundamentals of Shorthand and Windows operating system
Module 2	Formation of words, Phrases and Practice of MS-Word
Module 3	Speed Developing exercises and English Language skills
Module 4	Speed enhancing techniques
Module 5	Note taking and transcription techniques
Module 6	MS Excel - Importance of Office - Office Layouts - Registers - Dictation Exercises
Module 7	MS Power Point - Office Secretary - Filing - Dictation Exercises
Module 8	Internet - Office tools & Equipments - Networking - Dictation Exercises
Module 9	Postal services - E-mail - Excel Tabulation Work -Enhancing Dictation Speed
Module 10	Letter Format - Online Tasks and Creation of Performance Sheet

The skill training in the computer lab is planned through a series of practical exercises centred around some practical project. However, there are a few instances where the individual exercise does not form a part of project.

While developing the practical manual a sincere effort was made to prepare each exercise which will be easy to understand and can be carried out even by a below average trainee. However, the development team accepts that there is scope for further improvement. NIMI looks forward to the suggestions from the experienced training faculty for improving the manual.

TRADE THEORY

The manual of trade theory consists of theoretical information of the Stenographer Secretarial Assistant (English) Trade. The contents are sequenced according to the practical exercise contained in the NSQF LEVEL - 3 (Revised 2022) syllabus on Trade practical. Attempt has been made to relate the theoretical aspects with the skill covered in each exercise to the extent possible. This co-relation is maintained to help the trainees to develop the perceptual capabilities for performing the skills.

The Trade Theory has to be taught and learnt along with the corresponding exercise contained in the manual on trade practical. The instructions about the corresponding practical exercise are given in every sheet of this manual.

It will be preferable to teach/learn the trade theory connected to each exercise atleast one class before performing the related skills on the shop floor. The trade theory is to be treated as an integrated part of each exercise.

The material is not for the purpose of self-learning and should be considered as supplementary to class room instruction.

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LEARNING OUTCOME

On completion of this book you shall be able to

S.No	Learning Outcome	Ref. Ex No.
1	Acquire knowledge about the computer hardware & stenography introduction. (Mapped NOS: MEP/N0201, MEP/N0216)	1.1.01 & 1.1.02
2	Identify the various Consonants, vowels and its application. (NOS: MEP/N09401)	1.1.03 - 1.1.05
3	Construct the various words to maintain the position of long, short, dot, dash, preceding, following & intervening vowels. (Mapped NOS: MEP/N0201)	1.1.06 & 1.1.07
4	Recognize the various types of computer keys & Prepare a complete sentence with use of logograms grammalogues, contractions, tick 'The' & punctuation. Use Window operating system on computer. (Mapped NOS: MEP/N0201, MEP/N0216)	1.1.08 - 1.1.12
5	Identify the strokes R & H, Abbreviated W and explain the sitting posture on computer. (Mapped NOS: MEP/N0201, MEP/N0216)	1.1.13 - 1.2.19
6	Identify small circle for S & Z, Large circle for SW/ large loop & small loop/ understand MS-Word by using all tools. (Mapped NOS: MEP/N0201, MEP/N0216)	1.2.20 - 1.2.26
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11	Apply the prefixes. (Mapped NOS: MEP/N0201)	1.4.42 & 1.4.43
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13	Identify the monetary units & use it. (NOS: MEP/N09402)	1.4.46 & 1.4.47
14	Form words with advance phrases, intersections and write simple letter. Mapped NOS: MEP/N0243)	1.4.48
15	Translate all types of sentences. (NOS: MEP/N09403)	1.4.49 & 1.5.50
16	Practice on MS^Excel. (Mapped NOS: MEP/N0216)	1.6.51 - 1.6.53
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23	Identify all types of official tools & equipments. (Mapped NOS: MEP/N0216, MEP/N0241)	1.8.73 - 1.8.75
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25	Prepare all types of letter. (Mapped NOS: MEP/N0241, MEP/N0243, MEP/N1201, MEP/N0216)	1.10.80 - 1.10.83

SYLLABUS

Duration	Reference Learning Outcome	Professional Skills (Trade Practical) With Indicative Hours	Professional Knowledge (Trade Theory)
Professional Skill 21 Hrs; Professional Knowledge 06 Hrs	Acquire knowledge about the computer hardware & stenography introduction. (Mapped NOS: MEP/N0201, MEP/N0216)	Computer: <ol style="list-style-type: none"> Awareness of the computer hardware and its peripherals in the lab to accustom the trainees for use of computer. (11 hrs) Stenographer: Name the Consonants according to their pairs and dictation thereof. (10 hrs) 	<ol style="list-style-type: none"> Introduction Career opportunities in the Industry. Different types of establishments. An orientation programme on the course and related job opportunities by the industry expert and instructor. Organizational hierarchy Attributes of a Stenographer & Secretarial Assistant. Duties and responsibilities of a secretary / Stenographer. Inter-departmental coordination. (06 hrs)
Professional Skill 42 Hrs; Professional Knowledge 12 Hrs	Identify the various Consonants, vowels and its application. (NOS: MEP/ N09401)	Develop: <ol style="list-style-type: none"> Practice of Stroke Consonants and their joining. (08 hrs) Practice of Joining stroke consonants. (08 hrs) Demonstrate: <ol style="list-style-type: none"> Long and Short vowels, (09 hrs) Dot & Dash Vowels, (09 hrs) Preceding and Following vowels. (04 hrs) Intervening Vowels etc. (04 hrs) 	<ol style="list-style-type: none"> Introduction to Shorthand, Consonants: <ul style="list-style-type: none"> Definition, Classification, Arrangements and directions, Table of consonants, Joining of Strokes Vowels: <ul style="list-style-type: none"> Long & Short Vowel, Dot & Dash Vowel, Places of Vowel, preceding and Following vowel, Intervening vowel and positions. Computer Fundamentals: <ul style="list-style-type: none"> Introduction, Definition, Utility and types of Computers. Computer Hardware: <ul style="list-style-type: none"> Definition & Introduction, Motherboard & Processor, Input, Output & Storage devices. Software: <ul style="list-style-type: none"> Definition & Introduction to System Software, Application Software. (12 hrs)
Professional Skill 21 Hrs; Professional Knowledge 06 Hrs	Construct the various words to maintain the position of long, short, dot, dash, preceding, following & intervening vowels. (Mapped NOS:MEPN0201)	<ol style="list-style-type: none"> Dictation of the same as above. (11 hrs) Point out: (10 hrs) <ol style="list-style-type: none"> Logograms, Grammalogues Contractions, Use of: <ol style="list-style-type: none"> Tick 'The' Punctuation marks Dictation Practice Diphthong Triphones 	<ol style="list-style-type: none"> Short Forms: <ul style="list-style-type: none"> Logograms, Grammalogues, Contractions, Use of tick 'The' in phrasing, Punctuation Marks. Diphthongs & Triphones: <ul style="list-style-type: none"> Definition & types Abbreviated 'W' (06 hrs)

Professional Skill 21 Hrs; Professional Knowledge 06 Hrs	Recognize the various types of computer keys & Prepare a complete sentence with use of l o g o g r a m s grammalogues, contractions, tick 'The' & punctuation. Use Window operating system on computer. (Mapped NOS: MEP/N0201, MEP/N0216)	8. Keys Identification and practice of the same. (6hrs) 9. Computer: b) Familiarisation with keyboard keys c) Express Practical use of Window Operating System. (07 hrs) 10. Spelling practice using English Dictionary (02 hrs) 11. Create a log-in account and customise windows. (03 hrs) 12. Practice of typing in computer using tool-bars and menu bars/ tools in ribbons. (03 hrs)	Windows Operating System: • Introduction, • Log on accounts & Passwords, • Windows Menu, • Minimizing, • Windows resizing & Moving, • Closing Windows, • Tool Bar, • Task Bar • Menu bar • Start Button, • Shutting down Windows. • Desktop, • Windows Explorer, • Control Buttons, • Open, Cut, Copy & Paste etc. d) Computer Keyboard Functions and its operations: • Alphabetic keys • Numeric keys • Special keys • Function keys (F1 to F12) (06 hrs)
Professional Skill 42 Hrs; Professional Knowledge 12 Hrs	Identify the strokes R & H, Abbreviated W and explain the sitting posture on c o m p u t e r . (Mapped NOS: MEP/N0201, MEP/N0216)	13. Practice of Alternative signs of R & H. (04 hrs) 14. Dictation Practice (04 hrs) 15. Practice (07 hrs) i) Downward H, ii) Tick H iii) Dot H iv) Upward SH v) Dictation Practice 16. Practice of Phraseography and dictation (07 hrs) 17. Computer: a) Explain the sitting posture on computer b) Demonstrate Finger positioning on the keyboard. (11 hrs) 18. Computer Typing: a) Practice on Computer b) Creation of MS- Word files on Computer with the Use of various options of MS- Word. (07 hrs) 19. Practice voice change (02 hrs)	Alternative forms of R & H Strokes, b) Thick Downward R & H. c) Alternative forms & their uses: • Abbreviated W, • Diphone d) Computer keyboard Operations: • Sitting posture, • Sight & Touch Methods, • Practicing Home Row, Upper Row & Bottom Row Keys • Shift Key Operation and Number Row. • Alternative form of Aspirate H, Tick & Dot H, • Downward H Stroke & Upward H Stroke. e) Phraseography- Formation of Simple Phrases. f) Computer: • MS- Word • Creation of File • Use of its various option g) Grammar-Voice • Active and passive voice (12 hrs) The Circle:
Professional Skill 42 Hrs; Professional Knowledge 12 Hrs	Identify small circle for S & Z, Large circle for SW/large loop & small loop/ understand MS- Word by using all tools. (Mapped NOS: MEP/N0201, MEP/N0216)	20. Practice of Small Circle for S & Z. (05 hrs) 21. Use of circle S & Z with other stroke Consonants and apply it to the new sentences. (08 hrs) 22. Computer Speed Typing: Computer typing practice with the minimum errors by following the typing rules. (08 hrs)	• Small circle for S & Z, • Circle and the strokes, • Circle S with H stroke, • Stroke L and circle S. b) Computer Speed Typing: • Speed Calculation, • Signs & Symbols, • Roman Numbers, • Capitalizations of Letters, • Display, Counting Errors • Calculating speed and errors, • Evaluation & Marking Scheme C) Punctuation- full stop, comma, semi colon, inverted commas, hyphen. (06 hrs)

		<p>23. Demonstrate:</p> <p>a) Large Circle – SW, SS, SZ and their medially and finally uses and dictation. (02 hrs)</p> <p>b) Small Loop for ST/SD. (03 hrs)</p> <p>c) Large loop of STR and dictation. (04 hrs)</p> <p>24. Computer: Practice in MS Word by using various tools. (05 hrs)</p> <p>25. Calculate Speed Typing on Computer. (05 hrs)</p> <p>26. Practice all punctuations. (02 hrs)</p>	<p>a) Large Circle:</p> <ul style="list-style-type: none"> • Large Initial Circle for SW, • Use of large circle, • Medially and finally, • Circle and vowel places. <p>b) The loops:</p> <ul style="list-style-type: none"> • Small Loop of ST/SD, • Large loop for STR <p>c) Computer:</p> <ul style="list-style-type: none"> • MS Word- • Processing with MS Word, • Use of Different Menus like entering, Selecting, Deleting, Copying, Cutting and Pasting. • Finding and replacing Text, • Use of Auto Correct, • Formatting with word, • Inserting Numbers, <p>Bullets</p> <ul style="list-style-type: none"> • Paragraphs formatting <p>d) Punctuation</p> <ul style="list-style-type: none"> • Sign of interrogation • Sign of exclamation • Dash • Brackets • Apostrophe • Capitals (06 hrs)
Professional Skill 21 Hrs; Professional Knowledge 06 Hrs	Recognize the direction of SHR, SHL and alternative forms. (Mapped NOS: MEP/N0201)	<p>27. Practice of Initial small hooks for R & L. (05 hrs)</p> <p>28. Apply the above on different types of sentences (08 hrs)</p> <p>29. Computer: Prepare many sentences to follow the rules on Computer for Speed Typing. (07 hrs)</p> <p>30. Spelling practice and common errors. (01 hrs)</p>	<p>a) Initial small hooks (Double Consonants):</p> <ul style="list-style-type: none"> • R & L Hooks, • SHR & SHL hooked strokes, • Vowels and double consonants <p>b) Computer:</p> <ul style="list-style-type: none"> • Setting indents and spacing, • Use of help Options, • Page Set up, Margins, Ruler, • Paper Size in Word. • Inserting Lines and Page Breaks • Insertion and Use of Tables, • Deletion of Rows and Columns, • Alignments between Rows & Columns • Viewing Documents Properties & Printing, and • Other MS- Word Feature. <p>c) Alternative forms of curved hooked strokes,</p> <p>d) Left & Right Curves of f/ v/ th/ TH, upward SH with hooked strokes,</p> <p>e) intervening vowels, circles and hooks</p> <p>f) Compound Consonants:</p> <ul style="list-style-type: none"> • Initial large hooks of WH/ WHL/ KY/ GY/ KW/ GW/ MP/ MB strokes. • Study of words commonly misspelt. (06 hrs)
Professional Skill 21 Hrs; Professional Knowledge 06 Hrs	Use curved hook and compound consonant.(Mapped NOS: MEP/N0201)	<p>31. Demonstrate:</p> <p>a) Curved hooked strokes i.e. F/ V / ith/ TH.</p> <p>b) Develop new sentences to follow the above rules</p> <p>c) Compound Consonants and develop WH/ WHL/ KY/ GY/ KW/ GW/ MP/ MB and apply on different types of words. (07 hrs)</p>	Study of conversational English. (06 hrs)

		<p>32. Computer typing of passages from books, magazines, journal and newspaper for enhancing the speed and accuracy. (12 hrs)</p> <p>33. Practice of conversational English (02 hrs)</p>	
Professional Skill 21 Hrs; Professional Knowledge 06 Hrs	Recognize different types of hook. (Mapped NOS: MEP/N0201)	<p>34. Construct:</p> <p>a) Final hook N and F/V and apply it on various types of sentences (07hrs)</p> <p>b) Shun Hook and joining with other Strokes and apply it on the different types of sentences. (07 hrs)</p> <p>35. Computer: Evaluate on Computer for Speed Typing (07 hrs)</p>	<p>a) Final Hooks:</p> <ul style="list-style-type: none"> • N & F/V small hooks, • Hooks and Vowels, • Circles and Loops with finally hooked strokes. <p>b) Large Final: • (Shun Hook) Use of Shun after Circle,</p> <ul style="list-style-type: none"> • Use of shun hook after certain strokes. (06 hrs)
Professional Skill 84 Hrs; Professional Knowledge 24 Hrs	Develop new sentences applying halving / doubling principles.(NOS: MEP/N9426)	<p>36. Demonstrate Halving Principles on different types of words & sentences. (21hrs)</p> <p>37. Halving of other compound consonants and apply it on Computer for Speed Typing. (20 hrs)</p> <p>38. Practice pairs of word confused and misused. (01 hrs)</p>	<p>a) Halving Principles:</p> <ul style="list-style-type: none"> • Halving of Strokes for T or D, • Halving of M,N,L,R. • Halving of MP/MB/NG/KR hooked etc. <p>b) Pairs of word confused and misused. (12 hrs)</p>
		<p>39. Demonstrate Doubling Principles, doubling of other compound consonant and apply it on sentences. (17 hrs)</p> <p>40. Construct the sentences apply on halving and doubling principles & to develop the speed to type on Computer. (21 hrs)</p> <p>41. Practice of one-word substitution. (04 hrs)</p>	<p>a) Doubling Principles:</p> <ul style="list-style-type: none"> • Doubling of Strokes for TR & DR, • Doubling of MP/MB/NG and L Strokes etc. <p>b) Single word substitution.(12 hrs)</p>
Professional Skill 21 Hrs; Professional Knowledge 06 Hrs	Apply the prefixes. (Mapped NOS: MEP/N0201)	<p>42. Point out of Prefixes and their representative strokes and apply on sentences. (09hrs)</p> <p>43. Apply on Computer for Speed Typing. (12 hrs)</p>	<p>a) Prefixes:</p> <ul style="list-style-type: none"> • Definition and uses (06 hrs)
Professional Skill 42 Hrs; Professional Knowledge 12 Hrs	Apply the suffixes. (Mapped NOS: MEP/N0201)	<p>44. Point out of Suffixes and their representative strokes and apply on. (21 hrs)</p> <p>45. Develop the word to maintain the above rules & apply on Computer for Speed Typing. (21 hrs)</p>	<p>Suffixes:</p> <ul style="list-style-type: none"> • Definition and uses (12 hrs)
Professional Skill 21 Hrs; Professional Knowledge 06 Hrs	Identify the monetary units & use it.(NOS: MEP/N09402)	<p>46. Explain the figures^a) Monetary Units & Round Figures and use it on sentences. (04 hrs)</p> <p>b) Contractions- formation and uses, Essential Vowels and dictation (04 hrs)</p> <p>47. Develop the sentences to follow above rules writing in shorthand & apply on Computer for Speed Typing. (13 hrs)</p>	<p>Figures-</p> <ul style="list-style-type: none"> • Monetary Units & Round Figures <p>b) Contractions-</p> <ul style="list-style-type: none"> • Formation and uses, • Essential Vowels. (06 hrs)
Professional Skill 42 Hrs; Professional Knowledge 12 Hrs	Form words with advance phrases, intersections and write simple letter. Mapped NOS: MEP/ N0243)	<p>48. Contract:</p> <p>a) Practice of advance phraseography. (07 hrs)</p> <p>b) Practice of intersections. (07 hrs) c) Complete the Simple Letter writing taking dictation in shorthand and translate it on computer for speed typing. (14 hrs)</p>	<p>a) Simple Letter Writing (12 hrs)</p>

		d) Complete simple letter with taking dictation & translate on Computer for Speed typing. (14hrs)	
Professional Skill 42 Hrs; Professional Knowledge 12 Hrs	Translate all types of sentences.(NOS: MEP/N09403	49. Prepare of Note Taking Techniques & translate it. (22 hrs) 50. Translate matter typed on Computer for Speed Typing. (20 hrs)	Translation & Note Taking Techniques (12 Hrs)
Professional Skill 42 Hrs; Professional Knowledge 12 Hrs	Practice on MS^Excel. (Mapped NOS: MEP/N0216)	51. Demonstrate: a) Introduction to MS^Excel (03 hrs) b) Functions in MS-Excel (09 hrs) 52. Data Entry using MS – Excel (10 hrs) 53. Take down Dictation of the shorthand from the books and transcribe on computer. (20 hrs)	a) Office- • Introduction, • Importance of Office, • Departments of Office. • Functions, Duties and characteristics of Office Manager. b) Introduction of MS- Excel: • Opening a Worksheets; • Entering text in worksheets. • Editing Excel • Selecting & editing cell contents / worksheet • Saving & Printing; C) Motivation: • Introduction • Process (12 hrs)
Professional Skill 42 Hrs; Professional Knowledge 12 Hrs	Label the office layout.(NOS: MEP/ N09404	54. Sketch of various layouts of office with space management. (08 hrs) 55. Formulas and Functions in MS- Excel. (21 hrs) 56. Complete note down shorthand dictation from the books and transcribe of the same on computer. (13 hrs)	a) Office Layout, Types of Office Layout, Open and Private Office. b) MS Excel: • Inserting / deleting, rows and columns in a Worksheet inserting / deleting data using cut, copy and paste. • Method: Using Formulas and functions in MS-Excel c) Office Environment: • Importance, Elements like Light, Temperature, Ventilation, Noise, Interior Decoration, cleanliness and Safety. (12 hrs)
Professional Skill 21 Hrs; Professional Knowledge 06 Hrs	Name the dispatch and diary register & detect computer virus.(NOS: MEP/N09405	57. Demonstrate of Dispatch and Diary Register with the entry Procedure and practical use (02 hrs) 58. Construct of Various Formulas, Charts etc. in MS- Excel. (05 hrs) 59. Use of anti –virus (01 hrs) 60. Take dictation of the shorthand from the books and transcribe of the same on Computer (13 hrs)	a) Handling of Mails- Inward & Outward Mails. b) MS- Excel: • Arithmetic, logical, Relative and absolute cell referencing; • Formatting options of cell in worksheets, • Align centre, left, right and justify cell contents, • Concept of charts. c) Office Stationery, Office Forms and Manuals. Types of Office Stationery d) Computer viruses: e) Use of Anti-Virus, f) Precautions & Scanning etc. g) Motivation- Types of motivation • Intrinsic motivation, ? Extrinsic motivation (06 hrs)

Professional Skill 63 Hrs; Professional Knowledge 18 Hrs	Identify all types of file requirements & implement the same on MS-Power point. (Mapped NOS: MEP/N0216)	61. Show various files and practical use thereof. (08 hrs) 62. MS-power point – Prepare the PPT on current topic (15 hrs) 63. Add Graphics and the practice of the same on MS-power point (15 hrs) 64. Take Dictation of the shorthand from the magazines and transcribe the same on Computer (25 hrs)	a) Filing - Meaning of Records, Compilation and Classification. b) MS POWER-POINT^Introduction of PPT, presenting documents in Power point, add graphics to the document, Create a self^running presentation, (18 hrs)
Professional Skill 21 Hrs; Professional Knowledge 06 Hrs	P r e p a r e MS^PowerPoint Presentation.(Mapped NOS: MEP/N0216)	65. MS-Power Point presentation a) Use Themes and Designs of the Slides in Power Point. (04hrs) b) Apply Clipart and various objects into PPT slides. (04 hrs) 66. Take Dictation of the shorthand from the magazines and transcribe the same on Computer (13 hrs)	a) Filing: • Importance of Filing, • Essentials of Good Filing Method. Classification of files – • Alphabetical, • Numerical, • Geographical and Subject wise. • Centralization & Decentralization of Filing. • E-filing b) MS- PowerPoint: • Layouts, themes and designs, • Adding clip arts, diagrams, pictures, tables and charts. (06 hrs)
Professional Skill 21 Hrs; Professional Knowledge 06 Hrs	Demonstrate features of MS power Point. (Mapped NOS: MEP/N0216)	67. MS- power Point Show a) Editing slides (03 hrs) b) Slide Animation, (02 hrs) c) Transition etc. (02 hrs) d) Publish in MS-power point Show. (02 hrs) 68. Prepare MS-power point presentation. (04 hrs) 69. Take Dictation of the shorthand from the magazines and transcribe the same on Computer (08 hrs)	a) Office secretary b) Definition, Qualities, Qualification & Types of Secretary c) MS- Power Point: • Building animation effects, • Transitions, • Speaker notes, • Copying a presentation to a CD/DVD/Pen drives, • Editing and Printing Presentations /slides d) Material Management- • Introduction (06 hrs)
Professional Skill 21 Hrs; Professional Knowledge 06 Hrs	Create Email Id. (Mapped NOS: MEP/N0216)	70. Use Internet – Create E^Mail Account. (04 hrs) 71. Send mails to multiple recipients. (05 hrs) 72. Apply all rules to take Dictation of the shorthand from the Newspapers and transcription of the same on Computer. (12 hrs)	a) Professional, personal duties and Functions of Office / private Secretary. b) INTERNET: • Introduction to Internet c) Material Management- • Importance • Function (06 hrs)
Professional Skill 21 Hrs; Professional Knowledge 06 Hrs	Identify all types of official tools & equipments. (Mapped NOS: MEP/N0216, MEP/N0241)	73. Practical knowledge of various office tools & equipment and their uses. (05 hrs) 74. Searching of Information on Various search portals by using of Internet. (04 hrs) 75. Take down Dictation of the shorthand from the Newspapers and transcription of the same on Computer. (12 hrs)	a) Office Equipment: • Principle for selection of Office equipment. • Types of Office equipment & Mailing^Room equipment. • Photocopier and Communicating equipment. b) Other Useful equipment: • Xerox Machine, • Intercom & EPABX • Scanner • Personal Computer • Internet, FAX, Printer etc. c) Networking: types of network • LAN, MAN, WAN

			<ul style="list-style-type: none"> • Sending and receiving e-mail; • Searching, browsing websites, using search engines. <p>d) Office Security: Meaning & concept (06 hrs)</p>
Professional Skill 42 Hrs; Professional Knowledge 12 Hrs	Observe all types of postal services. (NOS: MEP/N09406)	<p>76. Visit to the various post offices. (08 hrs)</p> <p>77. Take down Dictation of the shorthand from the Newspapers and transcription of the same on Computer. (24 hrs)</p> <p>78. Apply MS-Excel to create tabulation work (07 hrs)</p> <p>79. Sending & receiving E-Mail. (03 hrs)</p>	<p>a) Postal Services</p> <p>b) Post Office Services:</p> <ul style="list-style-type: none"> • Importance of Pin Code, • Postcard, Registered Letters, • Ordinary, Insured Letters, • Parcels, Business Reply Postcards, VPP, UPC, Monetary Services etc. <p>c) Speed Post and Courier Services. Postal Services: Post Bag, Post box etc.</p> <p>d) Office Security:</p> <ul style="list-style-type: none"> • Importance • Types of office security (12 hrs)
Professional Skill 42 Hrs; Professional Knowledge 12 Hrs	Prepare all types of letter. (Mapped NOS: MEP/N0241, MEP/N0243, MEP/N1201, MEP/N0216)	<p>80. Take down Dictation of the shorthand from the Newspapers, books and magazines and transcribe the same on Computer (18 hrs)</p> <p>81. Take down dictation in letter format & transcribe it (06 hrs)</p> <p>82. Prepare of various online forms by using internet i.e. rail, bus, air tickets and booking of hotels etc. (08 hrs)</p> <p>83. Create Record/ performance Sheet applying in MS-Excel Formula. (10 hrs)</p>	<p>a) Application Writing</p> <p>b) Enquiry, quotation, order, collection and Complaint letters.</p> <p>c) Social Letters like Informal Letters/ Invitation Letters/ Congratulation Letters/ Thanks Giving Letters/ Condolence Letters etc. and letters to the editors.</p> <p>d) Office Correspondence: Drafting of notice / agenda/ minutes and reports, circular & memorandum.</p> <p>e) General Banking Correspondence</p> <ul style="list-style-type: none"> • Opening of savings / current / Fixed deposit account • Request for loan / overdraft. (12 hrs)

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Awareness of the computer hardware and its peripherals in the lab to accustom the trainees for use of computer

Objectives: At the end of this exercise you shall be able to

- view and identify the input and output devices connected to the computer in the lab
- disconnect the devices from the computer and reconnect them to the computer
- practice on booting the computer
- turn off the computer.

TASK 1: View and identify the input and output devices of the computer

- 1 Identify the various devices of the computer by referring (Fig 1 & 2).
- 2 Label the identified devices with numbers.

Fig 1



Input Devices: Touch Screen, Camera, Scanner, Microphone, Mouse, Keyboard, Webcam, Track ball, Joy stick

Output Devices: Speaker, Monitor, Headphone, Plotter, Projector, Printer

Fig 2



Write the name of the devices in Table 1

Sl.No.	Label	Name of the Device
1	1
2	15
3	10
4	12
5	15
6	7
7	4
8	2
9	6
10	8
11	14
12	5
13	11
14	3
15	9

3 Get it checked with the Instructor.

TASK 2: Disconnect the devices from the computer and reconnect them to the computer

Disconnecting the computer

- 1 Switch off the power supply.
- 2 Unplug all the power cables (CPU, Monitor and Printer) from the wall socket.
- 3 Unplug the interface(data)cable from back side of the computer.
- 4 Check whether the data cable is PS/2 or USB type for keyboard and mouse.

Reconnecting the computer

- 1 Connect the keyboard cable to the CPU (Central processing Unit). (Fig 3)
- 2 Connect the mouse cable to the CPU (Central Processing Unit). (Fig 4)

Fig 3



Fig 4



PS2 CABLES

- 3 Connect the monitor (interface cable) to the CPU as shown in Fig 5.

Fig 5



PS2 CABLES WITH PORT

Check the parallel cables weather male and female pins and screw it while connecting

- 4 Connect the printer power cable to the wall socket and interface(data) cable to the CPU as shown in Fig 6.

Fig 6



MALE PIN INTERFACE CABLE

- 5 Connect the network cable to the CPU as shown in Fig 7.

Fig 7



INTERFACE CABLE WITH PORT

Check male and female pins of the USB or parallel port screw it while connecting.

- 6 Connect the USB device to the CPU as shown in Fig8.

Fig 8



NETWORK CABLE WITH PORT

- 7 Connect the CPU and monitor power cable to the wall socket as shown in Fig 7&10.

Fig 9



USB CABLE WITH PORT

Fig 10



MALE AND FEMALE POWER CABLE

TASK 3: Booting the computer

- 1 Switch 'ON' the power button in the CPU as shown in Fig 11.



- 2 Switch ON the power button in the Monitor as shown in Fig 12.

Fig 12



- 3 Check and record the following status in the given Table - 2 (with tick mark) while booting the computer.
- 4 Get it checked with the instructor.

TABLE 2

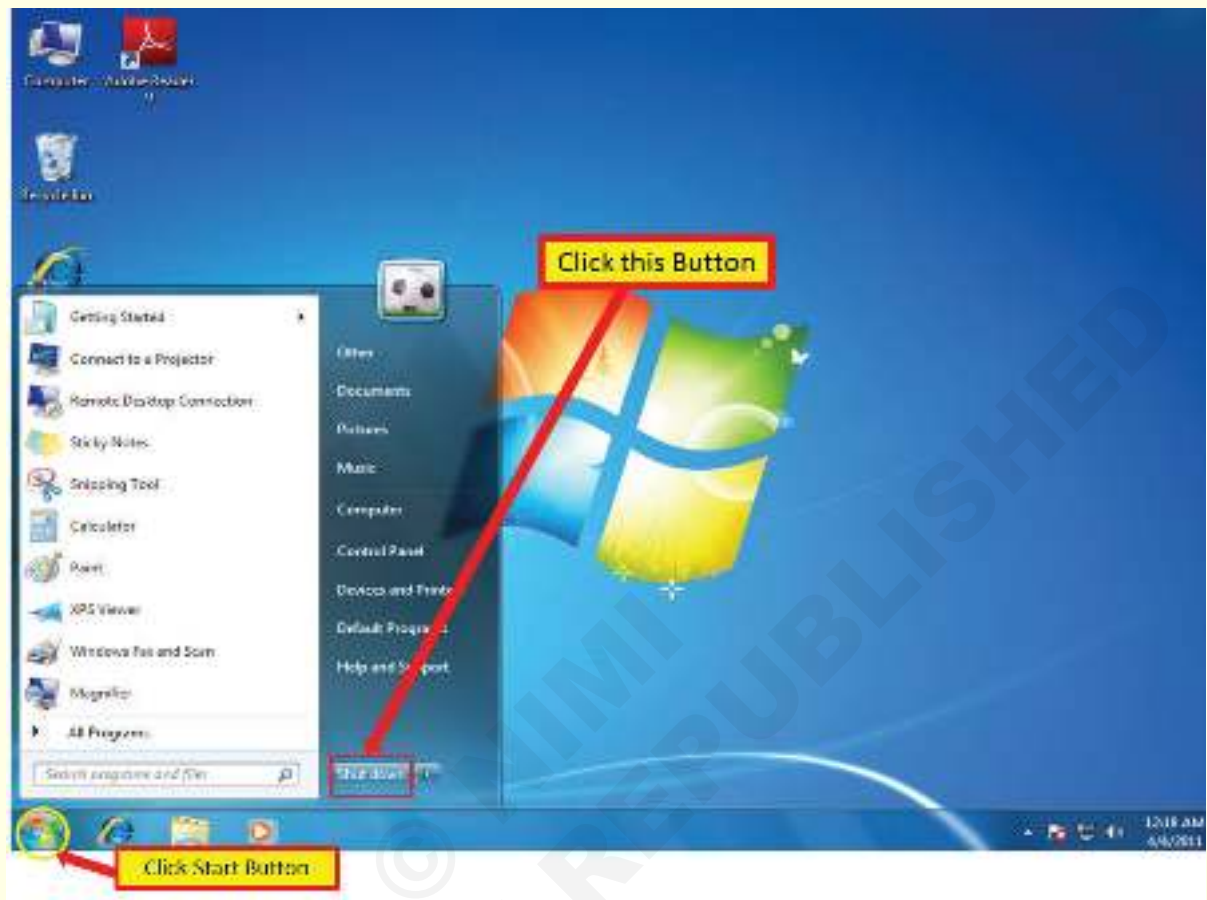
Sl. No.	Status while booting	Put a tick mark [P] (if your connections are correct)
1	Beep sound been heard when a computer get started	
2	Keyboard lights flashes	
3	Mouse lights glows	
4	Monitor lights glows (turn from yellow to green)	
5	CD/DVD/Floppy drive lights flashes (turn green)	
6	Power on LED and Hard disk LED glows on the CPU (turns green)	
7	Printer	
	a. Dot-matrix / Inkjet (The head moves from right to left and the lights glows)	
	b. Laser jet (and the light glows)	

— — — — —

TASK 4 : Turning OFF the computer

- 1 Save all of the data in the application.
- 2 Close all the software's and applications.
- 3 Click start button and click shutdown button as shown in Fig 13.

Fig 13



- 4 Get it checked with your instructor.

Introduction to shorthand - Practice of stroke consonants



























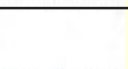


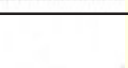


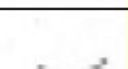







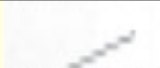



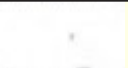


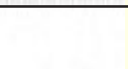


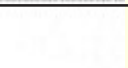

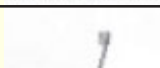
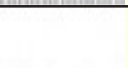
Objectives: At the end of this exercise you shall be able to

- recognize the consonants by their strokes
- differentiate thin and thick strokes
- write downward, upward, horizontal strokes, curved strokes.

TASK 1 : Practice of the Consonants according to their pairs and dictation thereof

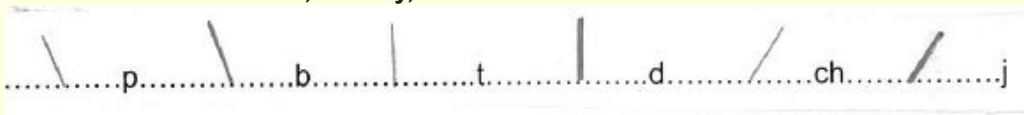
Divisions	Character	Name	Letter	As sounded in
Explodents		pee bee tee dee chay jay kay gay	P B T D CH J K G	post rope boast robe tip fate dip fade chest etch jest edge cane leek gain league
Continuants		ef vee ith thee ess zee ish zhee	F V TH TH S Z SH ZH	fat safe vat save thigh wreath thy wreath seal base zeal baize ship dash treasure vision
Nasals		em en ing	M N NG	met seem net seen kingly long
Coalescents liquilds		el ar, ray	L R	light tile tire right
		way yay hay	W Y H	wet away yet ayah high adhere

(To be written by the student. The arrow shows the direction in which the stroke is to be written. The curves m, n and ng and the straight strokes k and g are written on the line)

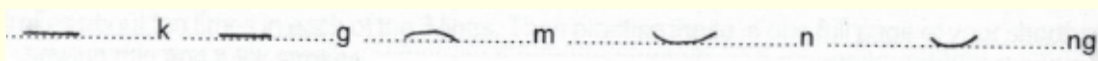
Stroke	Direction	Thin	Thick
P,B			
T,D			
Ch,J (chay)			
K,G (gay)			
F,V			
th (ith), TH (thee)			
S,Z (Zee)			
SH (ish), ZH (zhee)			
M			
N			
NG (ing)			
L			
R (ar)			
R (ray)			
W (way)			
Y (yay)			
H (hay-up)			
H (HE-down)			

TASK 2: Copy these strokes write them on the line, closely, as indicated

a Straight down strokes



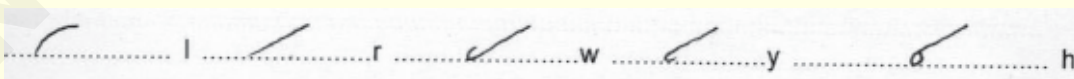
b Horizontal Strokes



c Downward Curved Strokes



d Upward strokes



Downward Strokes



TASK 3: Write all the strokes in the same order as in the Table of Consonants

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.....

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.....

— — — — —

TASK 4: Write all the curved thick strokes

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— — — — —

TASK 5: Write all the thin strokes

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— — — — —

TASK 6: Write all the up strokes

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— — — — —

TASK 7: Write strokes for consonants dictated randomly and read back

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Office Administration and Facility Management Exercise 1.1.03 & 1.1.04
Stenographer Secretarial Assistant (English) - Fundamentals of Shorthand
and Windows operating system

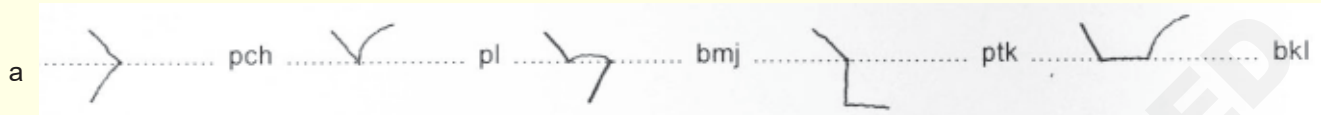
Practice of stroke consonants and their joining

Objectives: At the end of this exercise you shall be able to

- employ strokes for consonants dictated
- join two or three strokes together as per rules.

TASK 1: Copy the outlines in the three lines below and practise 20 times each in your notebook

1 Join Strokes without lifting the pencil and write them in their directions.



d in hv ht th l hr

.....

.....

.....

.....

.....

— — — — —

TASK 2: Copy the joined strokes about ten times in each of the lines below. Then practise these in one full page of your shorthand notebook, clearly showing thin and thick strokes.

a nk nd nml ng k nn

.....

.....

.....

.....

.....

b jng jm jtk jlsh Jkl

.....

.....

.....

.....

.....

c t ch dmt dlf dnd sh tm

.....

.....

.....

d  klt  gml  gp  k ch k  kw

e  vld  zml  zrl  hdl  mnd

- A Now write Exercise 5 given in the practice book and copy one full page.
- B Take dictation or copy Exercise from the Text Book and find out errors and correct them. Rewrite the corrected outlines 20 times each.

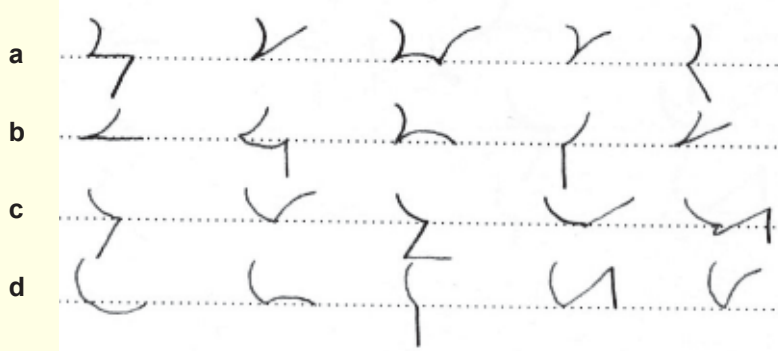
— — — — —

TASK 3: Test your knowledge and skill by writing this Test exercise

- a.skjzrzmlslzp
- b.shk.....shntzmshdshr
- c.fch.....fl.....vjk.....vr.....fwd
- d. thn..... thmthd.....thrd.....thl

- b Check your outlines from the Key below and mark the wrong outlines. Write them correctly and practise the corrected outlines about 20 times each.

Errors Corrected (E.C.)



- C Take dictation or Copy Exercises from your Text Book. Check errors and rectify them. Copy corrected outlines 20 times, each. If the percentage of errors exceed 5%, practise strokes in Exercises once again for 5 times.

— — — — —

Office Administration and Facility Management
Stenographer Secretarial Assistant (English) - Fundamentals of Shorthand
and Windows operating system

Exercise 1.1.05

Practice long and short vowels, dot and dash vowels, preceding, following and intervening vowels - Dictation of the same

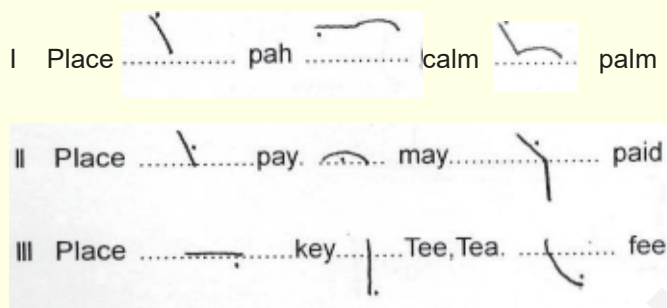
Objectives: At the end of this exercise you shall be able to

- pronounce the consonants while practising
- write strokes for consonants and signs for vowels as per their light / heavy sounds
- write the outlines above / on / through the line as per vowel sound
- thicken the stroke for a heavy consonant sound.

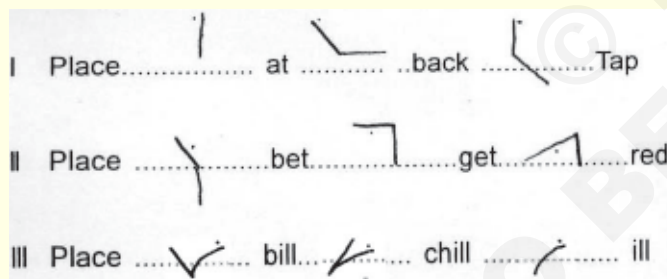
Copy the outlines in the three lines below and practise 20 times each in your notebook.

TASK 1: Vowel sounds and position of strokes

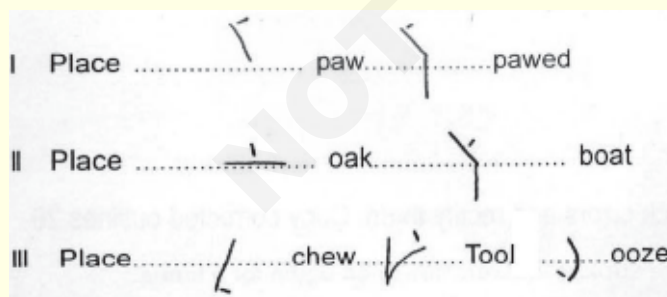
a Heavy dot



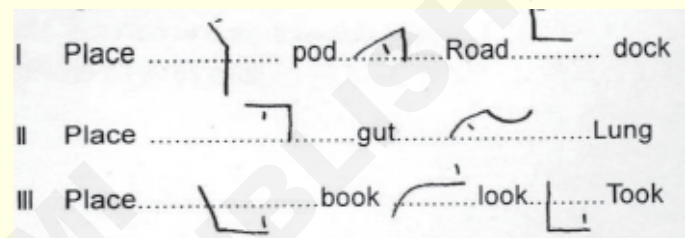
b Light dot



c Heavy dash

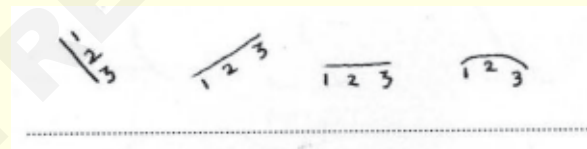


d Light dash

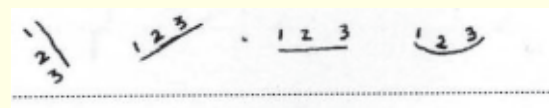


e Vowel Positions

Following vowels:



f Preceding vowels



g Position writing

First place - above the line

Second place - on the line

Third place - Through the line

TASK 2: Copy the outlines in the lines below and practise 20 times each in your notebook







a ba bay bee aaj age ease easy







b Lala lay lee aag gay knee inn






c Rana Rane Rani Raj Tej jee







d Asha ace she Bata bait pea

TASK 3: Copy the outlines in each of the following 5 lines before practising the outlines for one full page in your shorthand notebook

a  talk  boat  boot  gate  cope  coup

b  Kaul  coal  cool  watch  vote  pool

c  law  load  loo  raw  row

d  paw  rope  route/root  chalk  joke  loop

TASK 4: Explain short dot vowels and the difference between Short and Long Vowels by examples.

Copy the outlines in each of the following 5 lines before practising the outlines for one full page in your shorthand note book. Light strokes should be distinguished from dark strokes. Position of strokes should be in accordance with placement of vowels.

a batch bag big bet bit

b tag debt tip lack leg

c jack jet zip jam gem

d match neck nick rat red

.....




















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A Copy outlines of exercises in the book. Take care to distinguish between light and dark strokes, and write them in their positions according to vowel signs.

— — — — —

TASK 5: Now test your knowledge and skill by writing outlines in the blank space:

a		rod		rug		book		shock		hub
b		mock		mug		mig		knob		bug
c		rocky		rung		ring		knock		rush
d		lock		look		lucky		lodge		

Check your outlines with the Key, mark errors and rectify them by repeated practice.

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Errors Corrected (E.C.)

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B Try to read the shorthand script as much as possible to grasp the script immediately. If not able to read, then only refer to the key of the exercises concerned.

C Practise the exercises given in the Text book at the end of the chapter. Proceed to next if the accuracy is about 95%.

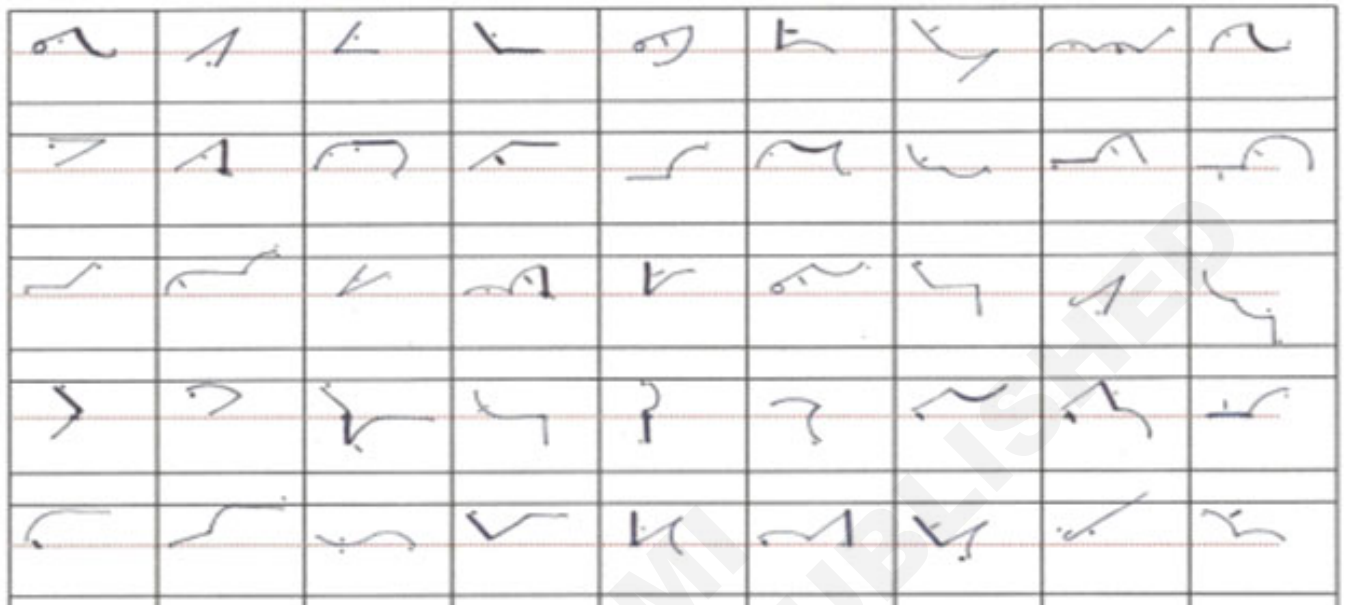
— — — — —

Dictation of words with dot and dash vowels, preceding and following vowels and Intervening vowels

Objectives: At the end of this exercise you shall be able to

- write words with preceding and following vowels
- write words with intervening vowels.

TASK 1: Read, copy and transcribe the following outlines



TASK 2: Write shorthand outlines for the following words with proper positioning and placing of vowels where necessary.

dock	hurry	unity	vacate	remedy	uneasy	ability	thorough	column
luggage	earlier	unpack	italic	appeal	unaware	Berth	rocky	killing
mockery	pudding	village	happily	wedding	lemony	irrigate	bank	victory
unfair	apology	narrow	range	feeling	lovely	charge	firm	beware
Mary	Dollar	Jammu	Kashmir	Baroda	America	Perth	Delhi	Beruit

Key to TASK 1

heavy	reach	check	beg	hush	dome	punch	memory	levy
catch	ready	legacy	rogue	kill	lengthy	funny	gallop	colour
carry	luckily	cherry	melody	dull	honey	packed	witch	Fifty
bath	match	padlock	effect	acid	myth	wrong	robber	Ugly
lock	relic	enemy	bark	dearth	married	bureel	aware	aroma

Key to TASK 2

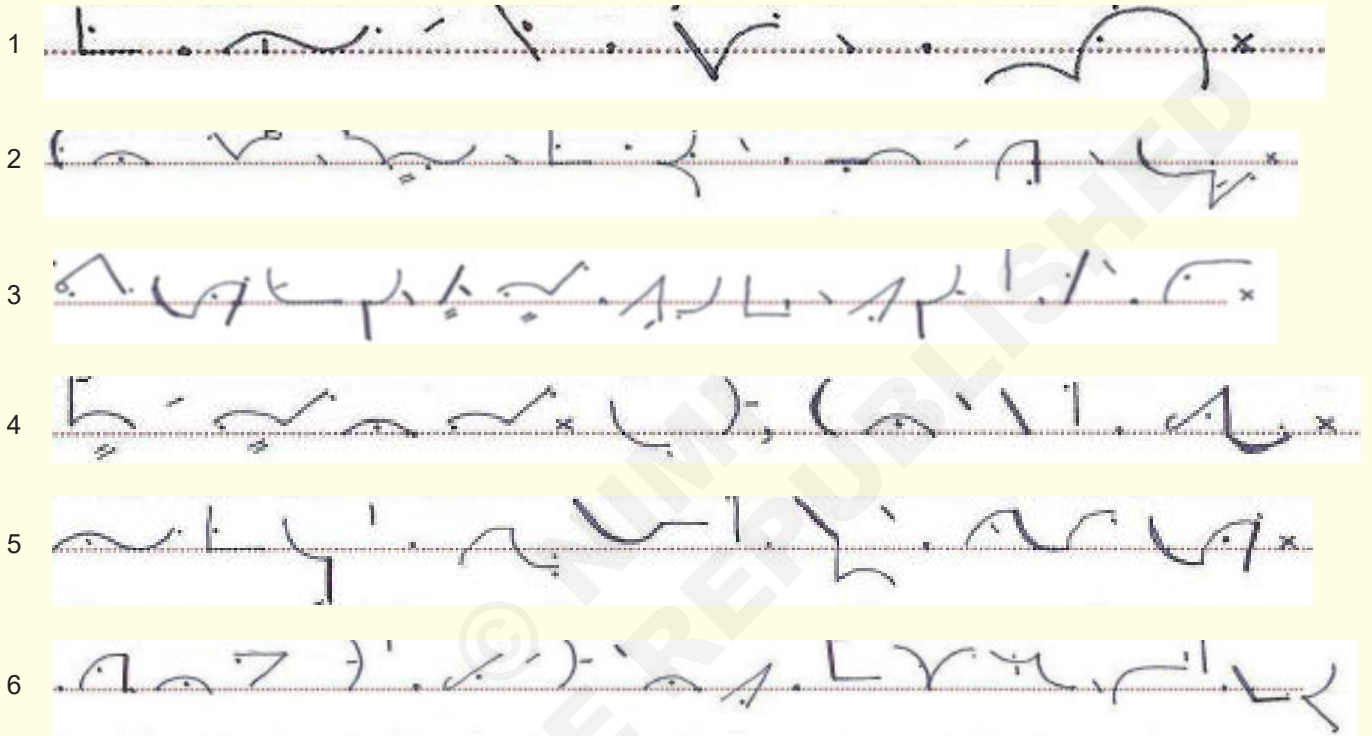
dock	hurry	unity	vacate	remedy	uneasy	ability	thorough	Column
luggage	earlier	unpack	italic	appeal	unaware	Berth	rocky	Killing
mockery	pudding	village	happily	wedding	lemony	unload	bank	Victory
unfair	appology	narrow	range	feeling	lovely	charge	firm	beware
Mary	Dollar	Jammu	Kashmir	Baroda	America	Perth	Delhi	Beruit

TASK 3: Take down dictation, write them in position

- 1 Take the money and pay the bill to the miller.
- 2 They may appeal to Ramana to take a share of the game, and lead to victory.
- 3 Happy village folk showed Joe Mary the route she took to reach shed at the edge of the lake.
- 4 Tom and Mary may marry. If so, they may all be at the wedding.
- 5 Many take food on the leafy bank at the bottom of the lovely village.
- 6 The lady may catch us on the way and so all may reach the dock early enough to look at the big ship

— — — — —

Key to TASK 3



To the Instructor: Dictate words randomly from the above tasks and check with the key given. Check with position writing and vowel placement

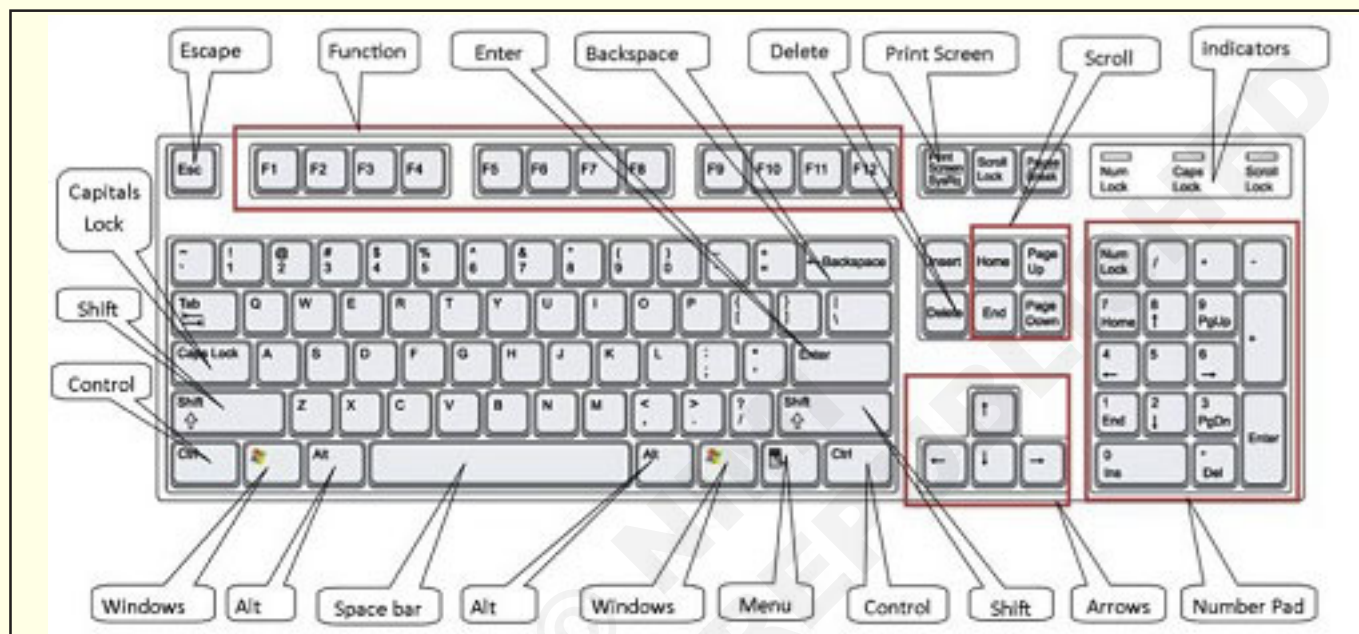
— — — — —

Familiarization with keyboard keys and windows operating system

Objectives: At the end of this exercise you shall be able to

- recognize the keyboard and its character keys
- operate and understand different functions of the function keys
- use shortcut keys for different operations.

TASK 1: Familiarize with computer keyboard keys



- Escape Key: The Escape (Esc) key allows you to stop a function or action.....
- Function keys.....
- Tab key.....
- Alphanumeric keys.....
- Ctrl, Alt, and Shift.....
- Arrow keys.....
- Numeric keypad.....

How to use keyboard shortcuts & other fun stuff - PC

Ever wonder if there are short ways to do things like copy/paste? How to take a screen shot? There are a large number of things you can do the easy way and this blog is all about showing you how it's done. If you have any other questions, please leave a comment and I will answer.

Okay so how do you do things the easy way on your keyboard?

These are the top ten shortcuts everyone needs to know to make their time online a little less repetitive. Who won't enjoy having to do less to get more done?

Ctrl + C or Ctrl + Insert

Both **Ctrl + C** and **Ctrl + Insert** copy the highlighted text or selected item.

Ctrl + F

Pressing **Ctrl + F** opens the "Find" in any program. This includes your internet browser to find text on the current page. For instance if you want to find a person's name in a registry this shortcut would be a fast way to do that.

Ctrl + P

Open a print preview of the current page or document being viewed. For example, press **Ctrl + P** now to view a print preview of this page. Cool right?

Ctrl + S

While working on a document or their file in almost very program pressing **Ctrl + S** to save that file. This shortcut key should be used frequently anytime you are working on anything important.

Ctrl + V or Shift + Insert

Both the **Ctrl + V** and **Shift + Insert** paste the text or object that is in the clipboard

Undo any change. For example, if you cut out some text, this shortcut will undo it. This can also be pressed multiple times to undo multiple changes. Pressing Ctrl + Y would redo the undo.

Alt + Tab or Ctrl + Tab

This allows you to quickly switch between open programs moving forward.

Tip: Press **Ctrl + Tab** to switch between tabs in a program such as your internet browser.

Tip: If you also add in the **Shift key** to Alt + Tab or Ctrl + Tab will move backwards. For example, if you are pressing Alt + Tab and pass the program you want to switch to, press **Alt + Shift + Tab** to move backwards to that program.

Tip: Windows Vista and 7 users can also press the **Windows Key + Tab** to switch through open programs in a full screenshot of the Window.

Ctrl + Back space and Ctrl + Left or Right arrow.

Pressing **Ctrl + Backspace** will delete a full word at a time instead of only a single character.

Hold down the **Ctrl key** while pressing the **left or right arrow** to move the cursor one word at a time instead of one character at a time. If you wanted to highlight one word at a time you can hold down **Ctrl + Shift** and then press the **left or right arrow key** to move one word at a time in that direction while highlighting each word.

Ctrl + Home or Ctrl + End

Ctrl + Home will move the cursor to the beginning of the document and **Ctrl + End** will move the cursor to the end of a document.

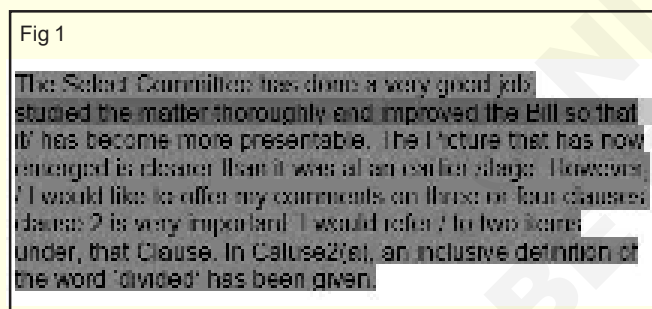
Page up, Space bar, and Page down

Press either the **page up** or **page down** key to move that page one page at a time in that direction. When browsing the internet pressing the **space bar** also moves the page down one page at a time.

TASK 2: Copy and paste using Shortcut keys

- 1 Select the text or object to be copied.
- 2 Hold control key and press character key 'C' (item copied). (Fig 1)

Copy function (Ctrl+C) (Fig 1)



- 3 Choose destination (cursor point) to paste the copied item.
- 4 Hold control key and press character key 'V'.
- 5 Item copied as shown in (Fig 2).

Paste function (Ctrl+V) (Fig 2)



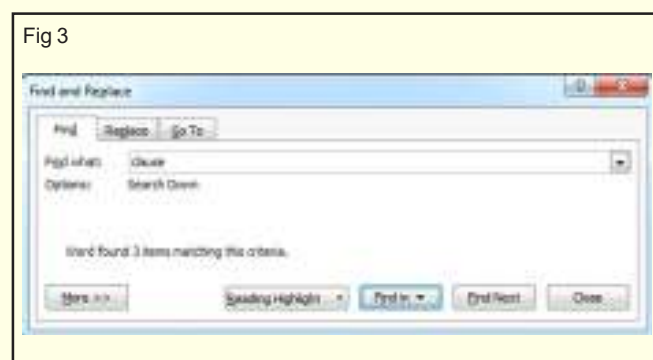
TASK 3: Find function (Ctrl + F)

- 1 Open the text or document.

The Select Committee has done a very good job, studied the matter thoroughly and improved the Bill so that it/ has become more presentable. The Picture that has now emerged is clearer than it was at an earlier stage. However, / I would like to offer my comments on three or four clauses. clause 2 is very important. I would refer / to two items under, that Clause. In Caluse2(a), an inclusive definition of the word 'divided' has been given.

- 2 Press Ctrl + F

- 3 Dialog box appears as in (Fig 3).

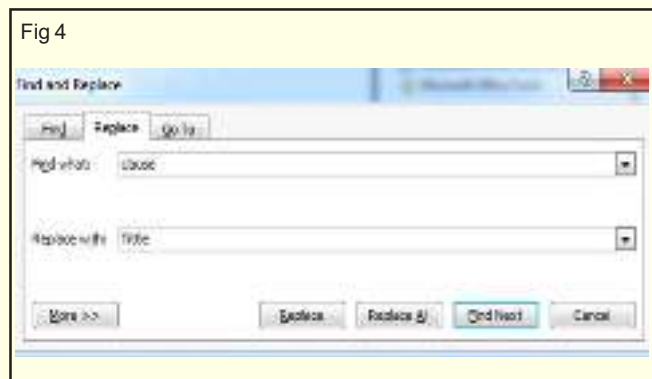


- 4 Type the word clause you are looking for in the Find what dialog box.
- 5 The word clause is found in three places of the above document.

The Select Committee has done a very good job, studied the matter thoroughly and improved the Bill so that it/ has become more presentable. The Picture that has now emerged is clearer than it was at an earlier stage. However, / I would like to offer my comments on three or four clauses. clause 2 is very important. I would refer / to two items under, that Clause. In Caluse2(a), an inclusive definition of the word 'divided' has been given.

TASK 4: Replace function

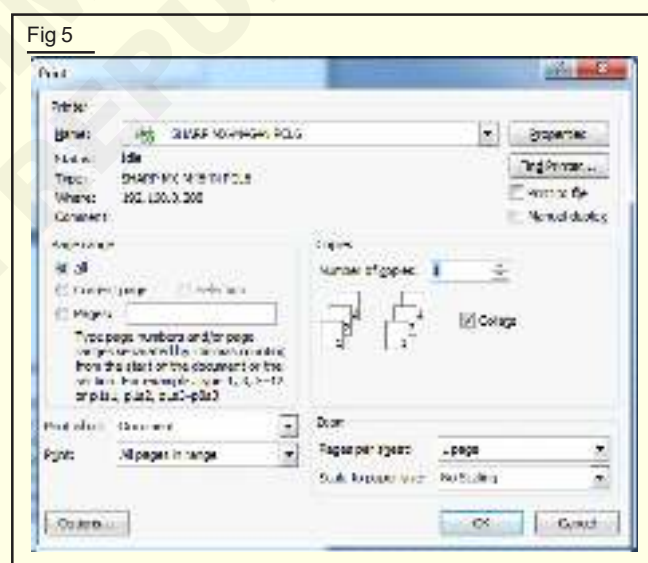
- 1 Click open replace dialog box as in (Fig 4).
- 2 Dialog box appears as in (Fig 4)



- 3 Type Title in Replace with box.
- 4 Click Replace.
- 5 The word clause has been replaced with the word Title.
- 6 The Select Committee has done a very good job, studied the matter thoroughly and improved the Bill so that it/ has become more presentable. The Picture that has now emerged is clearer than it was at an earlier stage. However, / I would like to offer my comments on three or four **Tittles**. **Title** 2 is very important. I would refer / to two items under, that **Title**. In Caluse2(a), an inclusive definition of the word 'divided' has been given.

TASK 5: Print Function (Ctrl + P)

- 1 Open existing document.
- 2 Press Ctrl + P.
- 3 Dialog box appears as in (Fig 5).
- 4 Select option from page range, No. of copies etc.
- 5 Click OK.
- 6 The document is gone for printing.



TASK 6: Practice the following shortcut keys and find the results

- 1 **Ctrl + S** to save a document you have entered so far in the file already opened.
- 2 **Ctrl + V** - to paste a document already copied (Ctrl+C).
- 3 **Ctrl + Tab** - switch between open programs.
- 4 **Ctrl + Backspace** - Delete full word instead of single character in the left of your document.
- 5 **Ctrl + left or right arrow key** - move one word at a time in that director instead of one character on either side.
- 6 **Ctrl + Home key** - the cursor moves to the beginning of the document.
- 7 **Ctrl + end** - the cursor moves to the end of the document.
- 8 **Page Up** - moves one page up at a time.
- 9 **Page down** - moves one page down at a time.

Practice of logograms, grammalogues, contractions, tick "the", punctuation marks, diphthongs and triphones

Objectives: At the end of this exercise you shall be able to

- identify the logograms
- write the logograms and grammalogues
- use diphthongs and triphones.

TASK 1: Copy the outlines in each of the following 5 lines before practising the outlines for one full page in your shorthand notebook

a a(an) the all too(two) of to owe

b on I but ought who and should

Check the sign, placement and direction of logograms, and correct errors.

Errors Corrected (E.C.)

TASK 2: Copy the grammalogues in the following 4 lines and then practise them. Remember that these are not vocalised

a — can — come — go — give/n — any/in — no

b — own / our \ be \ put \ it \ had / large

c \ had \ do | different/ce / much / which / each

d — give/given — owing/language — in/any | different/difference

Always write logograms, grammalogues and contractions in their fixed places as their signs may represent other words in other places.

TASK 3: Copy these in the lines below and practise each one of them in your notebook

a

income being doing going

b

become owning giving tomorrow

c

to do today should be to be

d

ought to ought to be to become to which

e to give to it to each to go

TASK 4: Fill in the blanks

Shorthand sign for . (Full stop)

Shorthand sign for , (Comma)

Shorthand sign for ; (Semicolon)

Shorthand sign for : (Colon)

Shorthand sign for - (Hyphen)

Shorthand sign for _ (Dash)

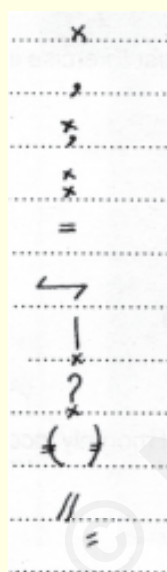
Shorthand sign for ! (Exclamation mark)

Shorthand sign for ? (Question mark)

Shorthand sign for () (Brackets)

Shorthand sign for Paragraph

Shorthand sign for Capitals



TASK 5: Write in shorthand fully punctuating the sentences

He can go

Rama came

No, he comes tomorrow

Can he come today?

Aid Ed to do it

TASK 6: Read the sentences and write in shorthand. Practise the shorthand sentences, five times each

a Take the money and pay the bill to Miller.

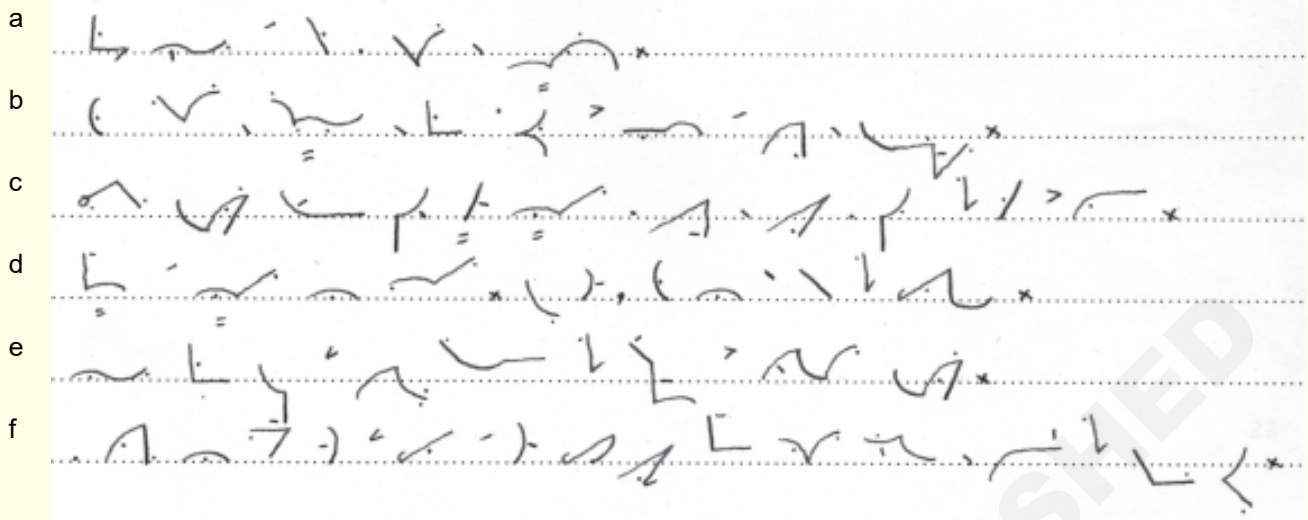
b They appeal to Ramana to take a share of the game and lead to victory.

c Happy village folk showed Joe Mary the route to reach the shed at the edge of the lake.

d Tom and Mary may marry. If so, they may all be at the wedding.

- e Many take food on the leafy bank at the bottom of the lovely village.
- f The lady may catch us on the way and so we shall reach the dock early enough to look at the big ship.

Key

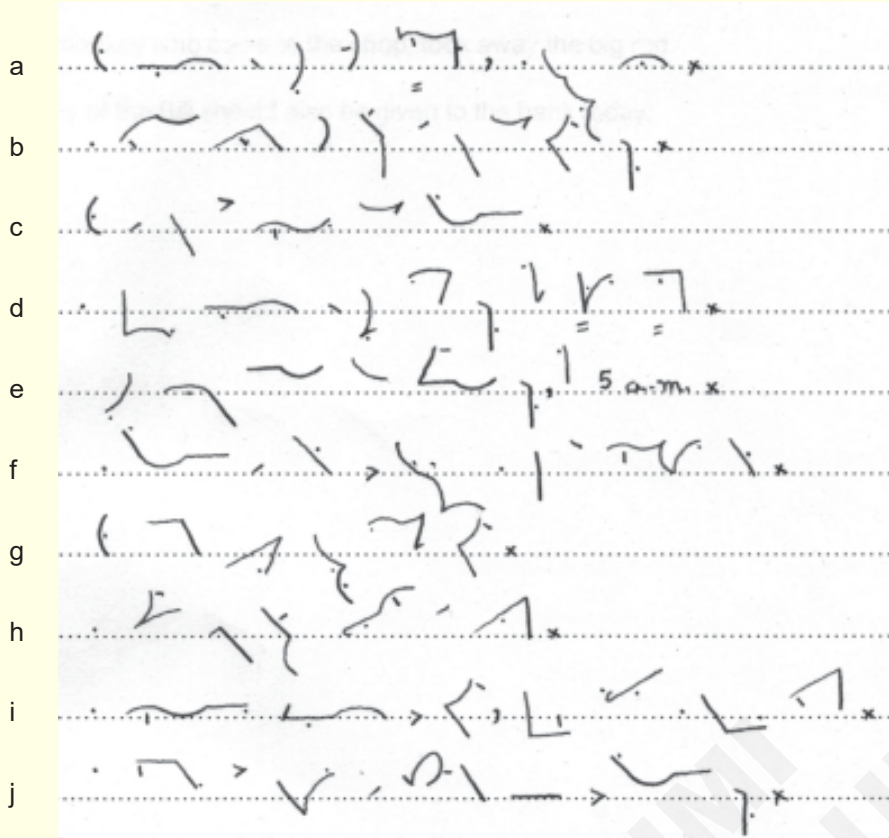


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TASK 7: Test your knowledge and skill by taking down dictation of the Exercise in your Shorthand notebook

- a They came to see us on Monday, the fifth May.
- b The long rope was bought and put in the shop today.
- c They should put all the money in the bank.
- d The team came to see the match today at the Delhi Gate.
- e She may be going for jogging today, at 5 A.M.
- f The bank should pay to the firm, the difference of monthly pay.
- g They can be rich, if they manage the shop.
- h The shawl should be both yellow and red.
- i The monkey who came to the shop, took away the big rod.
- j A copy of the Bill should also be given to the bank today.

Key

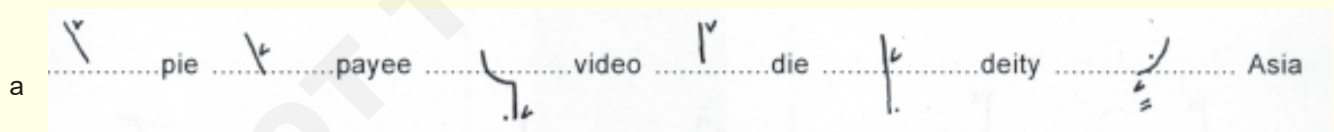


TASK 8: Check your outlines with the key, mark all the errors, and rectify them by practising correct outlines for about 20 times, in your shorthand Notebook

E.C.

.....

TASK 9: Copy the outlines in the lines below and practise 20 times each in your notebook



a






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




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

b  idle  gaiety  idea  buying  radio






c  toy  poet  bluish  Roy  Goel  Lui






d  cawing  borrower  allow  snowy  payable  bow

— — — — —





TASK 10: Copy the outlines in the lines below and practise each one of them in your note book

a  time  toil  India  saying  seeing

b  type  dying  radii  denying  enjoy

c  out  poem  really  reality  royalty

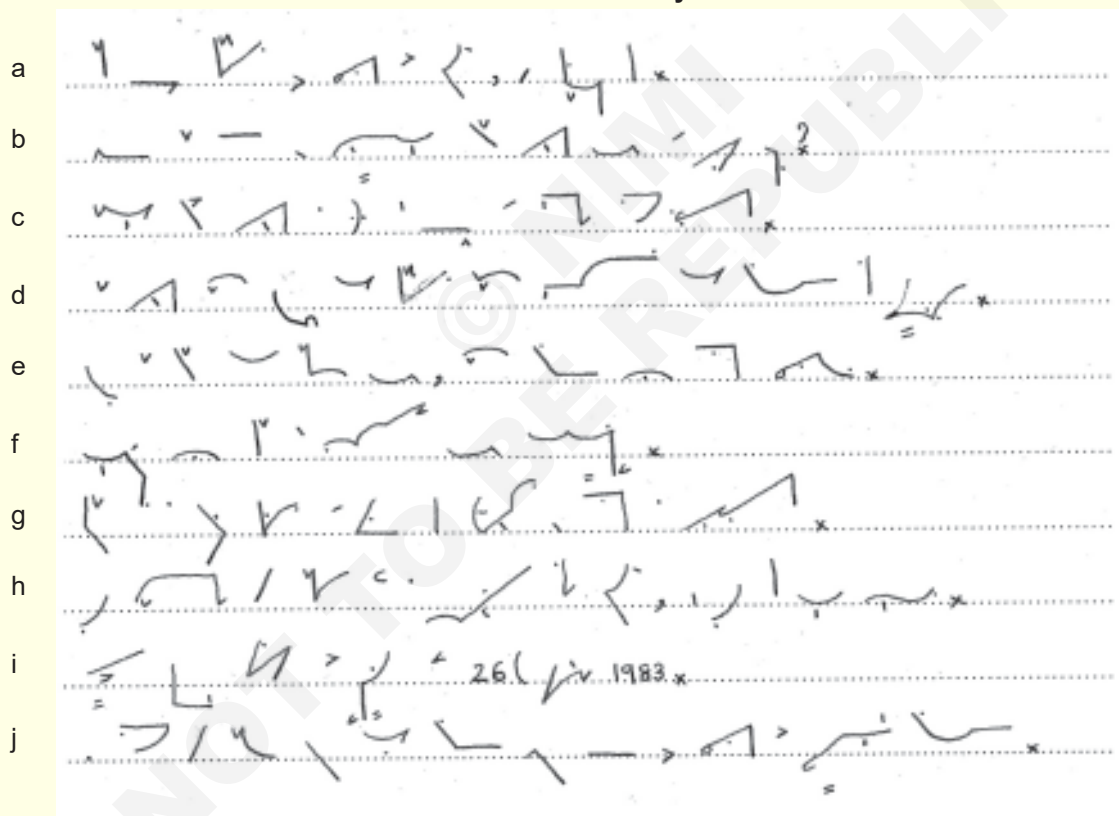
d  loyal  Asiad  now  gout  malaria

e  eye(l)  how  why  variety

TASK 11: Now test your knowledge and skill by writing in your Notebook Exercise 16 and rectify errors with the help of key

- a I had given the diary to the head of the shop, who denied it.
- b How can I go to Lucknow by road now and reach today?
- c I know the boy wrote an essay on Cow and got the cash award.
- d I wrote my view in the diary of my colleague in the bank at Shimla.
- e If I buy any item now, my bag may get heavy.
- f Nobody may die of malaria now in India.
- g Type a page daily and check it thoroughly to get a reward.
- h She liked the large idol with a mirror at the shop, but she had no money.
- i Roy took charge of the Asiatic on the 26th July, 1983.
- j The cash which I have put in the bag should be given to the head of the UCO Bank.

Key



A Mark the errors, write the correct outlines and practise them in your Shorthand Notebook.

E.C.

Keys identification and practice of the same

Objectives: At the end of this exercise you shall be able to

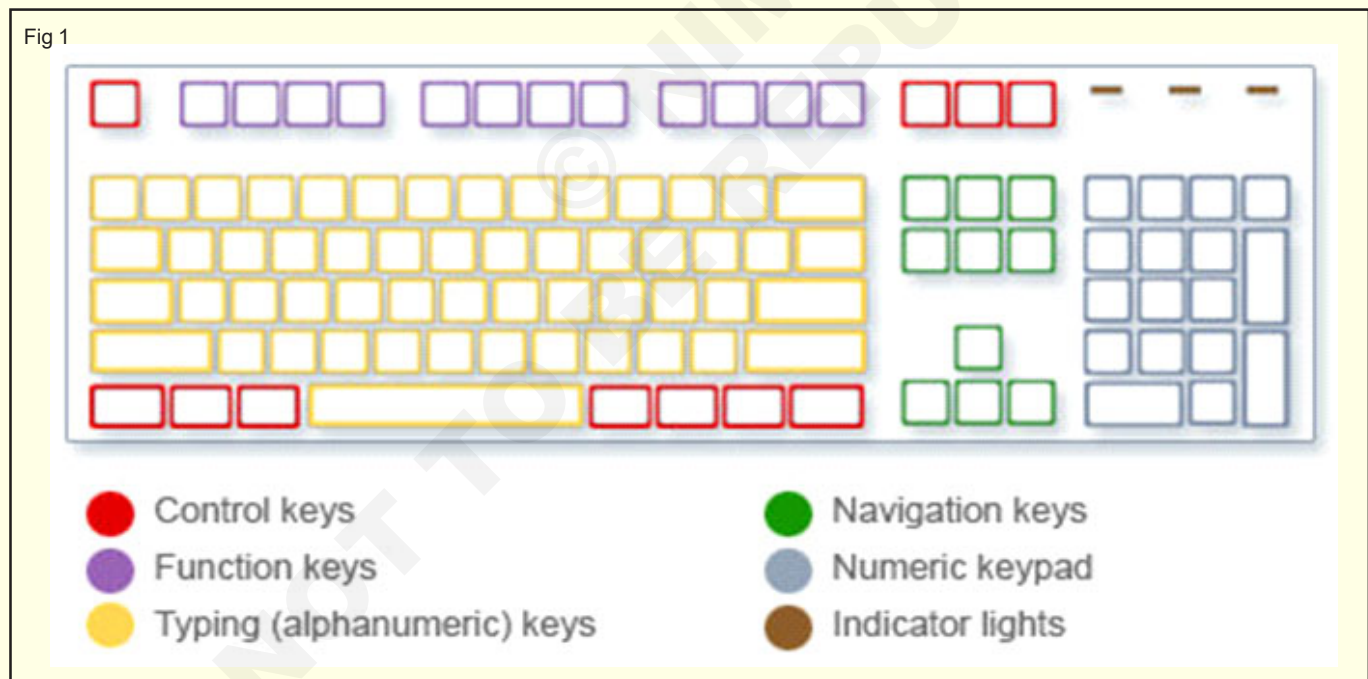
- identify and know the function keys
 - use numerical and number pad keys
 - difference between caps lock and shift keys
 - use delete and backspace keys and its functions
 - use of ctrl key with other combination keys (short cut keys).
-

The keys on the keyboard can be divided into several groups based on function

- Typing (alphanumeric) keys. These keys include the same letter, number, punctuation, and symbol keys found on a traditional typewriter.
- Control keys.
- Function keys.
- Navigation keys.
- Numeric keypad.

The following illustration shows how these keys are arranged on a typical keyboard.

TASK 1: Identify and write the key letters in the blank key board provided



TASK 2: Learn shortcut key functions and practice

Windows	PC keyboards have a Windows key that looks like a four-pane, wavy window.
Command	Apple Mac computers have a command key.
Menu	PC keyboards also have a Menu key that looks like a cursor pointing to a menu.
Esc	Esc (escape) key.
F1 - F12	Information about the F1 through F12 keyboard keys.
Tab	Tab key.
Caps lock	Caps lock key.
Shift	Shift key.
Ctrl	Control key.
Fn	Function key.
Alt	Alternate key (PC only; Mac users have an Option key).
Spacebar	Spacebar key.
Arrows	Up, down, left, right Arrow keys.
Back Space	Back space (or Backspace) key.
Delete	Delete or Del key.
Enter	Enter key.
Prt Scrn	Print screen key.
Scroll Lock	Scroll Lock key.
Pause	Pause key.
Break	Break key.
Insert	Insert key.
Home	Home key.
Page up	Page up or pg up key.
Page down	Page down or pg dn key.
End	End key.
Num Lock	Num Lock key.
~	Tilde.
`	Acute, back quote, grave, grave accent, left quote, open quote, or a push.
!	Exclamation mark, exclamation point, or bang.
@	Ampersat, arobase, asperand, at, or at symbol.
#	Octothorpe, number, pound, sharp, or hash.
£	Pound Sterling or Pound symbol.

•	Euro.
\$	Dollar sign or generic currency.
¢	Cent sign.
¥	Chinese/Japanese Yuan.
§	Micro or section.
%	Percent.
°	Degree.
^	Caret or circumflex.
&	Ampersand, epershand, or and symbol.
*	Asterisk, mathematical multiplication symbol, and sometimes referred to as star.
(Open or left parenthesis.
)	Close or right parenthesis.
-	Hyphen, minus, or dash.
_	Underscore.
+	Plus.
=	Equal.
{	Open brace, squiggly brackets, or curly bracket.
}	Close brace, squiggly brackets, or curly bracket.
[Open bracket.
]	Closed bracket.
	Pipe, or, or vertical bar.
\	Backslash or reverse solidus.
/	Forward slash, solidus, virgule, whack, and mathematical division symbol.
:	Colon.
;	Semicolon.
"	Quote, quotation mark, or inverted commas.
'	Apostrophe or single quote.
<	Less than or angle brackets.
>	Greater than or angle brackets.
,	Comma.
.	Period, dot or full stop.
?	Question mark.

TASK 3: Type the following passage and do the following

- 1 Start the line with 5 degree indent (use Tab key)
- 2 Type second line- there will be - in capital letters(using caps lock)
- 3 Change small " i" to capital "I" wherever it stands alone(use Delete + Shift key)
- 4 Use end key by placing the cursor in between any line
- 5 Use back space key to delete a character or space in the left of the cursor
- 6 Bring the second paragraph in to one paragraph by using Delete key
- 7 Type all characters/symbols shown in the table above on your monitor.

This is a simple paragraph that is meant to be nice and easy to type which is why there will be mommas no periods or any capital letters so I guess this means that it cannot really be considered a paragraph but just a series of run on sentences this should help you get faster at typing as I am trying not to use too many difficult words in it.

Although I think that I might start making it hard by including some more difficult letters I'm typing pretty quickly so forgive me for any mistakes I think that I will not just tell you a story about the time I went to the zoo and found a monkey and a fox playing.

— — — — —

Practice use of windows operating system

Objectives: At the end of this exercise you shall be able to

- **start with windows**
- **create and save a text file in wordpad**
- **open and edit a text file in wordpad**
- **copy a text file in a folder**
- **move and rename a file**
- **delete and restore a file**
- **create a file in paint and print.**

TASK 1: Start with Windows

- 1 Push the computer's power button.

Then if the monitor is not turned on, press its power button to turn it on and wait till the windows7 user account appears as in (Fig 1).

Fig 1



- 2 Click a user name if necessary.

If there is only one user then there is no need to choose a user account, go to Step 3.

- 3 Type the password using uppercase and lowercase letters as necessary, as shown in (Fig 2).
- 4 Click the “Go” button.

If the password is incorrect, "The user name or password is incorrect" message will display. After entering correct user name and password, the Windows desktop will appear as shown in (Fig 3).

Fig 2



Fig 3



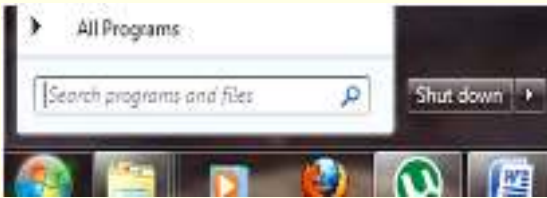
TASK 2: Create and Save a text file in Wordpad

- 1 Click the "Start button" on the "Taskbar", point to "All Programs" and click "Accessories", then click "WordPad" as shown in (Figs 4 & 5).
- 2 Type "Meeting Notes, October 11", then press [Enter]

WordPad inserts a new blank line and places the insertion point at the beginning

- 3 Type "The 2013 tour will visit:", press [Enter], type "Australia", press [Enter], type "Micronesia", press [Enter], type "New Zealand", press [Enter], then type "Your name"; as shown in (Fig 6).
- 4 Click the WordPad button on the upper-left side of the window below the title bar, then click Save on the WordPad menu

Fig 4



The first time save a file using the Save button, the Save As dialog box opens. Use this dialog box to name the document file and choose a storage location for it.

- 6 Click the Down scroll arrow in the Navigation pane scroll bar, as needed to see computer and any storage devices listed under it

- 7 Click the name of the drive

Under Computer, the storage locations available on the computer, such as Local Disk (C:) (D:) (E:).

- 8 Click in the Filename text box to select the default name Document, type Meeting, then click Save as shown in (Fig 7)

The document is saved as a file on drive. The WordPad program creates files using the RTF format. Windows adds the .rtf file extension automatically after you click Save.

- 9 Click the Close button on the WordPad window

The WordPad program closes. The WordPad file saved on the hard disk drive.

Fig 5

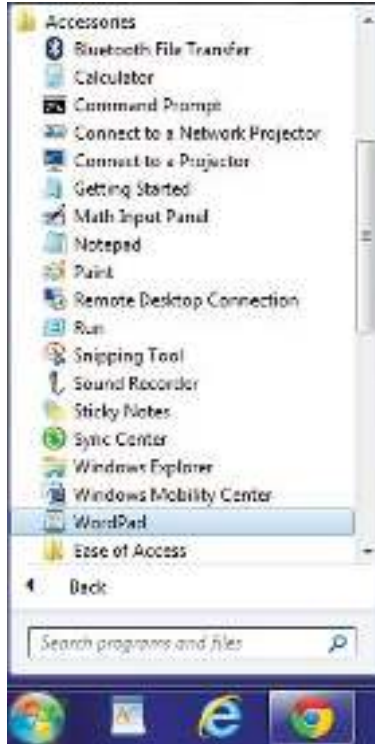


Fig 6

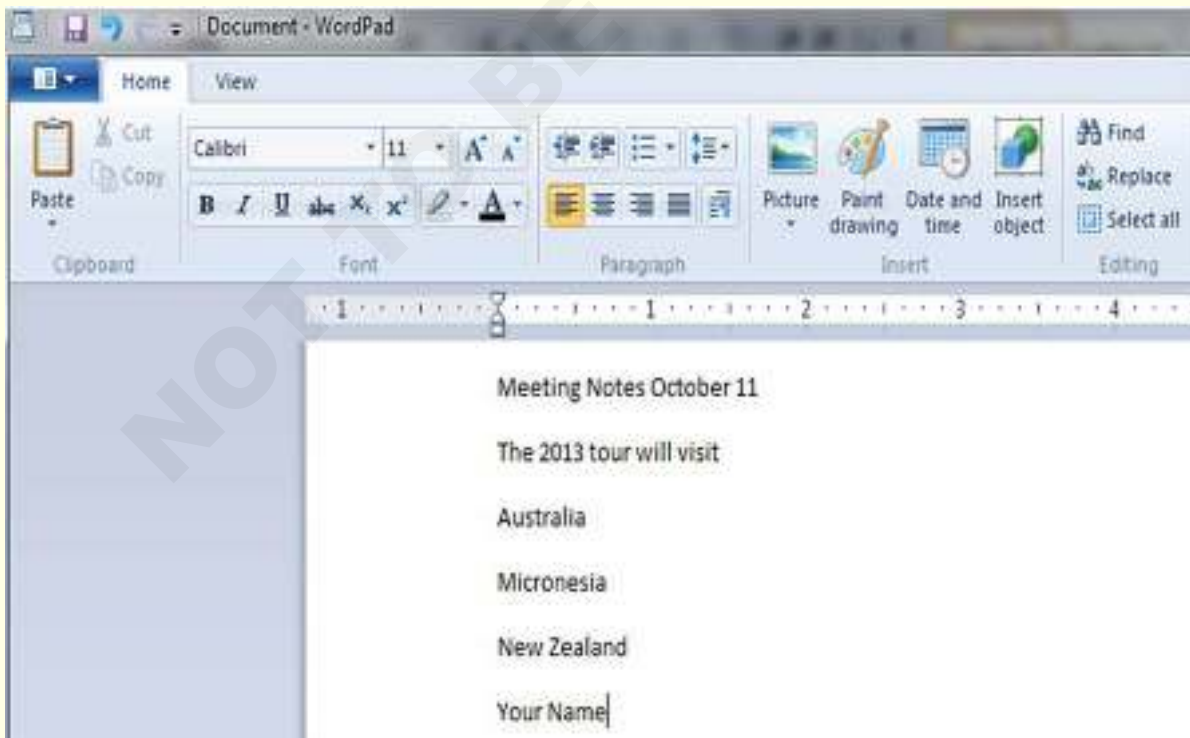
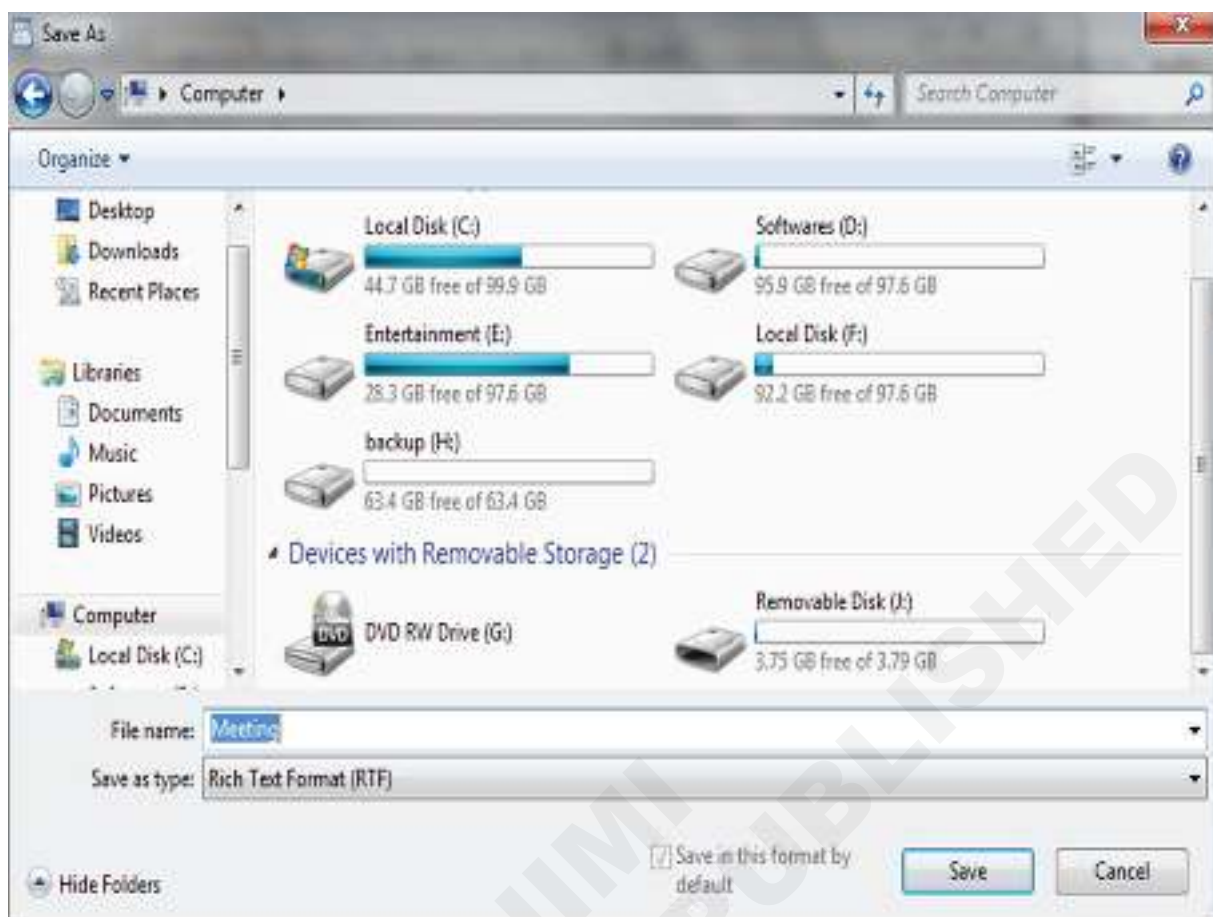


Fig 7



TASK 3: Open and Edit a text file in Wordpad

- 1 Click the WordPad button , then click Open
- 2 Scroll down in the Navigation pane and select the drive

The contents of Hard disc drive appear in the File list as shown in (Fig 8).

- 3 Click Meeting in the File list, then click Open

The document you created earlier opens.

- 4 Click to the right of the "d" in New Zealand, press [Enter], then type "NIMI closed the meeting" as shown in (Fig 9).

The edited document includes the text you just typed.

- 5 Click the WordPad button , then click Save As, as shown in (Fig 10).

WordPad saves the document with your most recent changes, using the filename and location you specified

- 6 Click Exit

Fig 8

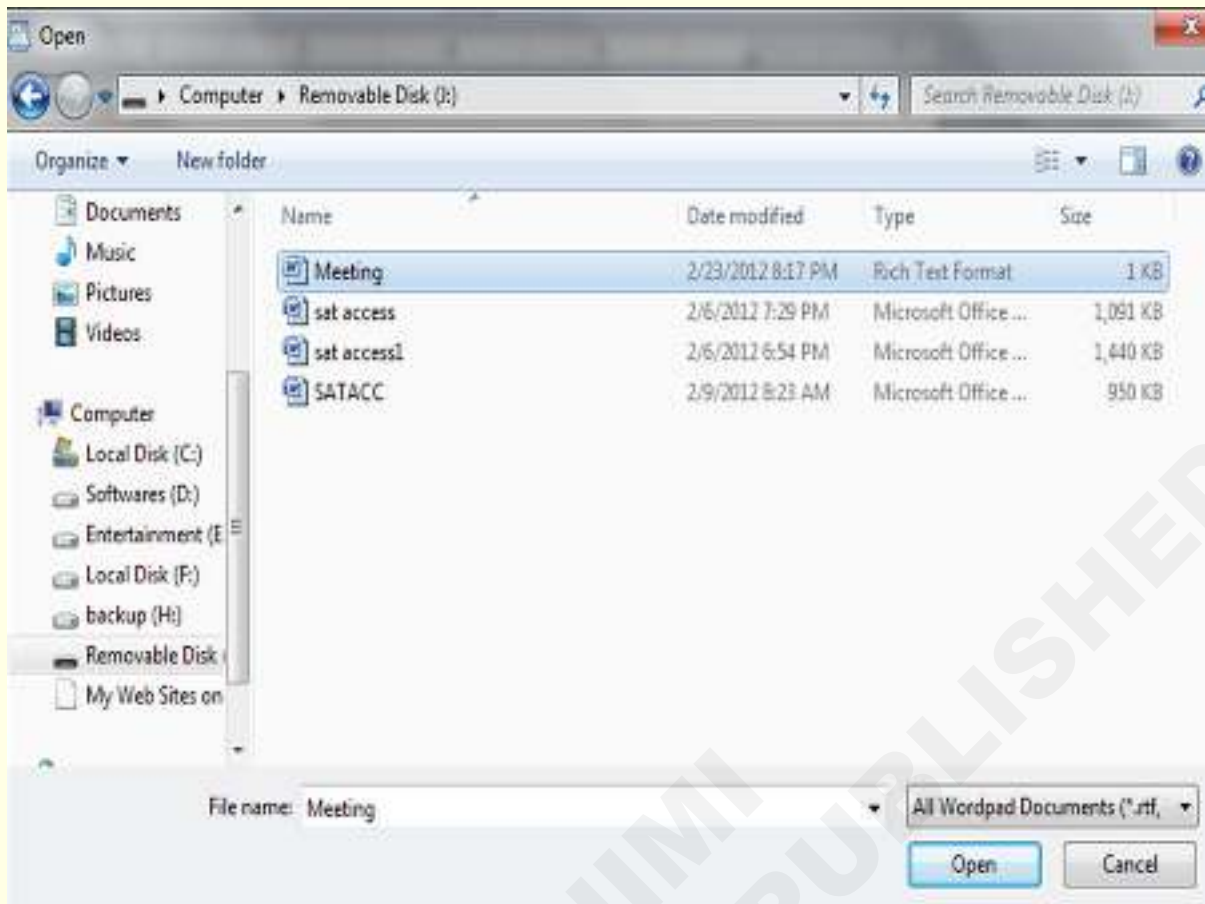


Fig 9

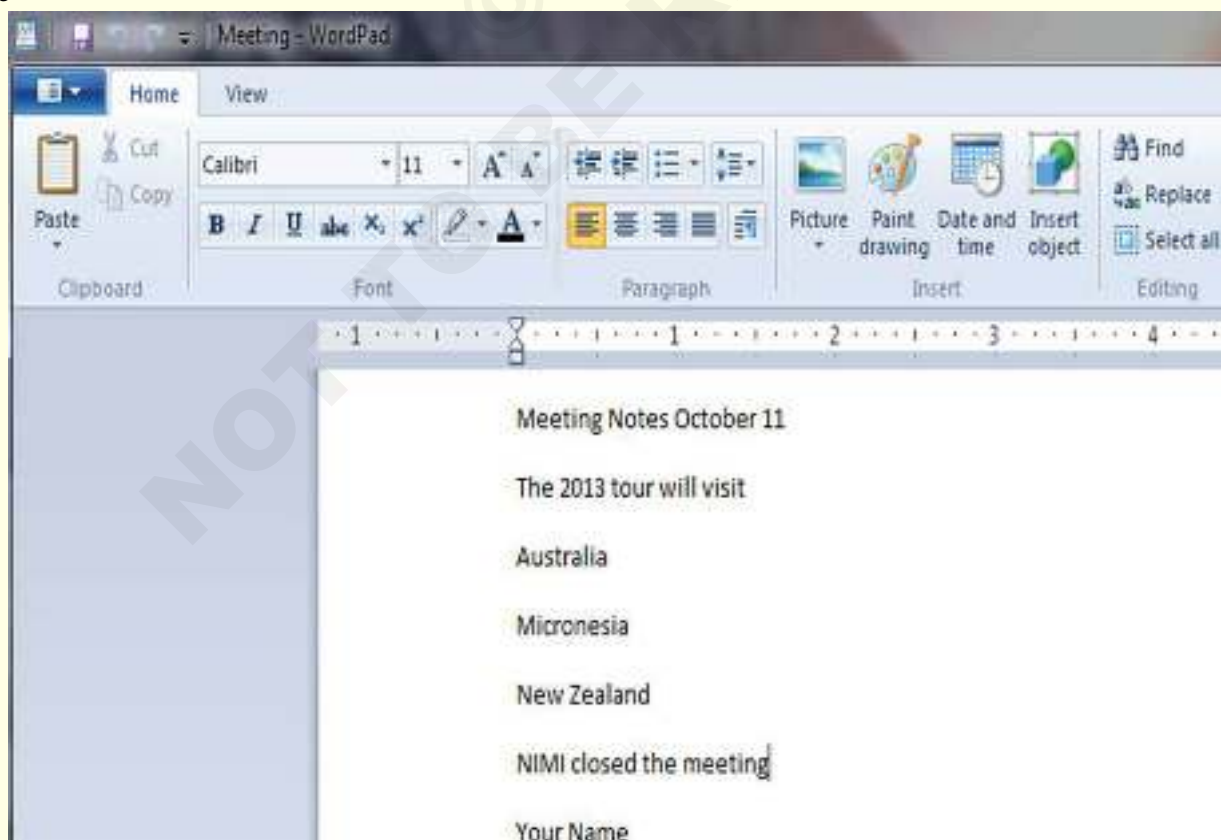
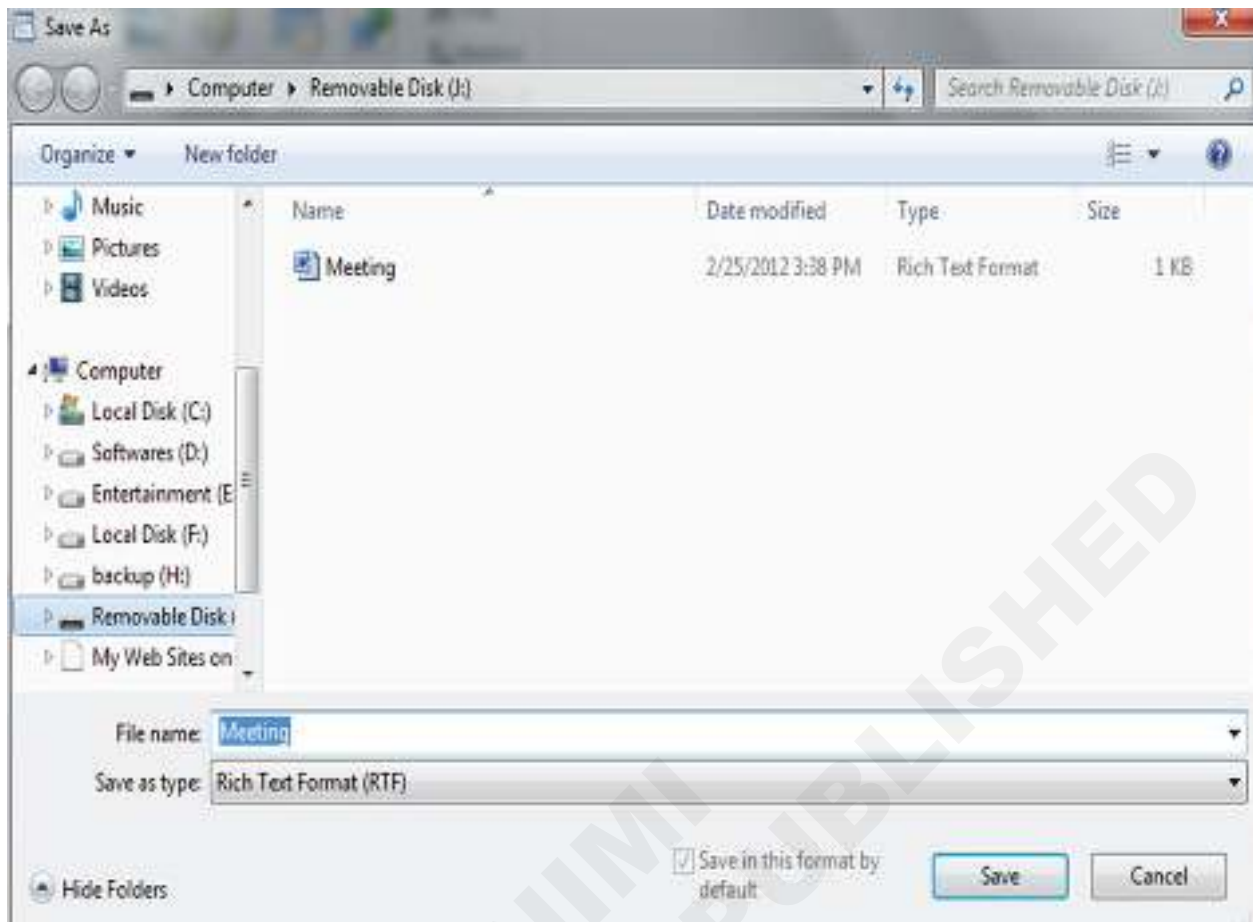


Fig 10



TASK 4: Copy a text file in a folder

- 1 Click the "Start" button on the taskbar, then click "Computer"
- 2 Double-click Hard disc drive in the file list
- 3 Click the "New folder" button in the toolbar

A new folder appears in the File list, with its name, "New folder", selected. Because the folder name is selected, and type the text to replace the selected text as the folder name.

- 4 Type Meeting Notes, then press [Enter] as shown in (Fig 11).
- 5 Click the Meeting.rtf document in the File list, click the Organize button on the toolbar, then click Copy, as shown in (Fig 12) (or) press Ctrl + C
- 6 Double-click the Meeting Notes folder in the File list, the folder opens.
- 7 Click the Organize button on the toolbar, then click Paste (or) Ctrl + V (Fig 13)

A copy of Meeting.rtf file is pasted into new Meeting Notes folder.

Fig 12

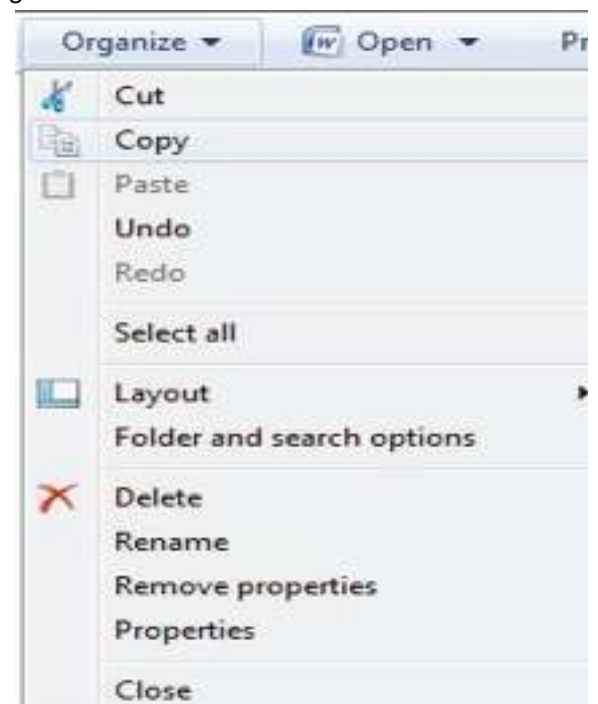


Fig 11

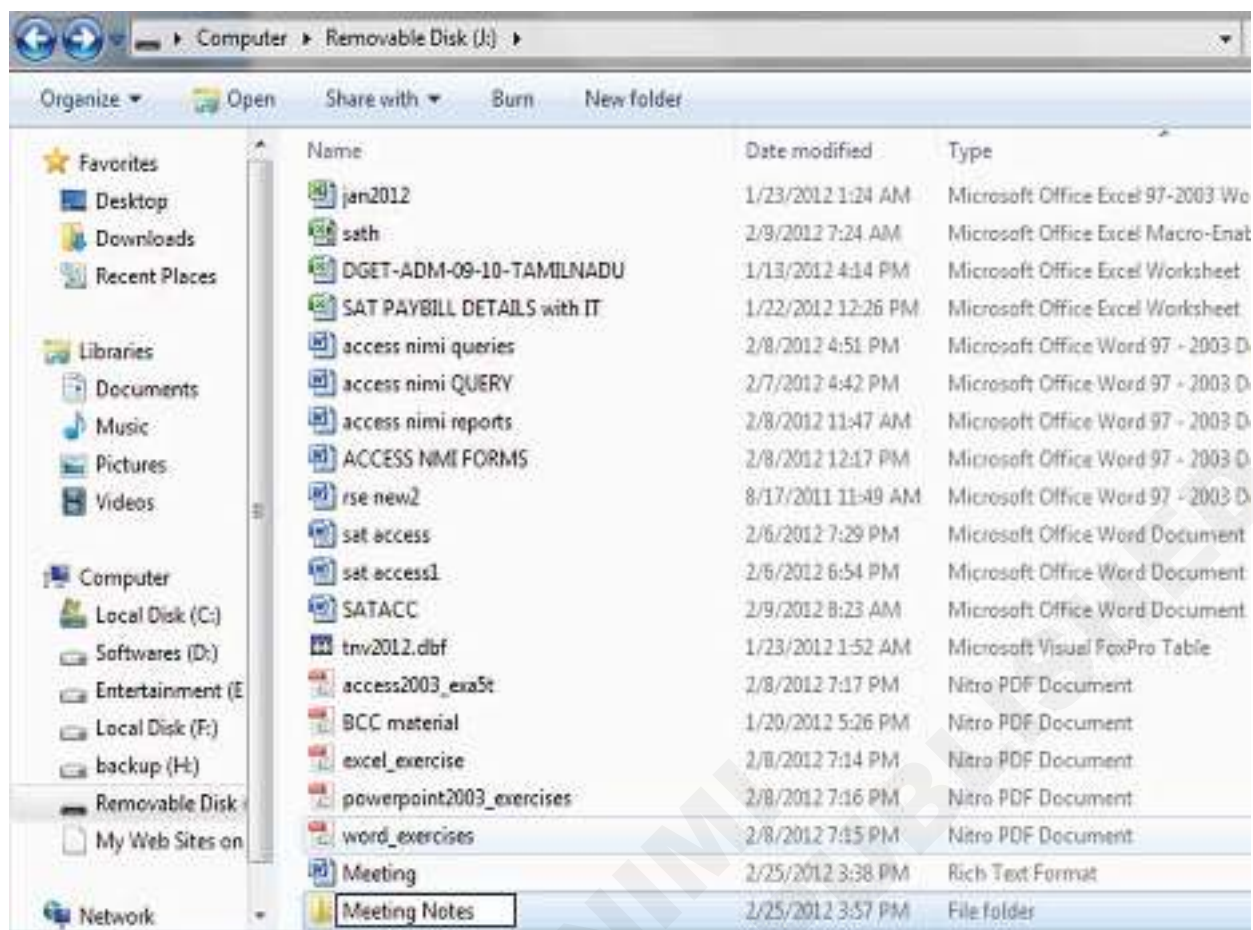
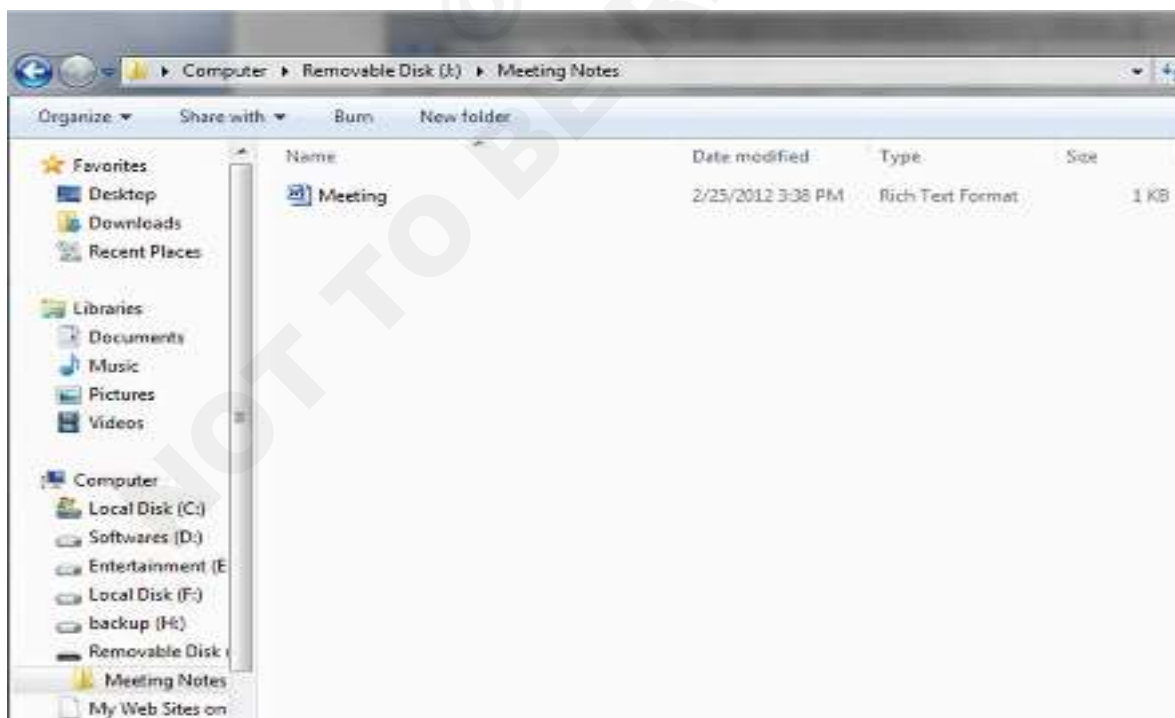


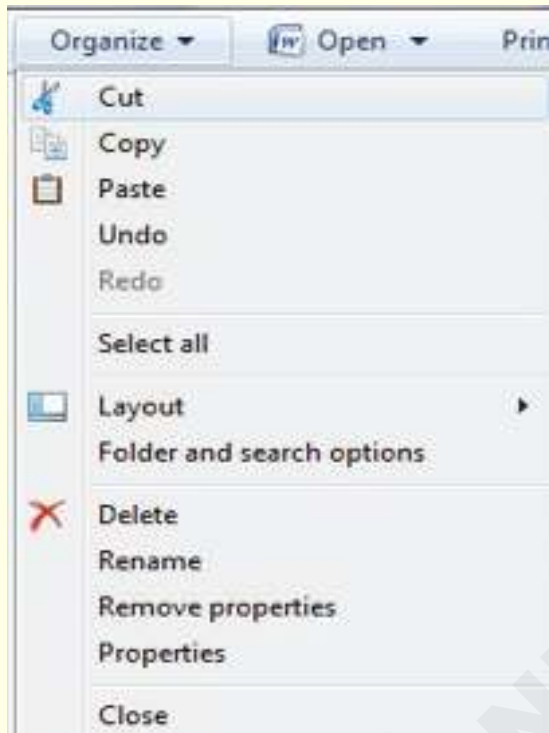
Fig 13



TASK 5: Move and Rename a file

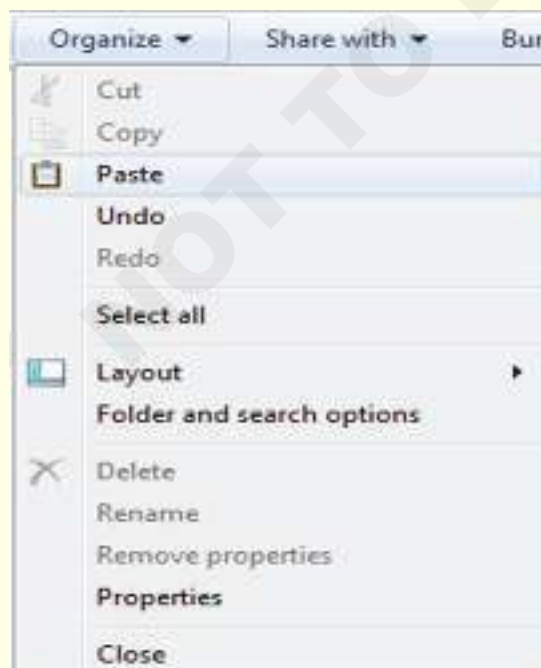
- 1 Click Hard disc drive.
- 2 Click the Meeting document to select it
- 3 Click the Organize button on the toolbar , then click Cut as shown in (Fig 14) (or) press Ctrl + X

Fig 14



- 4 Click Documents in the Navigation Pane, under Libraries.
- 5 Click the Organize button on the toolbar, then click Paste as shown in (Fig 15) (or) press Ctrl + V

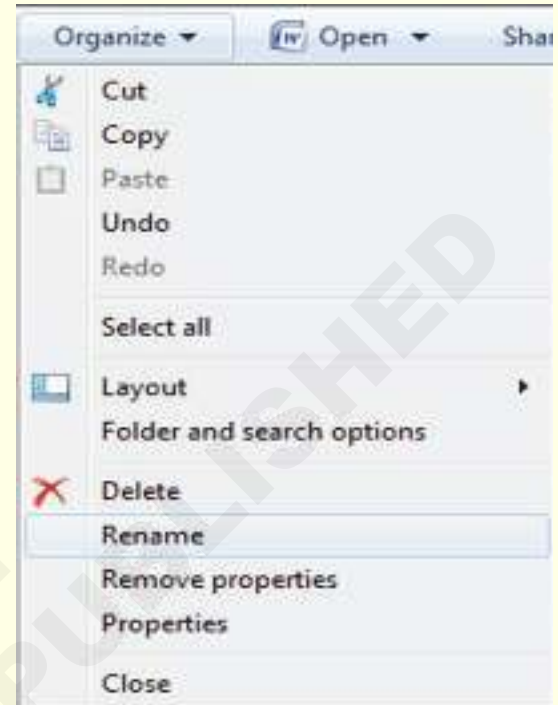
Fig 15



The Meeting.rtf document appears in your Documents library

- 6 Select the Meeting.rtf file , click the Organize button on the toolbar, then click Rename as shown in (Fig16).

Fig 16



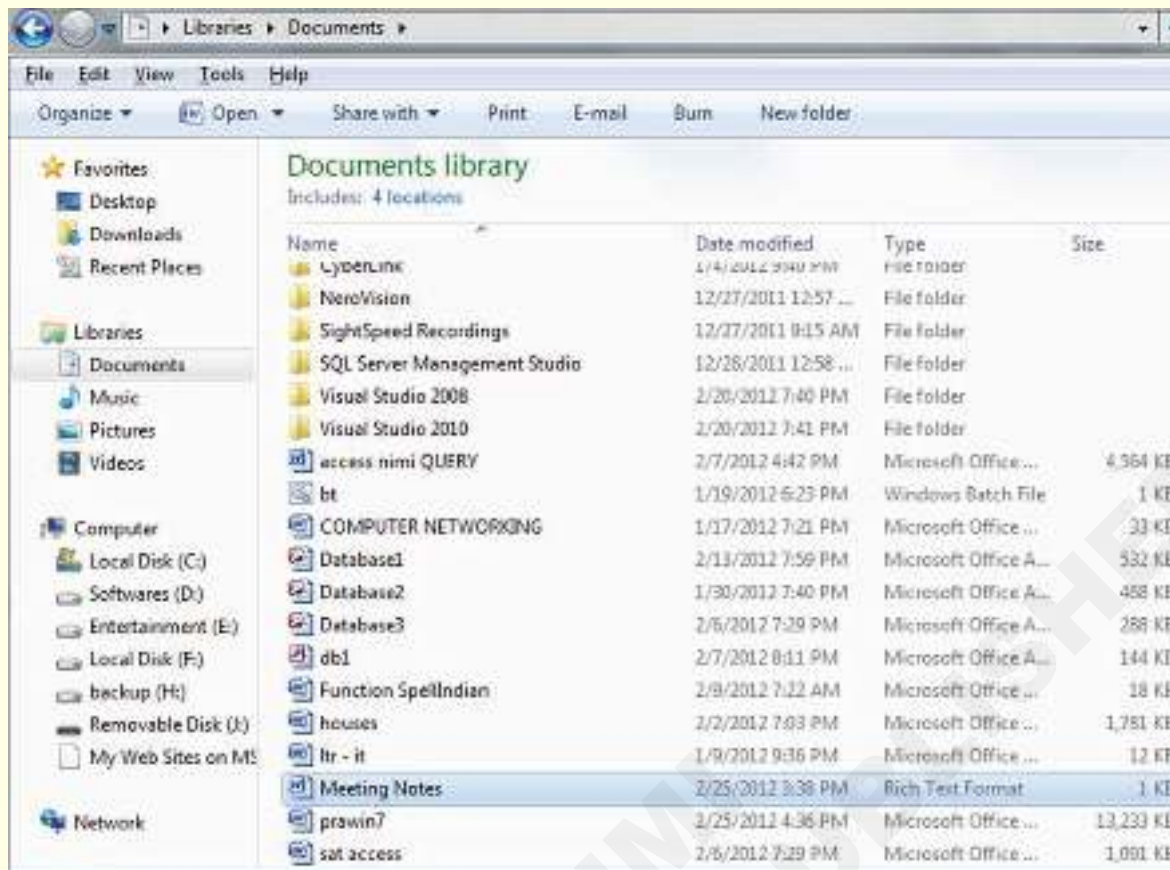
The filename is highlighted. Just type a new name to replace the old one, but add the word "Notes" to the end of the filename instead.

- 7 Click the mouse after the "g" in "Meeting", press [Spacebar], then type Notes, then press [Enter] as shown in (Fig 17).

The changed name of the document copy in the Documents library. The filename now reads Meeting Notes.rtf

- 8 Close the window.

Fig 17



TASK 6: Delete and Restore a file

- 1 Click the Start button on the taskbar, then click Documents.

Your Documents library opens.

- 2 Click Meeting Notes.rtf to select it, click the Organize button on the toolbar, then click Delete.

The delete file dialog box will display for confirmation of file deletion.

- 3 Click Yes for the confirmation as shown in (Fig 18)

The deleted file was moved to Recycle Bin.

- 4 Click the Minimize button on the window's title bar and examine the Recycle Bin icon

The Recycle Bin contains deleted folders and files.

- 5 Double-click the Recycle Bin icon on the desktop

The Recycle Bin window opens and displays any previously deleted folders and files, including the Meeting Notes.rtf file as shown in (Fig 19)

- 6 Click the "Meeting Notes" file to select it, then click the "Restore this item" button on the Recycle Bin toolbar

The file returns to its original location and no longer appears in the Recycle Bin window

- 7 Click the Documents library in the Navigation pane

The Documents library window contains the restored file.

- 8 Click the Meeting Notes file, press the [Shift]+[Delete] key on your keyboard, then click Yes in the Delete File dialog box as shown in (Fig 20).

The Meeting Notes.rtf file is permanently deleted from the Documents library. The file will not be stored in Recycle Bin. So you cannot restore back.

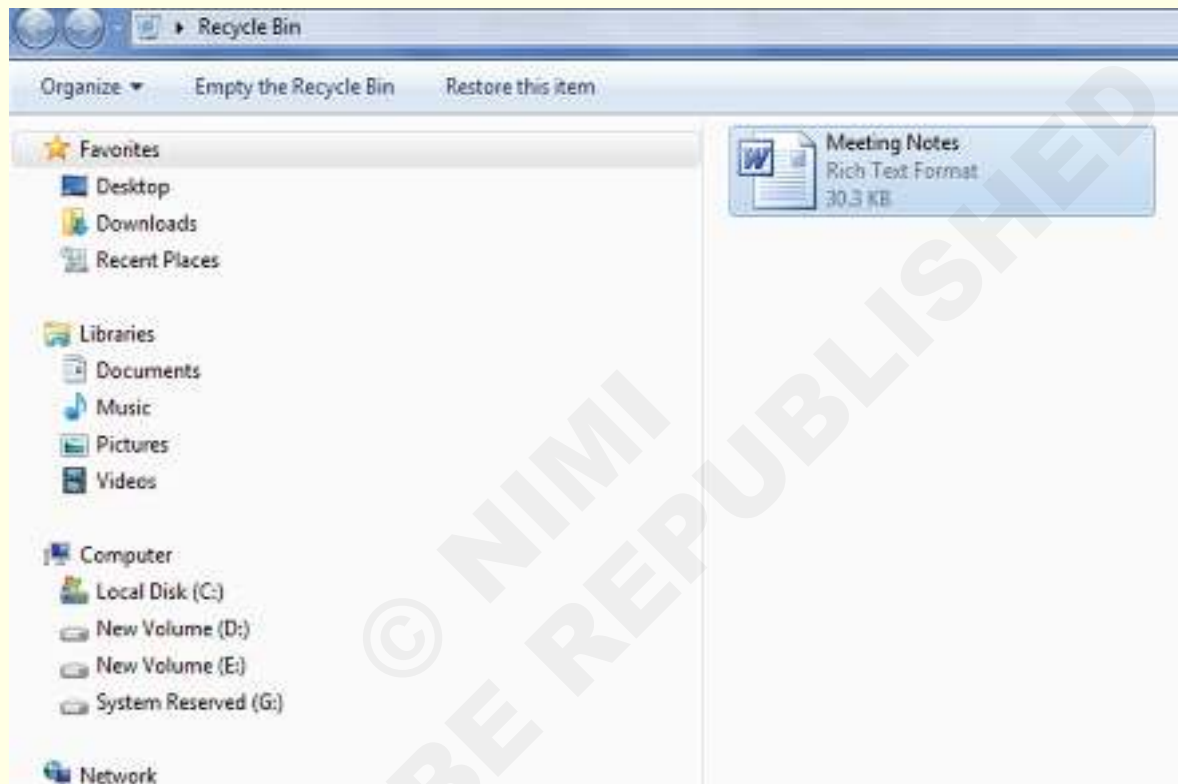
Fig 18



Fig 20



Fig 19



TASK 7: Create a file in MS Paint and print

- 1 Click the "Start button", Point to "All Programs", Click the "Accessories" folder
- 2 Move the pointer over Paint and click once

The Paint program window opens on the screen, as shown in (Fig 21).

- 4 Click the Gold button in the Colors group, move the pointer over the white drawing area, called the canvas, then drag to draw a rectangle.
- 5 Click the Fill with color icon in the Tools group, click the Light turquoise color button in the Colors group.
- 6 Click inside the oval, click the Purple color button, then click inside the rectangle, and compare the drawing to (Fig 22).
- 7 Click the Select list arrow in the Image group, then click Select 'All'.

The Select menu has several menu commands. The Select all command selects the entire drawing, as indicated by the dotted line surrounding the white drawing area.

- 8 Click the Rotate or flip button in the Image group, then click Rotate right 90°.
- 9 Click the Paint menu button just below the title bar, then click "Print".

The Print dialog box opens, as shown in (Fig 23). This dialog box lets as choose a printer, specify which part of the document or drawing to print, and choose how many copies to print.

- 10 Click "Print".

The drawing prints on the printer. Now close the program without saving the drawing.

Fig 21

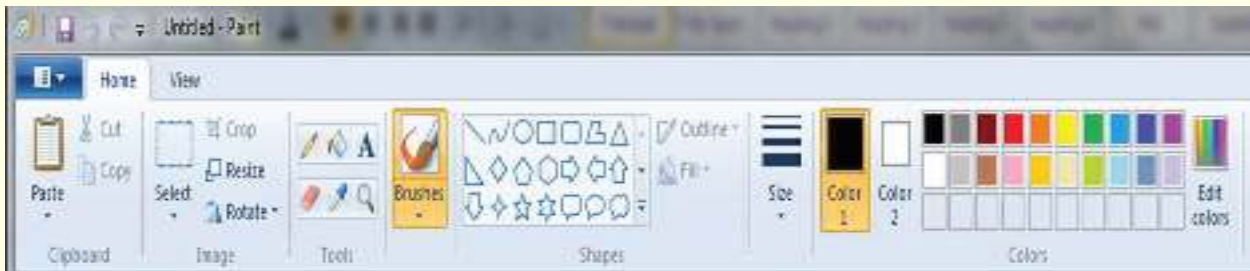


Fig 22

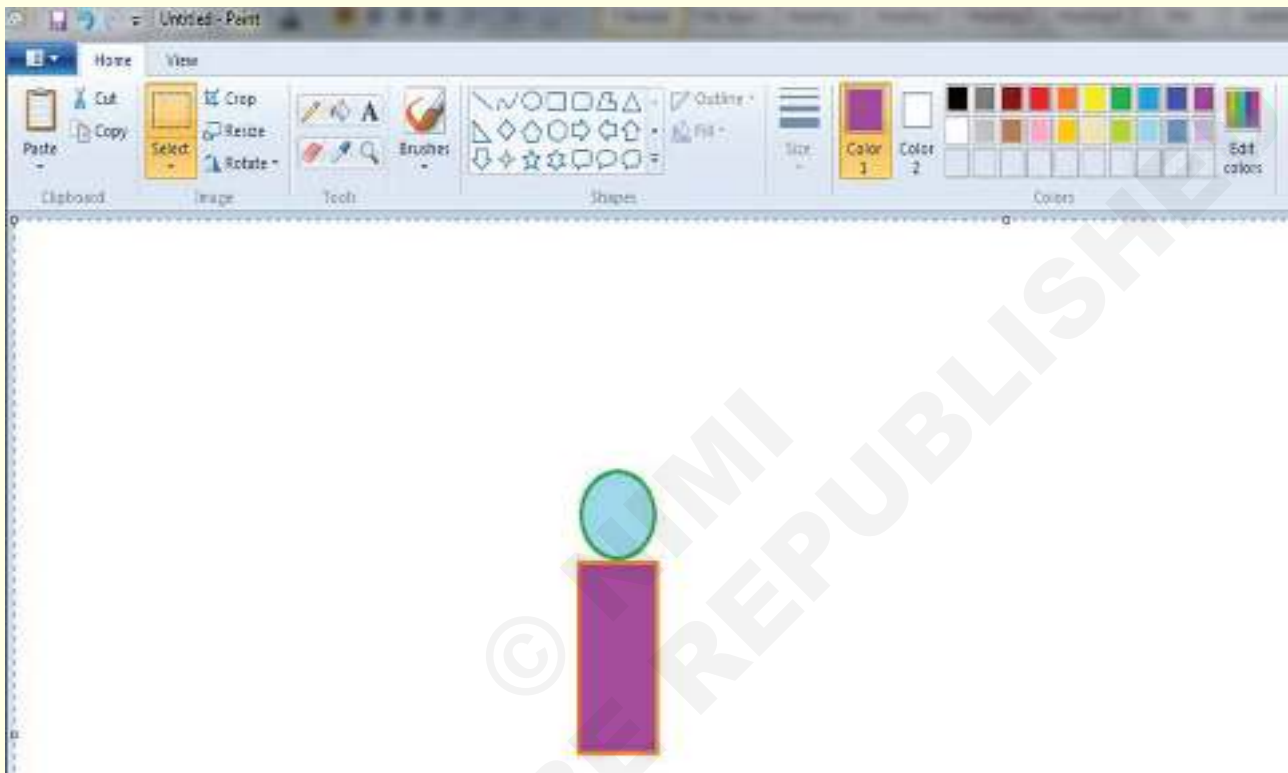


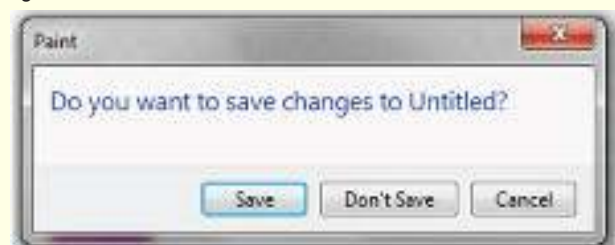
Fig 23



11 Click the Paint menu button just below the title bar, then click Exit, then click Don't Save as shown in (Fig 24).

12 Get it checked with the instructor.

Fig 24



Control panel in windows 7

Objectives: At the end of this exercise you shall be able to

- change the system date and time properties
- change the desktop background (wallpaper)
- change screen saver
- change the colors on the computer
- add or remove common desktop icons
- uninstall or change a programme
- change mouse settings
- install and remove printer.

TASK 1: Changing system date and time properties

- 1 Click Start button 'Control Panel' Date and Time as shown in Fig 1.



- 2 Click the Date and Time tab, and then click 'Change' date and time as shown in Fig 2.

In the Date and Time Settings dialog box as in Fig 2, do one or more of the following:

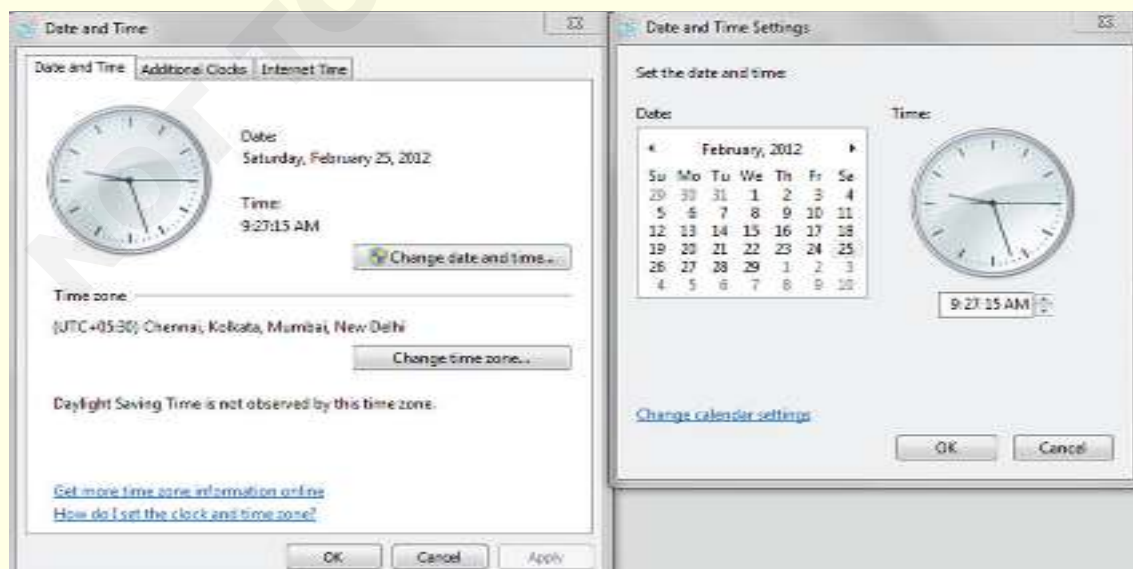
To change the hour, double-click the hour, and then click the arrows to increase or decrease the value.

To change the minutes, double-click the minutes, and then click the arrows to increase or decrease the value.

To change the seconds, double-click the seconds, and then click the arrows to increase or decrease the value.

- 3 Click 'OK'.
- 4 Click Change time zone, to change the time zone,
- 5 Click your current time zone in the drop-down list, in the Time Zone Settings dialog box, and then click OK.
- 6 Click OK.

Fig 2



TASK 2: Change the desktop background (wallpaper)

1 Click Control panel → Personalization

The following dialog box appears as shown in Fig 3.

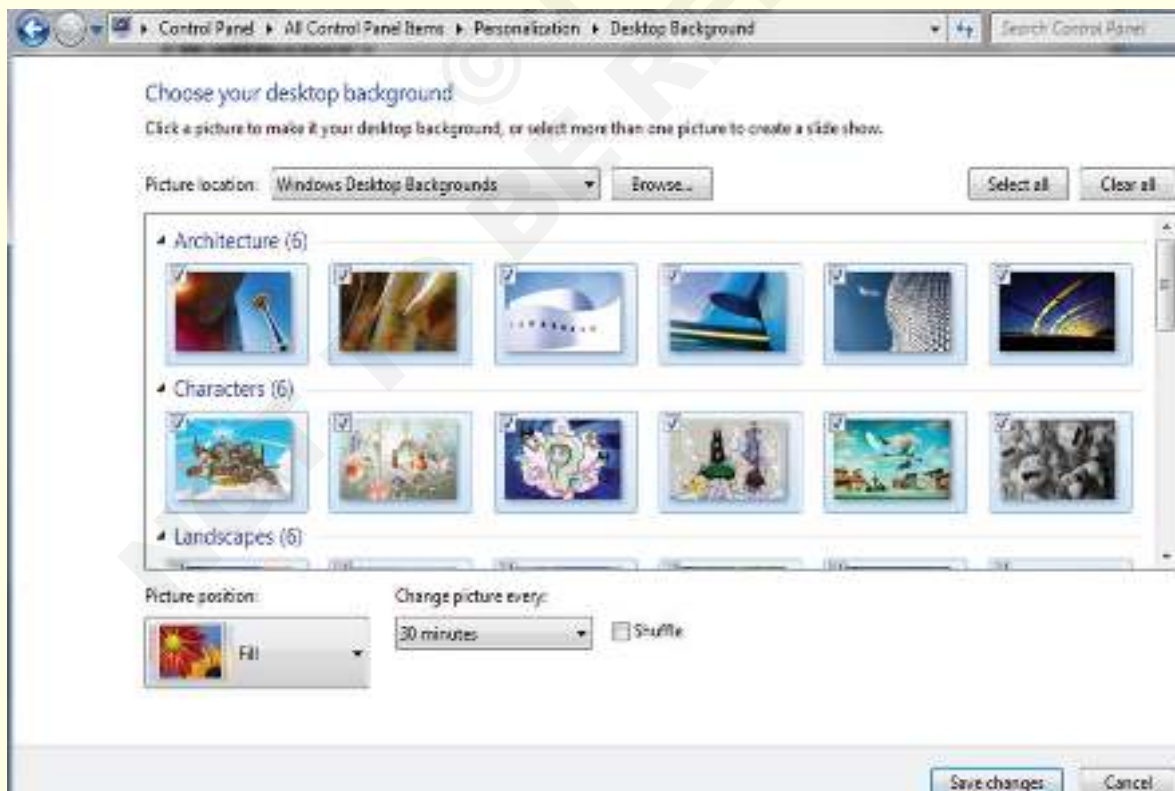
2 Click Desktop Background.

The following dialog box appears as shown in Fig 4.

Fig 3



Fig 4



- 3 Click the picture or color.

If the picture isn't in the list of desktop background pictures, click an item in the Picture location list to see other categories, or click Browse to search for the picture on the computer and double-click it. It will become the desktop background.

Under Picture position, click the arrow and choose whether to crop the picture to fill the screen, fit the picture to the screen, stretch the picture to fit the screen, tile the picture, or center the picture on the screen, and then click Save changes. To make any picture stored on the computer (or a picture you are currently viewing) desktop background, right-click the picture, and then click Set as Desktop Background.

TASK 3: Change screen saver

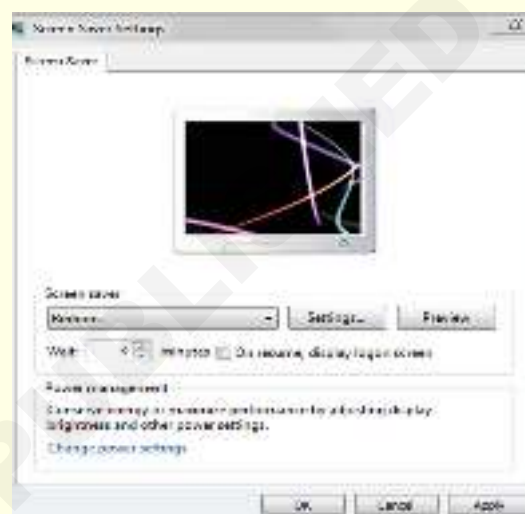
- 1 Click Control panel → Personalisation → Screen saver.

The following dialog box appears as shown in (Fig 5).

- 2 Click any screen saver in the Screen saver list, and then click OK.

To see screen saver will look like, before clicking OK, click Preview. To end the screen saver preview, move the mouse or press any key, and then click OK to save changes. To stop a screen saver and return to the desktop, move the mouse or press any key.

Fig 5



TASK 4: Change the colors on the computer

- 1 Click a theme as shown in (Fig 6). The pictures, color, and sounds on the computer will change automatically.

To change colors on the computer manually

If you don't want to use the colors associated with your current theme, you can change colors on your computer manually.

- 2 Click Control panel → Personalization → Window color. Click the color and then click Save changes.

To change Windows appearance style

- 3 Click Control panel → Personalisation → Window color'Advanced appearance settings

The following dialog box appears as shown in (Fig 7).

- 4 Select any window component in the Item list box (Desktop shown in (Fig 7)) and select the desired color from the color1 list box

Fig 6

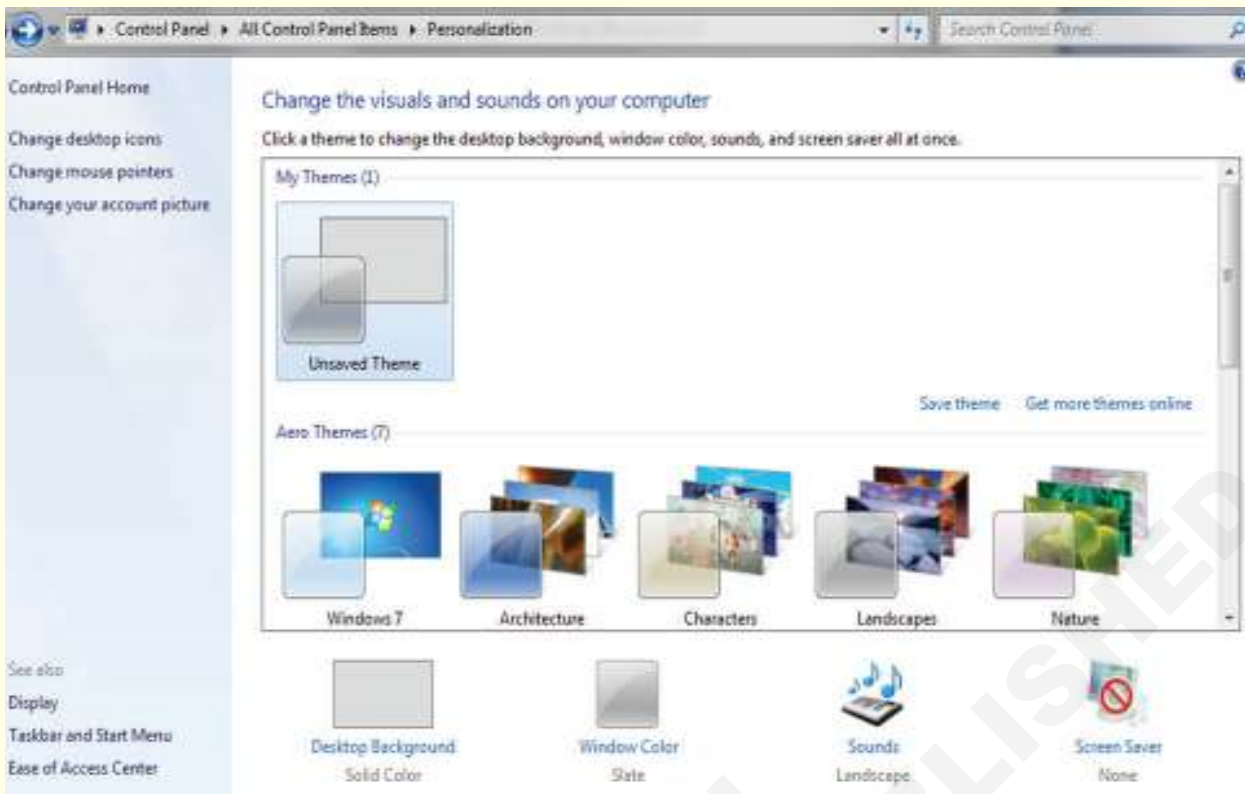
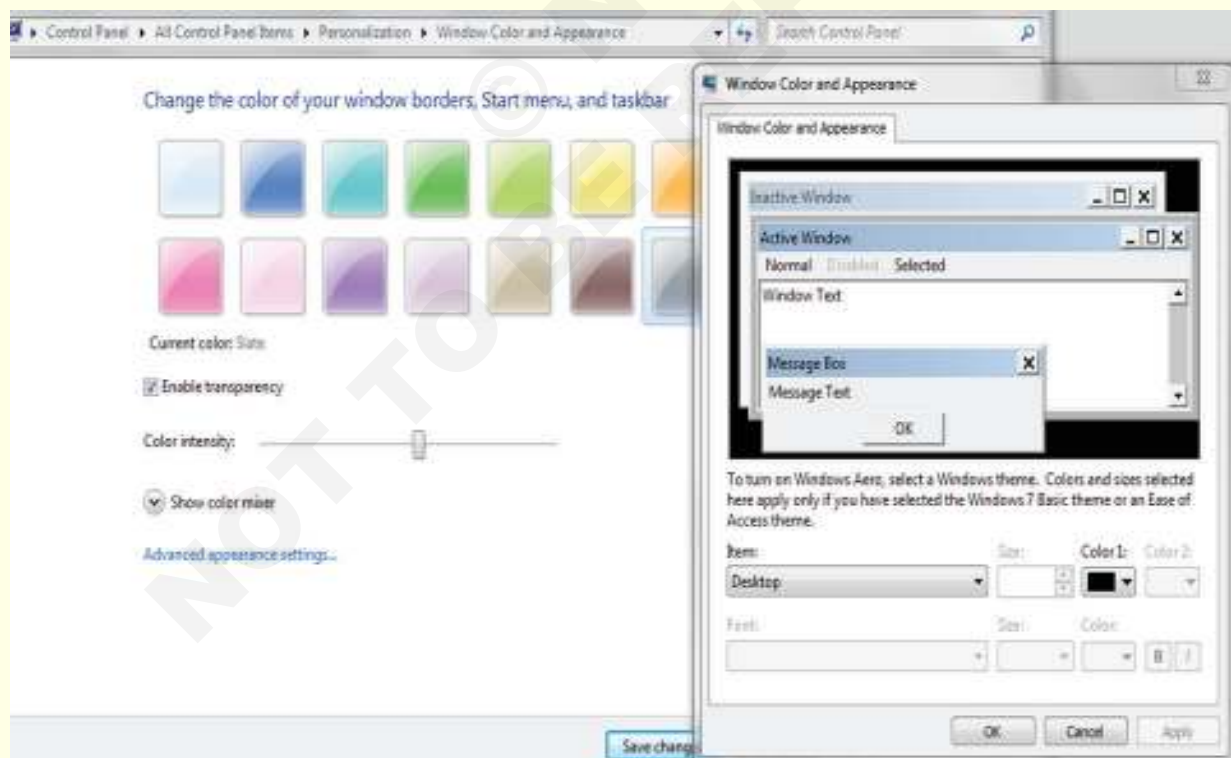


Fig 7



TASK 5: Add or remove common desktop icons

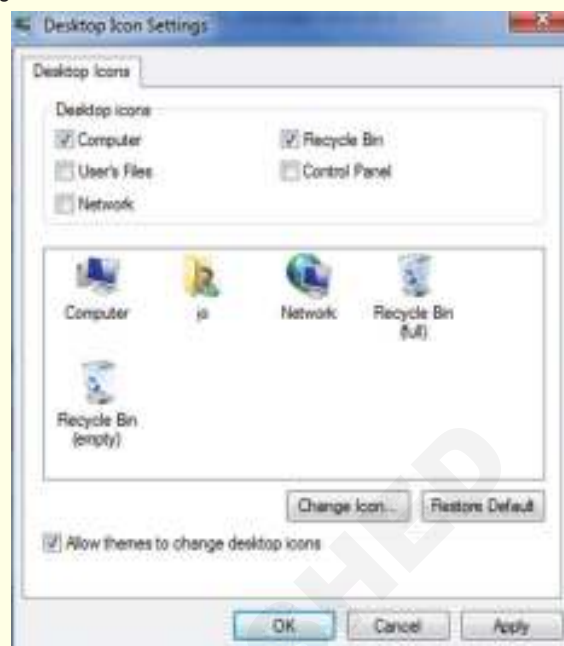
You can add or remove special Windows desktop icons, including shortcuts to the Computer folder, your personal folder, the Network folder, the Recycle Bin, and Control Panel. If you remove one of these special icons from view, you can always add it back.

- 1 Click Control panel → Personalization
- 2 Click Change desktop icons in the left pane.

Desktop Icon settings dialog box appears as shown in (Fig 8).

Under Desktop Icons, select the check box for each icon to add to the desktop, or clear the check box for each icon to remove from the desktop, and then click OK.

Fig 8

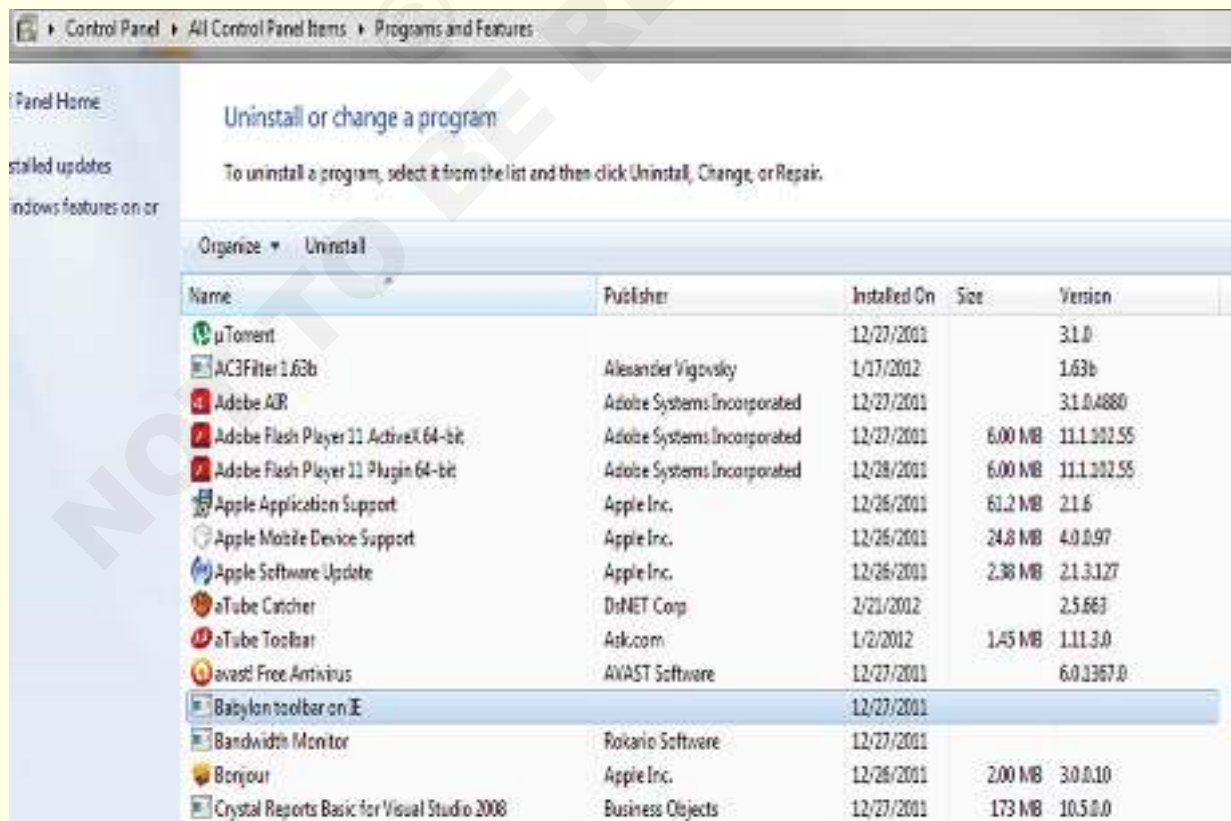


TASK 6: Uninstall or change a program

- 1 Click Control panel → Programs and Features.
- 2 Select a unwanted program, and then click Uninstall.

The following screen appears as shown in (Fig 9).

Fig 9



TASK 7: Change mouse settings

To change how the mouse buttons work

- 1 Click Control panel → Mouse.

The following screen appears as shown in (Fig 10).

Fig10



- 2 Click the Buttons tab

Do any of the following

- To swap the functions of the right and left mouse buttons, under Button configuration, select the Switch primary and secondary buttons check box.
- To change how quickly you must click the buttons to perform a double-click, under Double-click speed, move the Speed slider toward Slow or Fast.
- To turn on ClickLock, which enables you to highlight or drag items without holding down the mouse button, under ClickLock, select the Turn on ClickLock check box.

- 3 Click OK.

To change how the mouse pointer looks

- 1 Click Control panel → Mouse.

The screen appears as shown in Fig 10

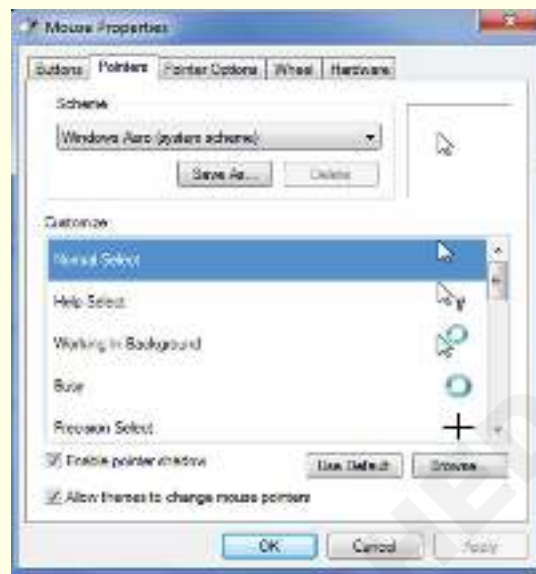
- 2 Click the Pointers tab.

A screen appears as shown in Fig 11

Do one of the following:

- To give all of the pointers a new look, click the Scheme drop-down list, and then click a new mouse pointer scheme.
- To change an individual pointer, under Customize, click the pointer to change in the list, click Browse, click the pointer to use, and then click Open.

Fig 11



To change how the mouse pointer works

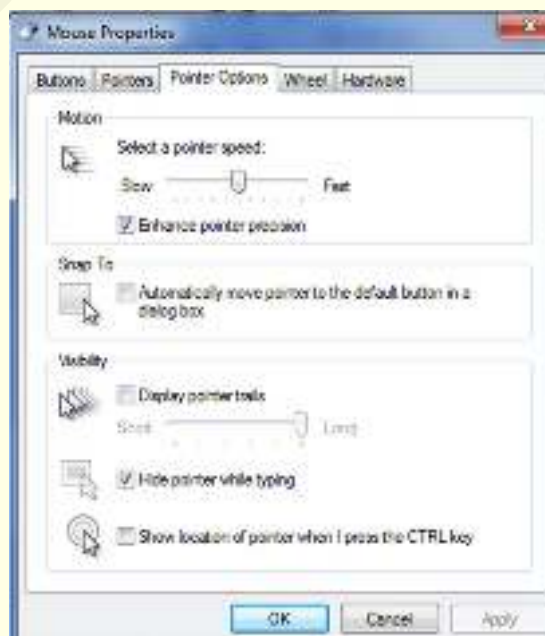
- 1 Click Control panel → Mouse.

The screen appears as shown in (Fig 10).

- 2 Click the Pointer Options tab.

A screen appears as shown in (Fig 12). To change the speed at which the mouse pointer moves, under Motion, move the Select a pointer speed slider toward Slow or Fast.

Fig 12



To make the pointer work more accurately when you're moving the mouse slowly, under Motion, select the Enhance pointer precision check box.

To speed up the process of selecting a choice when a dialog box appears, under Snap To, select the Automatically move pointer to the default button in a dialog box check box.

To make the pointer easier to find when you move it, under Visibility, select the Display pointer trails check box, and then move the slider toward Short or Long to decrease or increase the length of the pointer trail.

To ensure that the pointer doesn't block your view of the text you're typing, under Visibility, select the Hide pointer while typing check box.

To find a misplaced pointer by pressing the Ctrl key, under Visibility, select the Show location of pointer when I press the Ctrl key check box.

3 Click OK.

To change how the mouse wheel works

1 Click Control panel → Mouse.

The screen appears as shown in (Fig 10).

2 Click the Wheel tab

A screen appears as shown in (Fig 13) and then do one of the following

To set the number of lines the screen will scroll for each notch of mouse wheel movement, under Vertical Scrolling, select The following number of lines at a time, and then enter the number of lines to scroll in the box.

Fig 13



To scroll an entire screen of text for each notch of the mouse wheel, under Vertical Scrolling, select One screen at a time.

If your mouse has a wheel that supports horizontal scrolling, under Horizontal Scrolling, in the Tilt the wheel to scroll the following number of characters at a time box, enter the number of characters you want to scroll horizontally when you tilt the wheel to the left or right.

3 Click OK.

TASK 8: Install a printer

There are several ways to connect a printer to PC. Which option to choose depends on the device itself, and whether you're at home or at the office. Always consult the information that came with the model for specific instructions.

To install (add) a local printer

1 Click Control panel → Devices and Printers.

The screen appears as shown in (Fig 14)

2 Click Add a printer.

3 Click Add a local printer in the Add Printer wizard,

On the Choose a printer port page, make sure that the Use an existing port button and the recommended printer port are selected, and then click Next.

4 Select the printer manufacturer and model, on the Install the printer driver page, and then click Next.

Fig14



If the printer isn't listed, click Windows Update, and then wait while Windows checks for additional drivers.

If none are available and you have the installation CD, click Have Disk, and then browse to the folder where the printer driver is located. (For additional help, consult the printer manual.)

- 5 Complete the additional steps in the wizard, and then click Finish.

To print a test page to make sure the printer is working correctly.

If the installed the printer doesn't work, check the manufacturer's website for troubleshooting information or driver updates.

To install a network, wireless, or Bluetooth printer

- 1 Click to open Devices and Printers.
- 2 Click Add a printer.
- 3 Click Add a network, wireless or Bluetooth printer in the Add Printer wizard.

- 4 Select any one print or in the list of available printers, and then click Next.
- 5 Install the printer driver on the computer by clicking Install driver if prompted.
- 6 Complete the additional steps in the wizard, and then click Finish.

Available printers can include all printers on a network, such as Bluetooth and wireless printers or printers that are plugged into another computer and shared on the network. You might need permission to install some printers. You can confirm the printer is working by printing a test page.

To remove a printer

- 1 Click to open Devices and Printers.
- 2 Right-click the printer to remove, click Remove device, and then click Yes.

Practice of spelling using dictionary

Objectives: At the end of this exercise you shall be able to

- spell correctly the commonly misspelled words
 - take down dictation of words whose spelling is often confused.
-

TASK 1: Find out the correct spelling for the following words referring to a dictionary. Write 20 times each. Read out the words while writing

Seperate	tommorow	Pronounciation
Recieve	privilige	meintenance
routene	insted	imagination
Safty	encouregment	unbelieveable
accidentaly	sucess	

— — — — —

TASK 2: Using a dictionary, find out the words with wrong spelling. Practice the misspelling words 20 times each

mischievous	liaison	perseverance
noticeable	personnal	possession
precede	indispensible	minuscule
immediate	refered	relavant
greatful	garantee	discipline
twelfth	committed	rhyme
category	vacuum	

— — — — —

TASK 3: Take down spelling dicatation of the following words. Find out the correct spelling for the misspelled words from the dictionary and practise 20 times each. Focus on the pronounciaton of the words as you write them

Seperate	Tomorrow	Pronounciation
recieve	privilige	meintenance
routene	success	Imagination
encouregmant	unbelieveable	

— — — — —

TASK 4: Memorise the spelling of the given words by writing them several times till you are familiar with the spelling

Compulsory	cumulative	embarrass
Exhaustive	achieve	subsequent
Foreign	jewelry	forty
Fluorescent	foreseeable	questionnaire
tyranny	manoeuvre	acquisition

adolescent
advantageous
consequently
coincidence
awesome
scarcely

circumference
anonymous
sincerely
bereavement
appearance
genius

colleague
scenery
predecessor
decisive
persuade
ingenuous

— — — — —

TASK 5: Copy, read and write the following words

Therapy
laborious
perturb
gymnasium
irresistible
reiterate
conscious

Systematic
vicious
cemetery

Auditorium
tedious
eclipse
delicious
psychology

audience
ingredient
brochure
gesture
nuisance
hygiene
scissors

abandon
miscellaneous
lieutenant
astonishment
leisure
suggestion
description
jealousy

interpret
mischief
contemporary
inaugural
monotonous
forfeit
governor

refrigerator
harass
hierarchy
frequency
pursuit
pleasant
grammar
acceptable

— — — — —

Creation of log-in account and customization of Windows

TASK 1: Create a log-in account for Windows


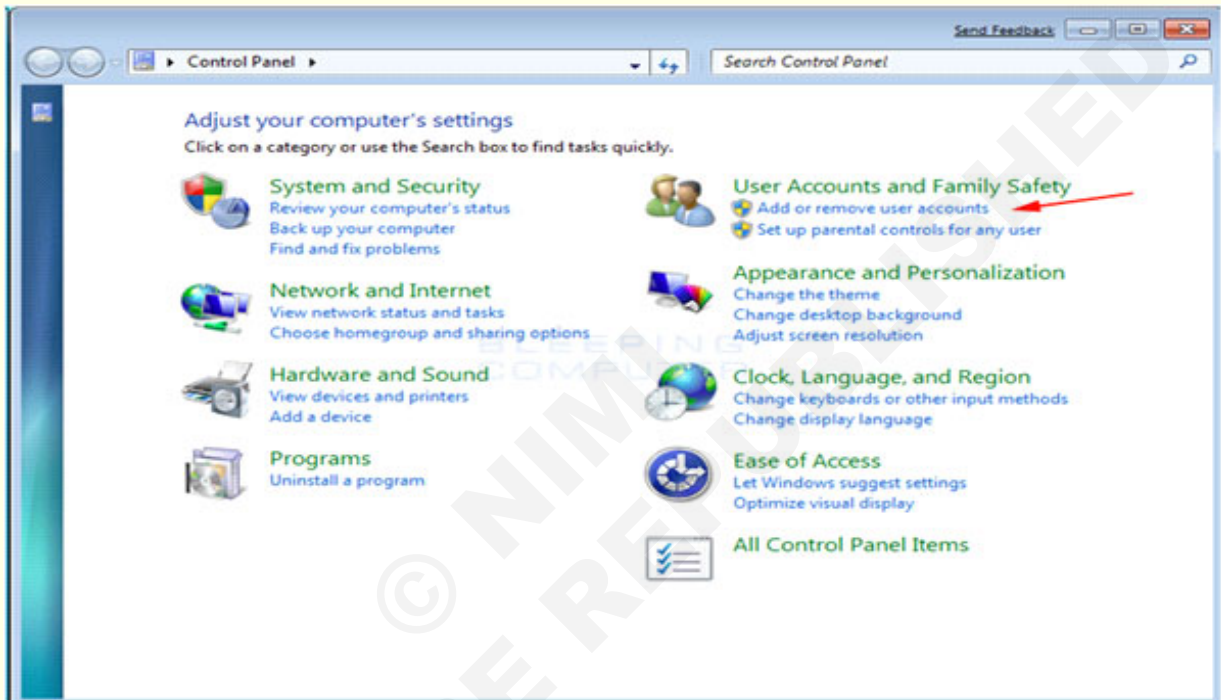
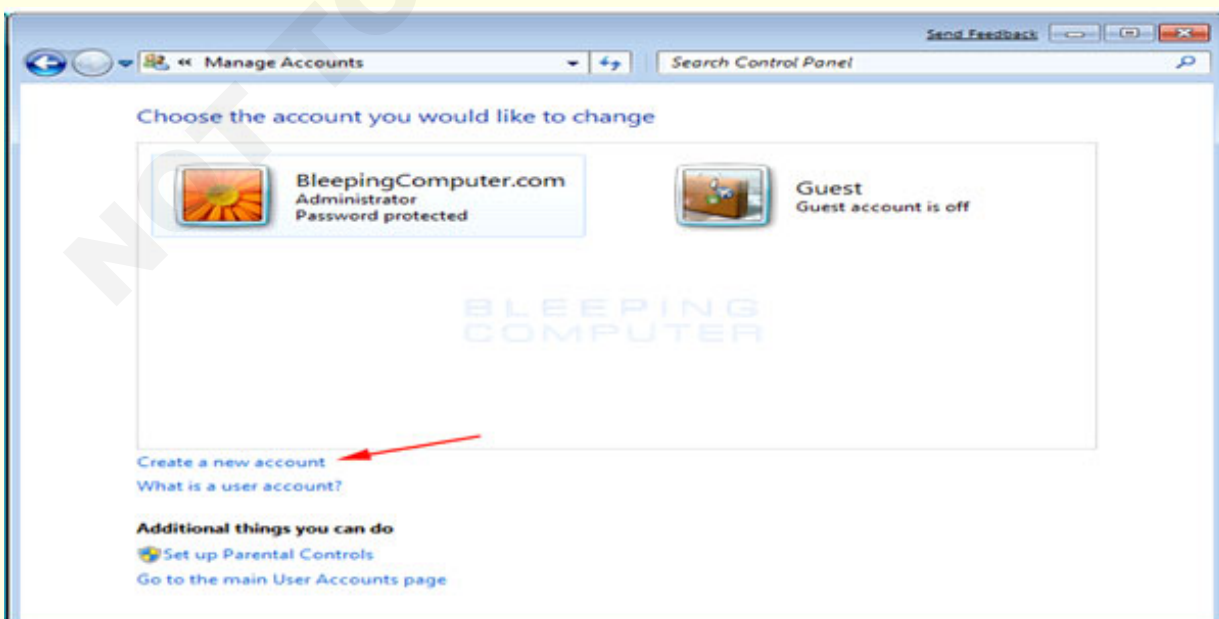
- 1 Click on the Start button. This is the small round button () in the lower left corner of your screen that has a Windows flag on it.
- 2 Click on the Control Panel menu option.
- 3 When the control panel opens you will see a screen as in (Fig 1).

Fig 1



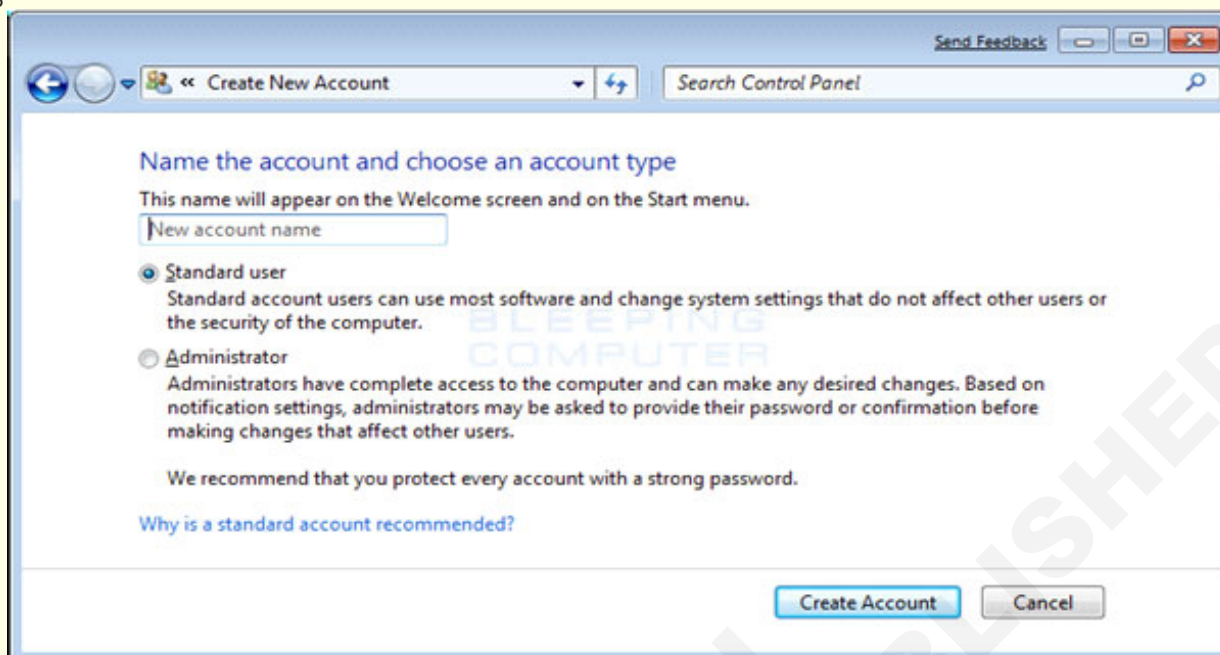
- 4 Click on the Add or remove user accounts control panel option as shown by the arrow in figure 1.
- 5 You will now be in the Manage Accounts control panel as shown as in (Fig 2).

Fig 2



- 5 Select create a new account.
- 6 New window appears as in (Fig 3).
- 7 Click create new Account.
- 8 Enter user name and password as prompted.
- 9 New Account is created.

Fig 3



TASK 2: Change the theme

- 1 Click windows start button.
 - 2 Go to Control panel.
 - 3 Select Appearance and personalisation.
 - 4 Select themes.
- Window appears as in (Fig 4).
- 5 Select the theme which will appear on your Windows screen.

Fig 4



TASK 3: Change Display - Make text or other items larger or smaller

- 1 Click Control panel.
- 2 Select Display.
- 3 Click text or other items larger or smaller.
- 4 Window appears as in (Fig 5).
- 5 Select the option available.

Fig 5



Task 4: Install Desktop Gadgets

- 1 Tap start button.
- 2 Select Control panel.
- 3 Click on Desktop Gadgets.
- 4 Window appears as in (Fig 6).
- 5 Select the Gadget which will appear on the Desktop.

Fig 6



TASK 5: Similar options are available for the following items. Trainees may

Experiment with the following tools under the supervision of the Instructor.

- 1 Task bar and start menu.
- 2 Ease of Access.
- 3 Folder options.
- 4 Fonts.

Practice of typing using tool bars and menu bars

Objectives: At the end of this exercise you shall be able to

- **state menu bar and its contents**
 - **explain menu tabs and drop down menus**
 - **identify options available in different menu tabs**
 - **explain tab setting for tabulation work**
 - **narrate setting different fonts, font colour, super script, sub-script functions.**
-

TASK 1: Type the following sentences (as per the instruction given)

Set margin normal by using Page layout menu (page layout-Margin)

- 1 *Start first sentence giving five space indent(Page layout-Indent).*
- 2 *Type lazy dog in second sentence - in capital letters.*
- 3 *Change chaffy worker into bold letters.*
- 4 *Change Five prizes into italic.*
- 5 *Underline whole sentence.*
- 6 *Change font size 10.*
- 7 *Change the sentence as centre text (Home menu - paragraph).*
- 8 *Use text highlight colour green (Home menu- Font group tool).*
- 9 *Change font colour as red (Home menu- Font group).*
- 10 *Apply dot bullet before sentence (Home menu- Bullets).*

Pack my box with five dozen Apple

A quick brown fox slowly jumped over the lazy dog.

Petty quiz badly vexes chaffy worker, hungry James.

Five prizes were quickly distributed by the judge to examinees.

Gay men with extra pluck and zeal would often have quiet jobs.

Black market fugitive should be quickly expelled with zeal by any just society.

Quiet parsi fugitives in Indias extolled justly their most watched book Zend Avesta.

May we have Jack Squires fix the big lamps for Andy Ziegler

Ramji worked with zeal and vigour, to preotect his quietful subjects excellently well.

Jack's quixotic laziness may grow to be far expensive.

TASK 2: Reproduce the given passage as one paragraph in two line spacing in Justify settings (Home menu -justify)

I thankful to you, Sir, for giving me a chance to speak in this debate. I am glad today the Prime Minister opened his speech with a reference to our relations with Pakistan.

I would like to draw the attention of the House to what has been happening in the border area. I cannot attach much importance nor do I the last 11 years, we had

a number of such meetings and conferences. What the Prime Minister has read out today from the (100) letters of the Prime Minister of Pakistan and his subsequent statements will clearly prove that the Pakistan Prime Minister is hardly serious about the meeting and he does not know his own mind.

But the fact remains that the position in the borders of Tripura and Assam and also in some areas of West Bengal adjoining the Pakistan border should receive the attention of this House and Government.

TASK 3: Type the passage in two column format (Page layout menu - Columns)

Sir, this is indeed a historic day, especially for the Sikh community and I think maybe for this House were probably, for the first time, we will all be standing on the same side of the fence. Well I have always fought battles for our rights, I am very happy to see that after many years and after a long and hard battle, today, for the first time, a bill has been introduced which concerns the Sikh community. It has been a long-standing grievance of the Sikhs that were during the British period the Sikhs were given a (100) separate identity and recognised as a separate religion, but in 1951 when the new Constitution was adopted, our identity was totally abolished and we were put as a part of the Hindu Dharma.

— — — — —

TASK 4: Type the passage using Dropped cap (Insert menu - Drop cap tool)

This Memorandum of Information is being make by Sahara India Real Estate Corporation Limited which is an unlisted Company and neither its equity shares nor any of the bonds debentures are listed or proposed to be listed. This issue is purely on the private placement basis and the company does not intend to get these Optionally Fully Convertible Debentures listed on any of the Stock Exchanges in India or abroad. This Memorandum for Private Placement is neither a Prospectus nor a Statement in Lieu op Prospectus.

— — — — —

TASK 5: Type the passage and apply the following using appropriate tools (Page layout menu- Page back-ground group)

- 1 Water mark as SAMPLE.
- 2 Page colour as YELLOW.
- 3 Page border as Box.

Mr. Chairman, Sir, the people of Orissa, West Bengal, Bihar and in some parts of your State we badly affected/ by the devastation caused by the heavy rainfall. Due to damaged roads, the total transport system has been thrown out/ of gear. At that point of time it was very difficult to carry the relief materials to the affected people/ in different part of the country. Some unscrupulous businessmen took advantage of this situation and indulged in black-marketing and hoarding as a result of which the prices of the essential commodities got hiked.







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
Practice alternative forms of R and H, abbreviated W and taking down dictation





Objectives: At the end of this exercise you shall be able to

- remember rules under which R and H are written downward
- use correct form of R and H
- use right semi circle or abbreviated "W"
- distinguish between diphthongs and triphones.

TASK 1: Copy the following in the lines below and practise the outlines in your notebook

a  arrow  airy  Ram  Ramu  Ramesh  era

b  share  dire  retire  fire  car  pair

c  diary  carry  carried  carrier

d fiery poor marry admire party

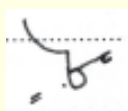
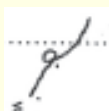
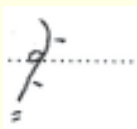
TASK 2: Copy the following outlines with downward 'H' in the following lines. Rewrite the outlines in the topmost line of your note book and practise them for the rest of the page.

a hue highway hoax hug

b hawk hog hockey hook Hawkins

c Lahore coherence anyhow knowhow unhook

d Soho Sheehy Fitzhugh



.....

.....

.....

.....

.....

— — — — —

TASK 3: Practise the following grammalogues 10 times each

a your year for have

.....

.....

.....

b thank think though them usual/usually lord

.....

.....

.....

c was whose shall wish

.....

.....

.....

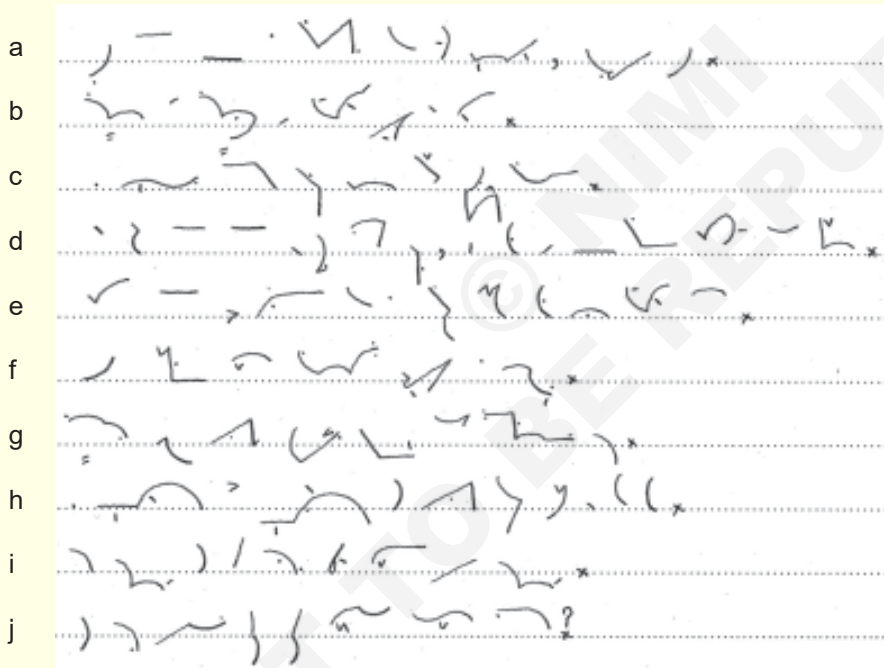
A Write and read the exercises of the chapter and check the errors.

— — — — —

TASK 4: Write in shorthand the Exercise given below for testing your knowledge and skill. Rectify mistakes by repeated practice.

- a She can give a party for us tomorrow, if we wish.
- b Ram and Ramesh should follow the rule of law.
- c The money can be paid to him by the scheduled bank.
- d All of them can go to see the match today, but they should come back also in time.
- e I will go to the lake for a bath and I think they may follow me.
- f Usually, I take my family to watch a movie.
- g Amir should have read the theory book in the academic year .
- h The colour of the cooler was red for which I wish to thank them.
- i Your room was much airy just like our room.
- j Whose ear-ring it was which was lying in my car?

Key



Check for errors, write the correct outlines from the key and practise them in your Shorthand Notebook.

E.C.

 _ _ _ _ _

TASK 5: Write shorthand outlines for the following words in the space provided below, verify with the key and practice the outlines:

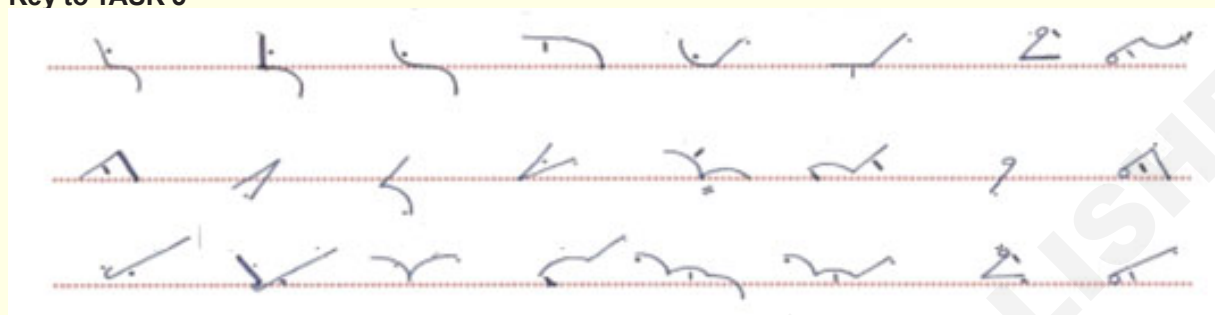
.....pair darefaircorefairycurry

.....hoghoney..... robe..... rich..... cheercherry

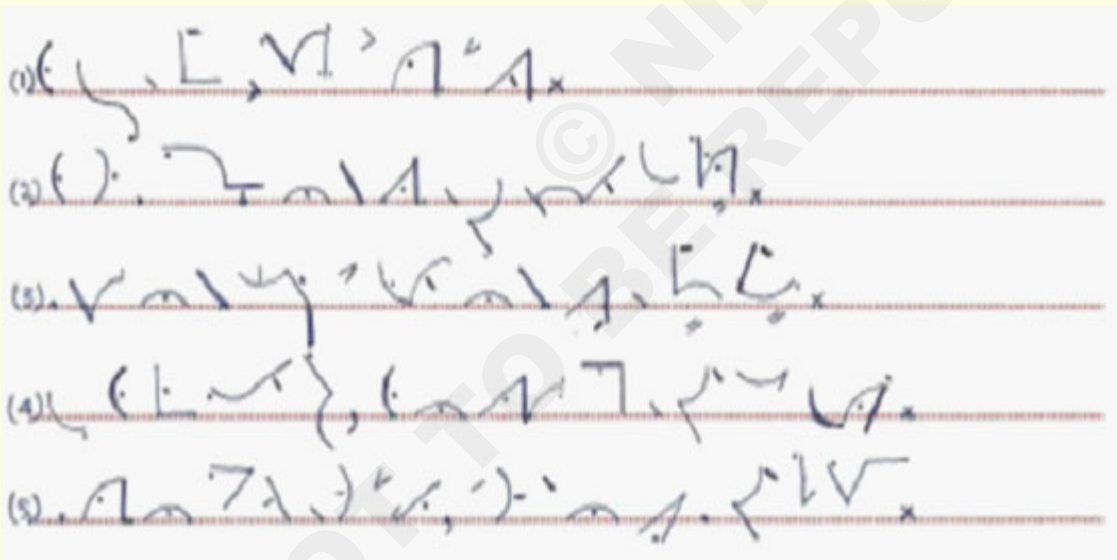
.....Rome..... morrowheHope..... aware..... beware

.....earlylorryarmourarmouryHockey..... hurry

Key to TASK 5



TASK 6: Read the following shorthand script, write in English and verify them with the key and practice them:



Key to TASK 6:

- 1 They fear to talk to the ability of the lady on the road.
- 2 They say the cargo may be ready to ship tomorrow for Adelaide.
- 3 The bill may be unpaid and the fellow may be rude to Tom Jorney.
- 4 If they take narrow path, they may readily get to shop in the village.
- 5 The lady may catch up to us on the way, and so all may reach the shop at the park.

Practice of abbreviated W

Objectives: At the end of this exercise you shall be able to

- practise the use of semi-circle or abbreviated "W"
- distinguish between diphthongs and triphones.

TASK 1: Copy the outlines in the three lines below and practise them in your notebook

a  weak  weekly  worried  ware  work

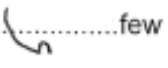
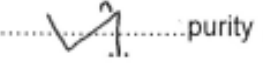



b  awake  aware  award  away  week/weak

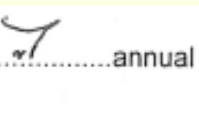
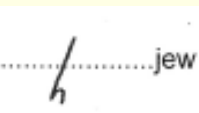
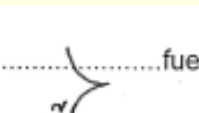
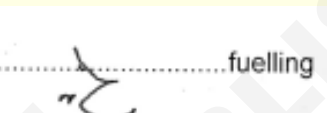
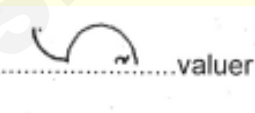
c  well  wealthy  weld  womanish  whimsical

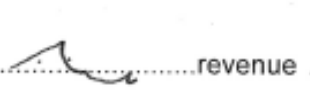


d  wicked  woolly  wield  wig  issuing

TASK 2: Copy the outlines in the lines below and practise them in your notebook


a  newly  purely  poorly  cure  car

b  few  purity  beauty  new  due

c  annual  jew  fuel  fuelling  valuer

 revenue  youth  urea

d  beyond  you  with  when

e  would

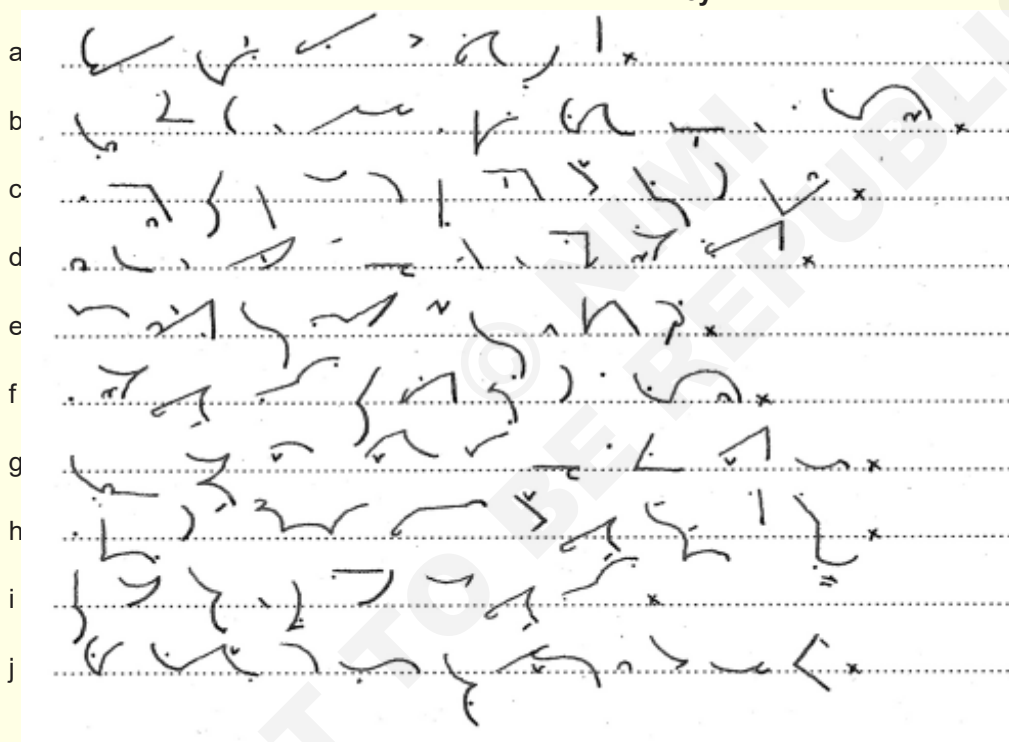
A Read and copy exercises in the book and check for errors

— — — — —

TASK 3: Test your knowledge and skill by taking down the following dictation

- a They were fully aware of the wealth she had.
- b If you ask them to renew the deal, they will have to go to a valuer.
- c The cube which was put in your tea cup by the bearer was pure.
- d You have to rush and queue up to get the annual award.
- e I am worried for your marriage and I fear how it will be arranged.
- f The annual youth rally which was held here was a failure.
- g If you can insure my life, I will give you a cheque right now.
- h The team was warmly welcomed by the youth forum at Patna.
- i It was unusual for them to see the casualty in the youth rally.
- j They will verify your name if they require you for the new job.

Key



- d Mark errors with the help of the key and practise the correct outlines 20 times.

Error Correction

.....

— — — — —






Office Administration and Facility Management Exercise 1.1.14 & 1.1.15
Stenographer Secretarial Assistant (English) - Fundamentals of Shorthand
and Windows operating system






Practice of downward H, Tick H, Dot H, and upward SH and taking down dictation






Objectives: At the end of this exercise you shall be able to






- use downward H, tick H, and dot H, as per rules
- when to use upward SH.

TASK 1: Copy the outlines in the three lines below and practise 20 times each in your notebook

1  Ohri  Ahilya  Rahi  ahead  head






2  hike  hide  high  highly  Guha




3  Mohini  Nehru  Lohia  hockey  hue

4  hill  hire  higher  healthy  whom

— — — — —





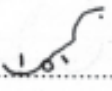
TASK 2: Copy the outlines in the three lines below and practise 20 times each in your notebook

a  Hari  Head  Huge  hope  Harish

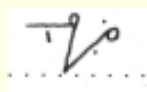
b  home  hall  harm  Harsh  humanity

c  boyhood  Shah  Shahi  Lahiri

..... man hood apprehensive perhaps

d  Jewish  fish  unleash  uphill  unholy

e know-how anyhow dashing radish



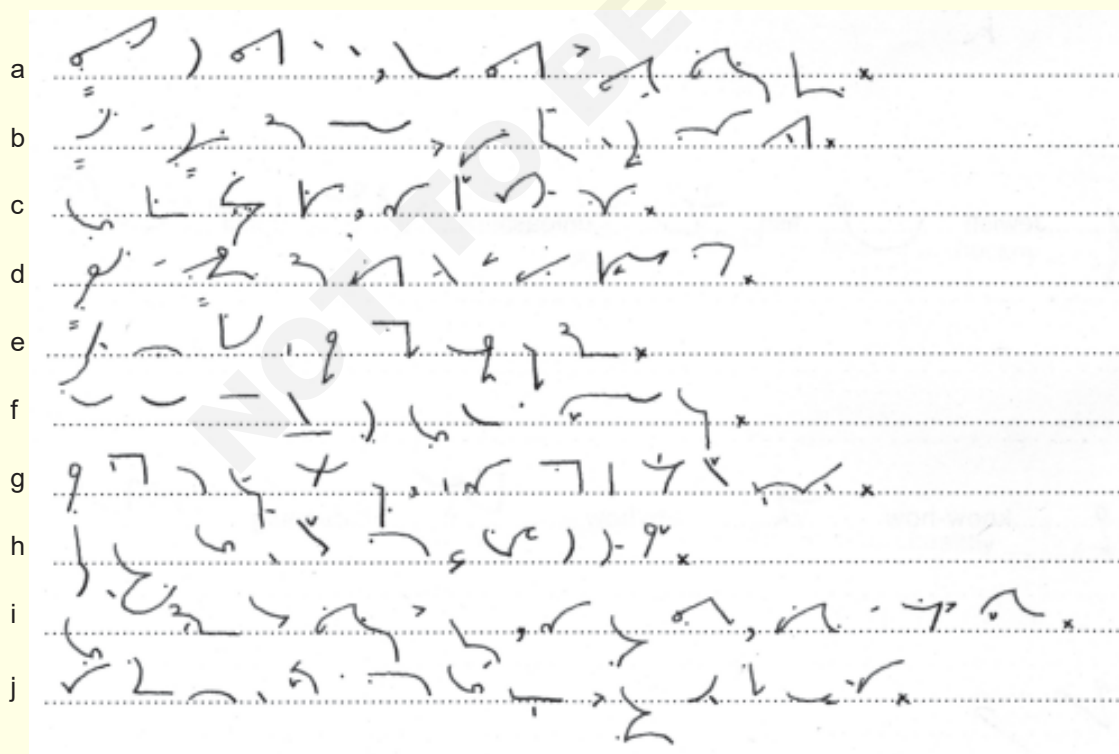
Coherence

Read and write exercises in the book and verify with the key.

TASK 3: Test your knowledge and skill by writing the following Exercise. Mark the errors with the help of the key and practise correct outlines 20 times each

- Harish was ahead of all, being head of the youth welfare team.
- Asha and Sheela were going to the hill top to see the Mall Road.
- If you take alcohol daily, you will die also early.
- Shahi and Rahim were held up on the way delaying the match.
- Joshi may dash but he should get the knowhow to do the work.
- Any language can become easy if you have a liking for it.
- He got your photo enlarged today, but you will get it only by tomorrow.
- It was foolish for you to buy the car when the value was so high.
- If you work for the welfare of the poor, you will feel happy, healthy and enjoy life.
- I will ask him to hire a car for you to go to the film show at the new hall.

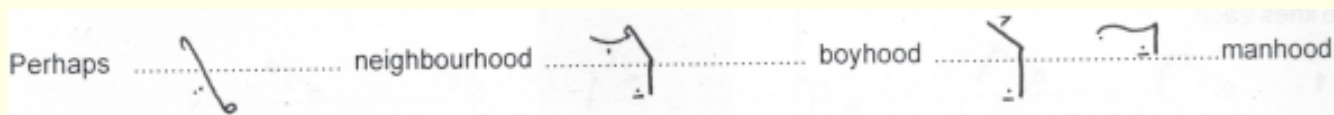
Key



(E.C.)

.....

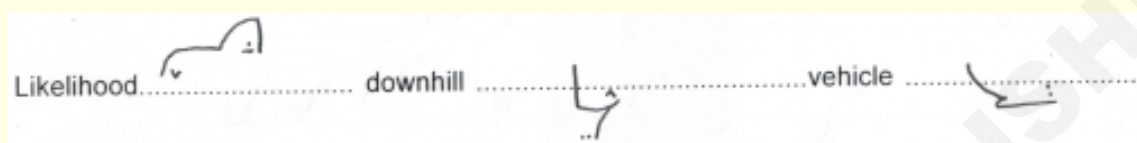
A Dot 'H' is used medially only as in the following words. Write them in the 3 lines below before practising the outlines in your notebook.



.....

.....

.....



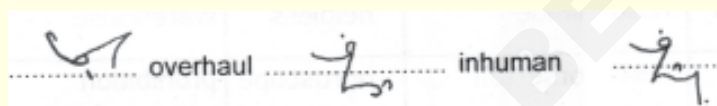
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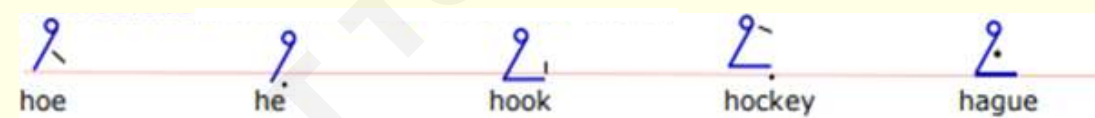
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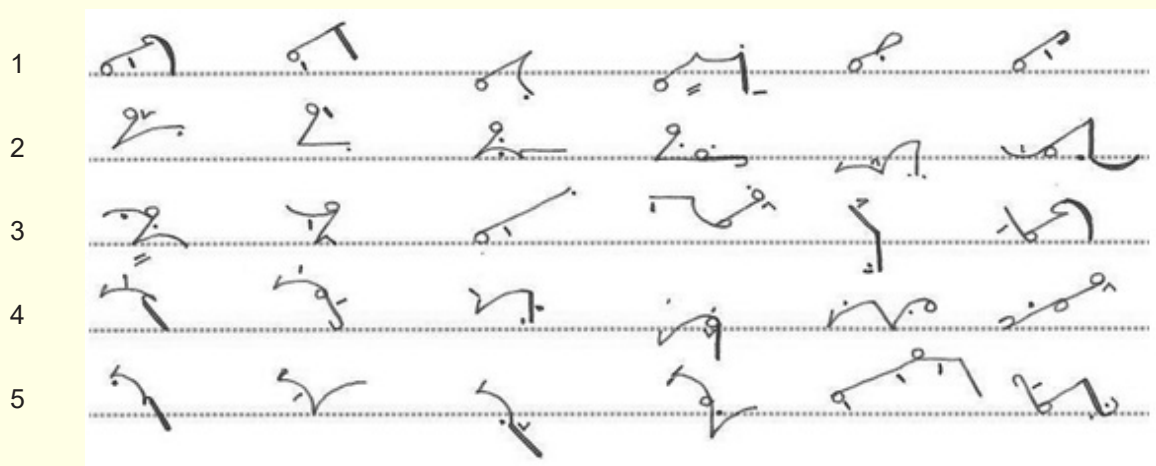
B Dot 'H' is not used medially as in the following: Practise the following words 20 times each:



The downward form is used when it is standing alone or when it is immediately followed by 'k' or 'g'; thus



TASK 4: Decipher the following outlines and write correct words/phrases, verify them with the 'key' and practise them, at least three lines each.



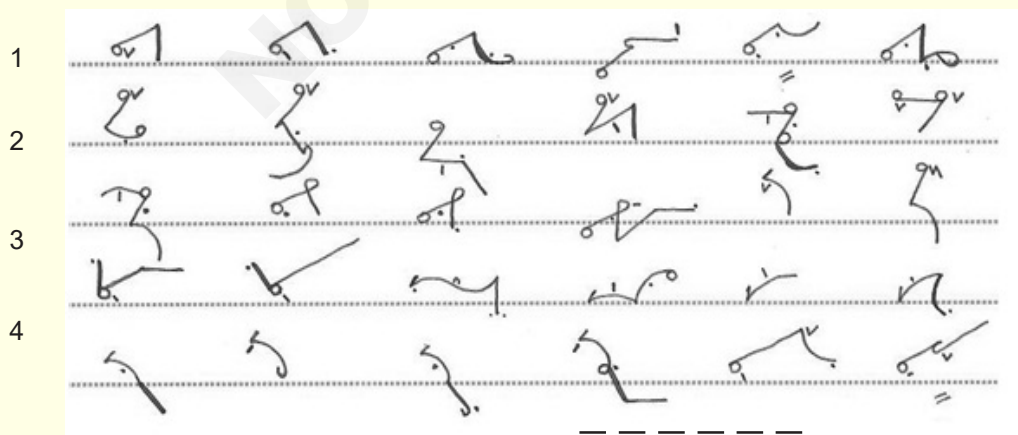
Key to TASK 4

1	hover	hobble	heath	Hindoo	haste	hone
2	highly	hockey	haymaker	hexagon	humility	unheeding
3	mayhem	Know-how	hurry	coffee-house	boyhood	upheaval
4	humble	home-spun	holiday	hillside	helpless	warehouse
5	harbour	hurl	hereby	horse-tail	horoscope	prohibition

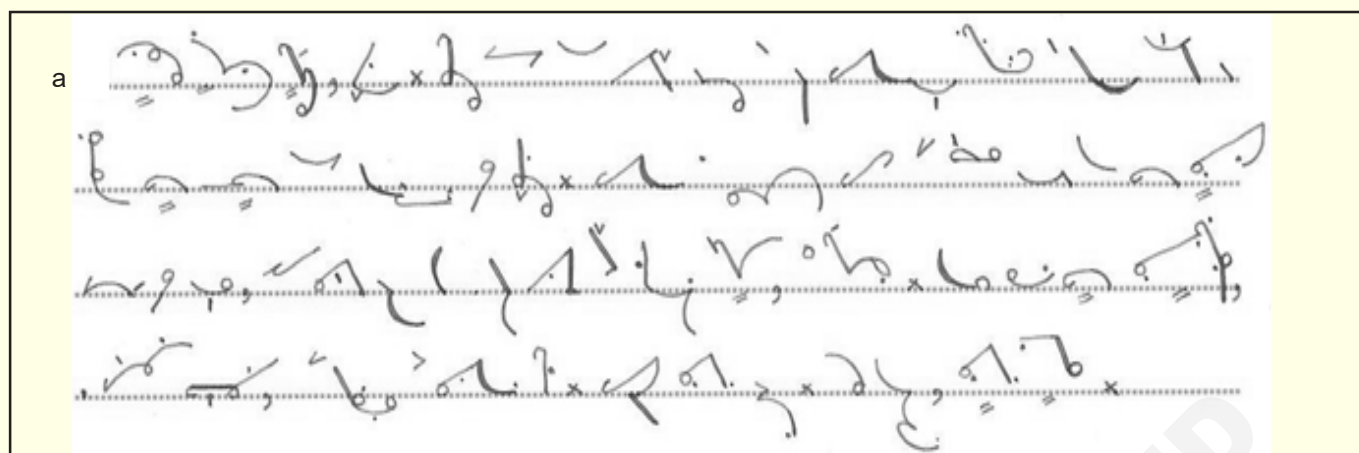
TASK 5: Write outlines for the following words, verify them with the 'key', and practise them at least three lines each.

1	hide	hobby	heaven	hooker	Hannah	headmaster
2	highness	High-pressure	hiccup	High-road	cohesive	sky-high
3	mohair	hasp	hasty	historic	hire	higher
4	adhoc	abhor	humanity	homeless	hull	healthy
5	herb	horn	hairpin	horse-back	horrify	Hawai

Key to TASK 5

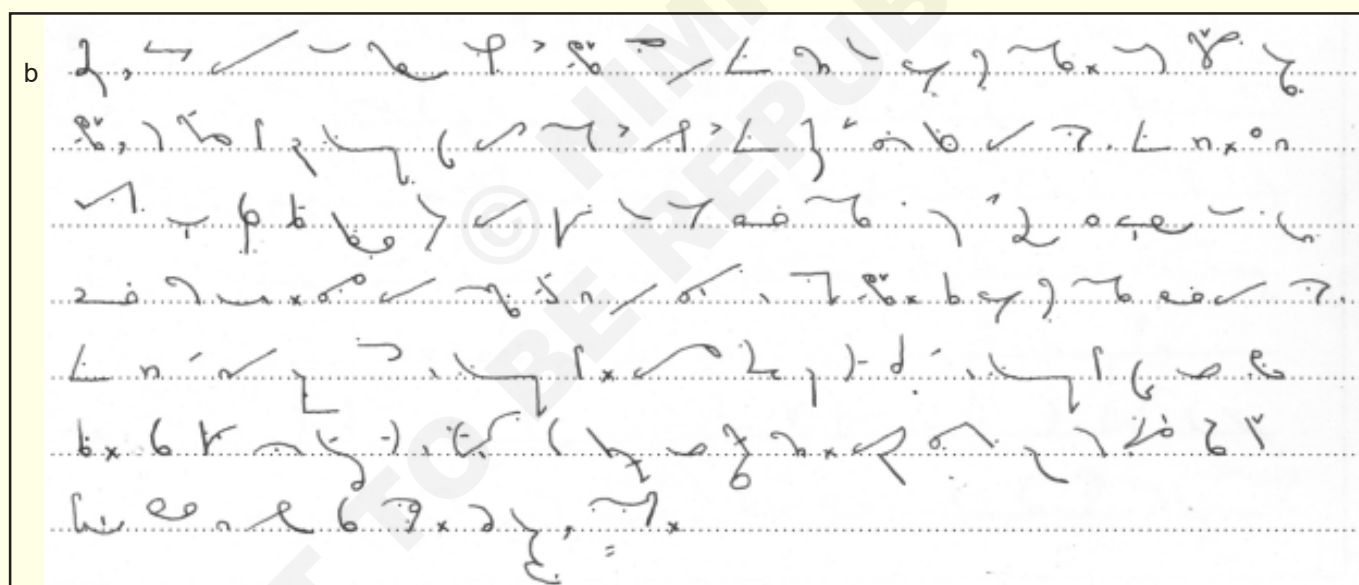


TASK 6a & 6b: Transcribe and write the following scripts into longhand, verify with key and practise the scripts, as many times, as you can.



Key to TASK 6a

- a M/s. Ramesh Brothers, Chennai. Dear-Sirs: In reply to-yours of today we have no apprehension of being unable to-satisfy Mr. Kumar in-the vehicle he desires. We have a similar one on-the stocks now for Mr. Harish, whom he knows, and we hope to-have them both ready by-the 18th of-April, as promised. Have you seen Mr. Hariprasad, the whole-sale grocer, on-the business of-the heavy tray. We shall be happy to-hear. Yours faithfully, Happy Cabs.



Key to TASK 6b

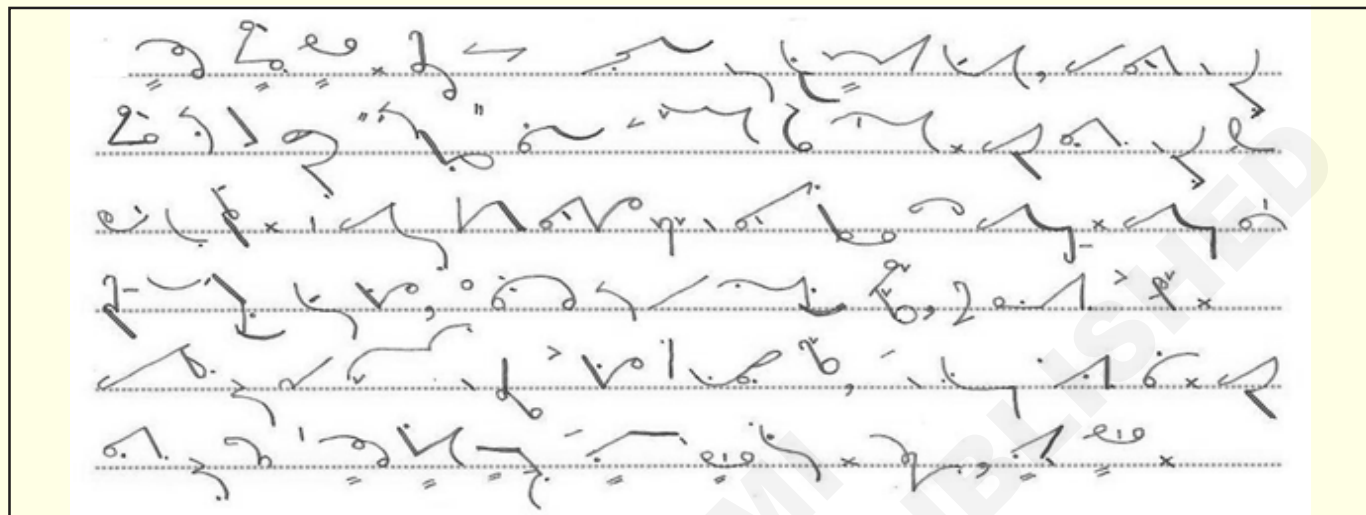
- b Dear Sir: We-are-in pressing necessity of the supplies against our cheque from you for nearly three months. In-your price-list for-these supplies, your promised delivery would-be effective within one month of receipt of-the cheque and-it was on the same basis we mailed-the cheque to-you. As you already know this-city does the business for-which-we deal for only six months a year and-the season is closing in a few weeks from now. Hence we impress upon you our hurry to get-the supplies. It is nearly three months since we mailed-the cheque to-you and you are to take action to - effect-the delivery. We-must ask- you to do-so at-once and to effect the delivery within the next seven days. This delay may force us to thoroughly think before the next purchases from-you. We-shall-be happy to-have your assurance of this by telephone as-soon-as you receive this message. Yours faithfully, Manager.

— — — — —

TASK 7: Write the following passages in shorthand in your shorthand notebook, verify them with 'key' and practise the scripts, as many times, as you can.

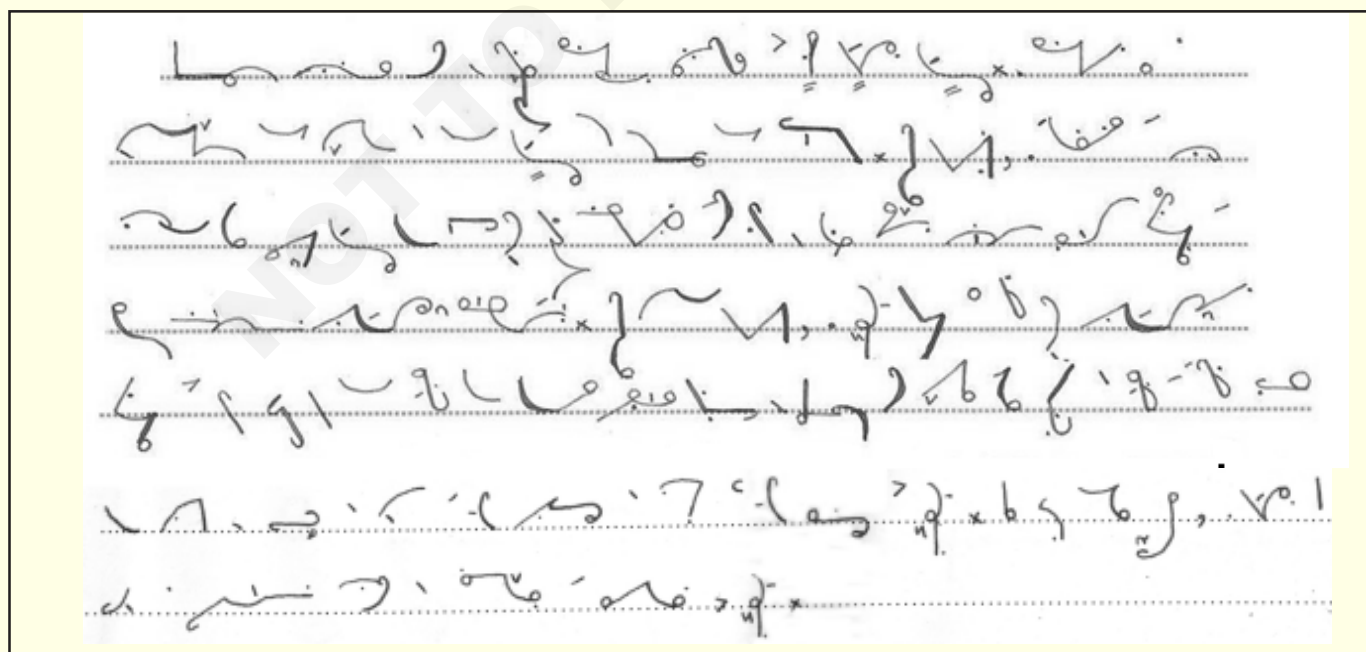
- a M/s. Hawkins & Sons. Dear-Sirs: Referring to-your favour of-March 4th, to ship-the hogs hair by-the steamship "Harbour Master" sailing on the 9th of this month. We-shall-be happy to ship-the stuff sooner if-possible. But we hear it will be hopeless to-try to hurry the business more-than we-have-done. We have had some trouble in obtaining four bales, as sellers here are maintaining high prices through the security of the supply. We-are-pleased to-hear you-are likely to dispose of the bales at enhanced prices, and to effect a ready sale. We-shall-be happy to hear from-you on M/s. Bharat Gupta and Raghu Sons affair. Yours-truly, Raju & Sons.

Key to TASK 7(a)



- b It-gives-me immense pleasure to preside-over-the centenary celebrations of the State Police Force. The century is a long-time in-the life of any Force or organization in the globe. During-this period, the officers and men manning this huge force have gone through painful experiences and they-are able to face-the highly emotional social challenges and severe economic revolutions successfully. During this long period, the society by-and-large has passed through revolutionary changes and the people who-have-been put in suppression for various reasons began to discover their rights and-this agitation of suppressed and oppressed classes have led to creation of law and other regulations of matching with other sections of-the society. It is here in-this situation, the Police had shown a unique measure of sacrifice and service to the society.

Key to TASK 7(b)










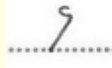

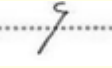



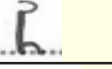

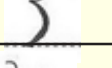




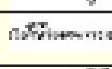




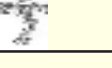
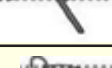
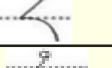
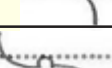





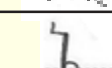
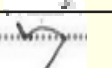
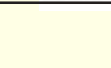
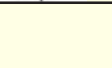


Practice of phraseography and dictation

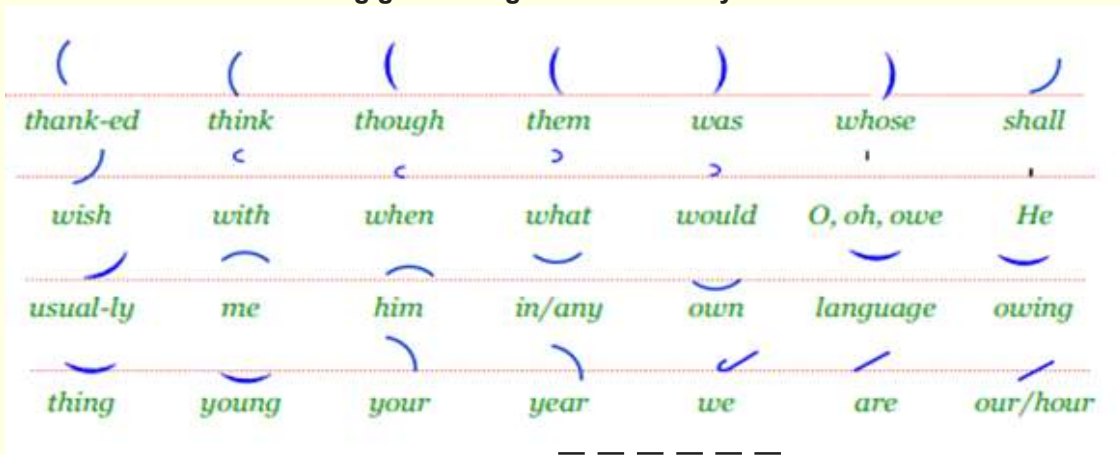
Objectives: At the end of this exercise you shall be able to

- recognize phraseography at a glance
- write phraseography in dictation and transcribe.

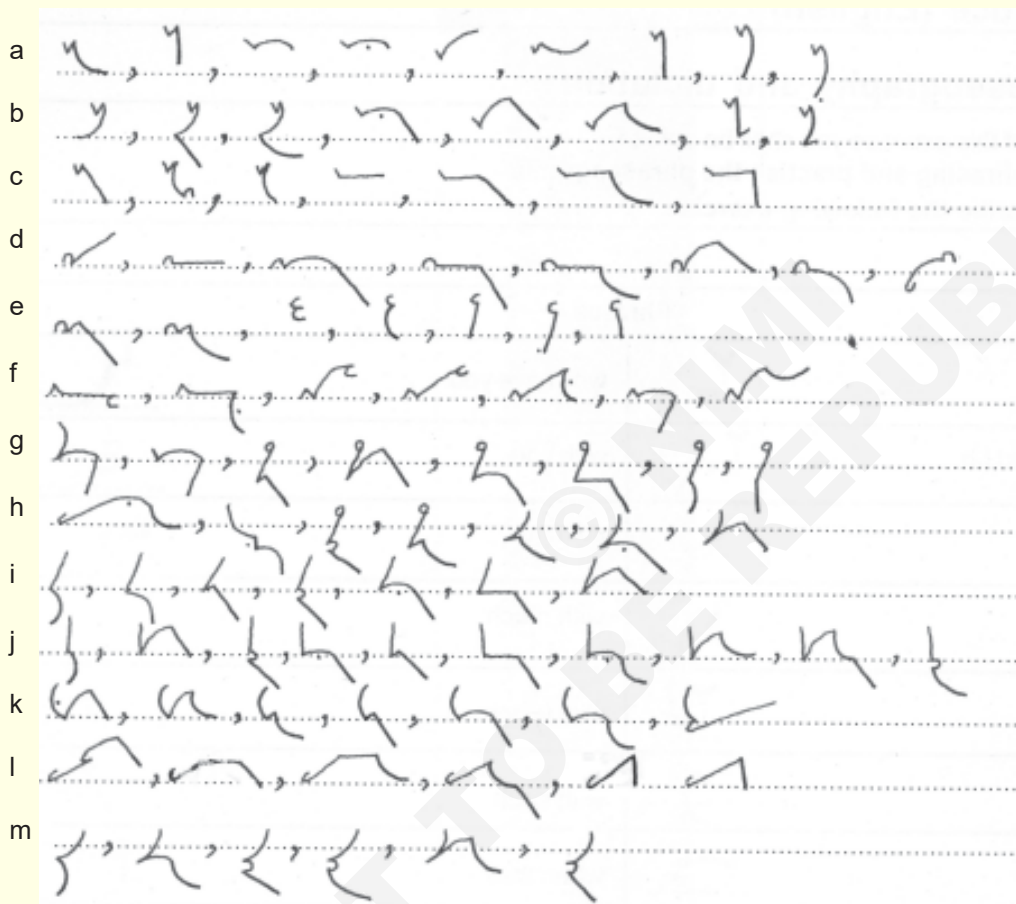
TASK 1: Read, copy, practice and transcribe

Phrases			
I thank you		why have you	
I think you should be		with you	
I have the		so much	
I have had		with much	
I saw the		with which	
I see		with each	
I am		when they	
I may be		what do you	
I will		what was	
I will be		what can be	
you should		it would be	
you should be		it should be	
you can		it will be	
you will		it was	
you will be		which was	
you may be		which were	
you were		he should be	
if you were		he will be	
they were		if he	
how can they		if he were	

TASK 2: Practice the following grammalogues 20 times in your notebook



TASK 3: Read, copy, practise and transcribe



Key to TASK 3

- a I have, I had, I am, I may, I will, I were, I know, I do, I was, I see.
- b I shall, I shall be, I shall have, I may be, I will be, I will have, I had the , I was the.
- c I hope, I thank you, I think, I can, I can be, I can have, I can do.
- d You are, you can, you may be, you can be, you can have, you will be, you were, will you
- e You should be, you should have, with you, with them, with which, with each, with it.
- f How can you, how can they, how will you, how are you, how are they, how much, how long.
- g So much, too much, he should be, he will be, he may be, he can be, he was, he had.
- h We may have, if he were, he would be, he should have, she should have, she may be, she will be

- i Which was, which were, which should be, which would be, which may be, which can be, which will be
- j It was, it will be, it would be, it may be, it should be, it can be, it may have, it will have, it will have to be, it would have.
- k they will be, they will have, they should have, they should be, they may be, they may have, they were.
- l We will be, we can be, we can have, we have to be, we had, we do.
- m She was, she may have, she would be, she would have, she will have, she would become.

A Check and mark errors of phrases and practise

Vowel Signs can be put to strokes to write words according to the received (Indian) pronunciation, not necessarily Oxford pronunciation, if there is no confusion in understanding them. If an outline has been written at a wrong place, it can be represented correctly by placing a vowel sign.

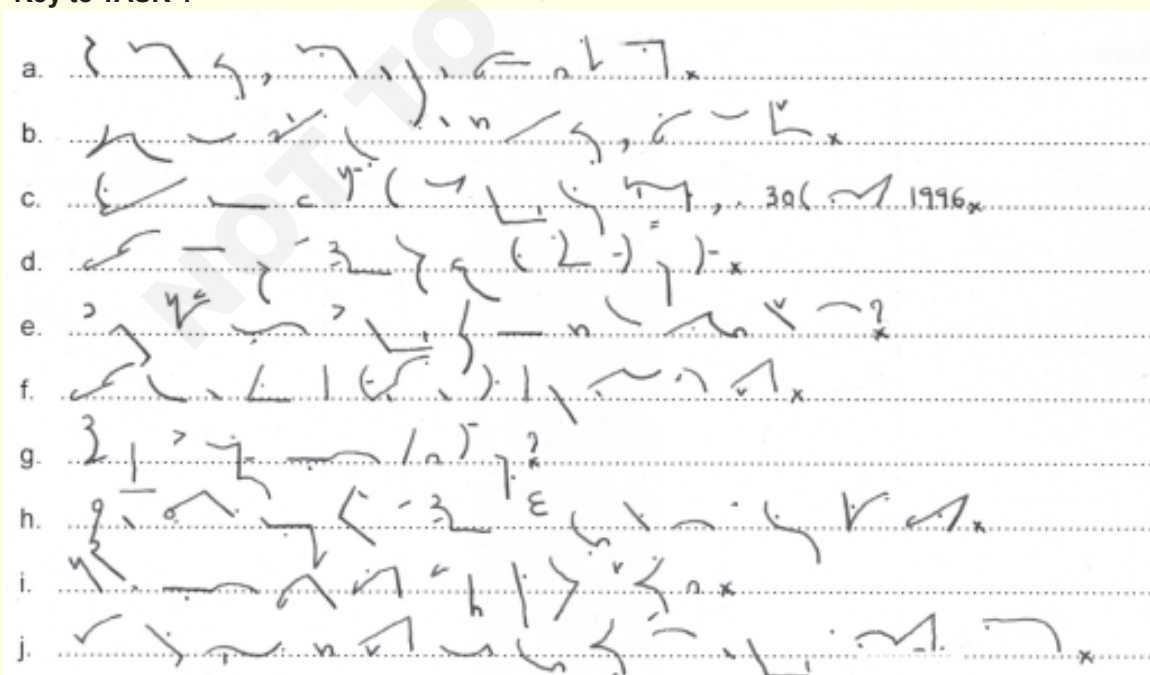
(E.C.)

TASK 4: Take dictation and transcribe. Verify with key. Practice more if the errors exceeded more than 5%

Now test your knowledge and skill by writing dictation at 40.w.p.m. Transcribe and verify with the key. Practise more if the errors exceed 5 %.

- a Although I may be here, I may be too busy to welcome you at the gate.
- b She will have no worry if all of you are here, well in time.
- c They were together when I saw them in the book fair on Monday, the 30th March 1996.
- d We will go to them and work for them whenever they ask us, to do so.
- e what should be the ideal name of the book which was given to you for review by me?
- f We will have to check it thoroughly to say it to be wrong or right.
- g What was the outcome of the indoor game which you saw today?
- h He would be too happy to get the job and work with you if you pay him a fair daily wage.
- i I hope the game will be held on the due date for which I assure you.
- j I will pay the money to you right now if you assure me to book a Maruti car.

Key to TASK 4

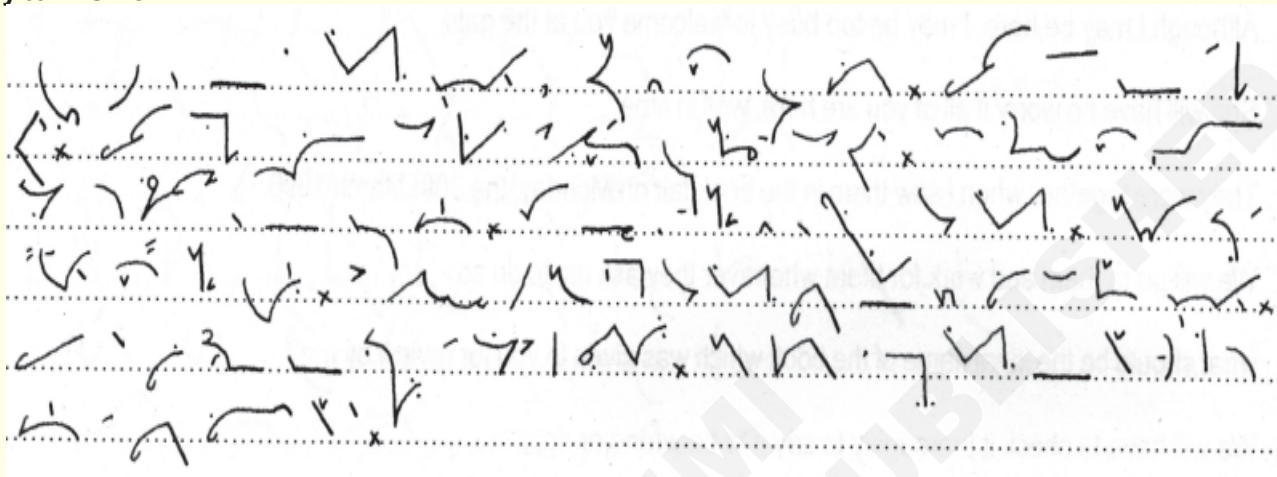


TASK 5: Write in shorthand (Dictation) Mark errors with the help of Key and practice all the corrected outlines

Write in Shorthand (40 w.p.m.) Mark errors with the help of key and practise all the corrected outlines 20 times each.

If you wish to give a party tomorrow, I assure / you my full help. We will go together and do // the job. We will get the milk in the dairy /// and the required food items in the shop. I am (1) asking my colleague Anil or Ahluwalia to come to your / home. I will give you the idea how to prepare for // the party. I hope you will hear and follow my /// idea fully. All the revenue which I have got for (2) the party will be given to you well in time / tomorrow. We all will work together heartily and enjoy it // happily. I hope it will be a kitty party given /// by us at your home and will be welcomed by all.

Key to TASK 5



Errors committed

.....

.....

Sitting posture and Finger positioning on the Keyboard

Objectives: At the end of this exercise you shall be able to

- understand the correct sitting posture
- use good techniques (sit up straight, feet flat on the floor, fingers curved, and wrists slightly raised off the keyboard).

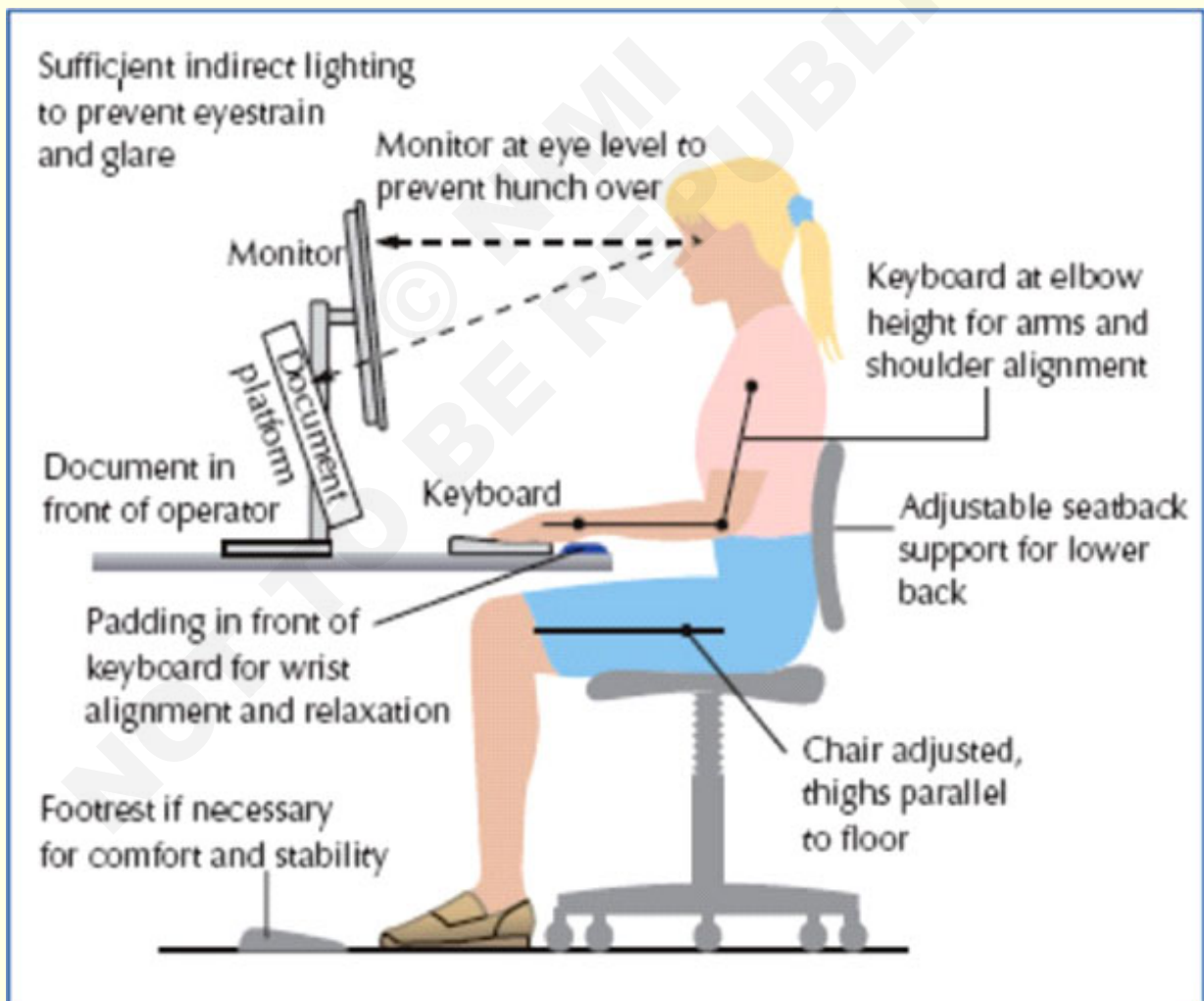
TASK 1: Sitting posture

Practice sitting posture as shown in (Fig 1) under the supervision of the Instructor.

Adjust the monitor height and tilt if possible: Ideally, your monitor will sit at eye height, though this may need not be possible for your computer, you may need to tilt up or down the monitor to prevent your neck and eyes from straining.

- If this is not possible for your desk, consider moving your chair back, or reclining slightly.
- If you can, position the top of the monitor approximately 2 to 3 inches above your seated eye level.
- If you wear bifocals, lower the monitor to a comfortable reading level.

Fig 1



Finger positioning on the keyboard

Objectives: At the end of this exercise you shall be able to

- learn and perform touch keyboarding accurately
- how to type without looking at the keyboard
- operate numerical keypad with one hand.



TASK 1: Practice Home row by positioning fingers correctly (till you famaliarise.)

asdfg ;lkjh asdfg ;lkjh asdfg ;lkjh asdfg ;lkjh
 asdfg ;lkjh asdfg ;lkjh asdfg ;lkjh asdfg ;lkjh

TASK 2: Type the words (Home row) correctly using correct fingers without looking at the keyboard

ask fas alas asks shad lads flags flash glass
 jag fag fall hash glad sags galls halls salad
 jak has jags gaff hall dash flash slash flasks
 lad sad lash adds gall gash shall lakhs dhalls

TASK 3: Practice upper row (till you familiarize)



awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj;

Letters Q, W, E, R, and T keys for the left hand and P,O,I,U, and Y keys for the right hand. (left index finger will touch R and T while right index finger will touch U and Y)

qwert poiuy qwert poiuy qwert poiuy qwert poiuy
 qwert poiuy qwert poiuy qwert poiuy qwert poiuy

TASK 4: Type the following words comprising home row and upper row.

fish	kodak	ahead	larks	quail	appels	reader	flukes	fiddle
dead	rails	sales	agile	isles	shouldq	liquid	shower	saddle
iodls	jaded	sails	filed	legal	folder	sledge	squall	larger
grafe	jails	lakes	roses	rupee	sequeal	fields	lulled	dislike
apple	dirks	lease	equip	skill	easels	dollar	poorer	require
asked	forks	hedge	would	grass	jokers	jailer	equals	refresh
fails	usual	liked	walks	peaks	orders	follow	drawls	defiles

— — — — —

TASK 5: Practice home row and upper row by using index finger

gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj

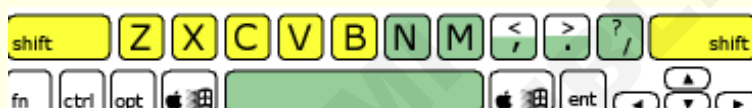
— — — — —

TASK 6: Practice the following words using upper and home rows.

Lawyers streaks shipped hillside herewith Proposals

— — — — —

TASK 7: Practice Bottom row by using correct fingering till you familiarize



The letters Z, X, C, V, and B keys for the left hand and full stop, comma, M, N and B for the right hand. (left index finger will touch C & V while right index finger will touch N & B)

zxcv ,.mnb	zxcv ,.mnb	zxcv ,.mnb	zxcv ,.mnb
zxcv ,.mnb	zxcv ,.mnb	zxcv ,.mnb	zxcv ,.mnb

— — — — —

TASK 8: Practice the words covering home, upper and bottom rows.

amazed journal gambols picking vineyard grizzled

— — — — —

TASK 9: Practice alphabets abcd.....forward and zyxwv.....backward

abcdefghijklmnopqrstuvwxyz zyxwvutsrqponmlkjihgfedcba

— — — — —

Office Administration and Facility Management

Exercise 1.2.18


Stenographer Secretarial Assistant (English) - Formation of words, Phrases and Practice of MS Word

MS word - Create files on computer using various options

Objectives: At the end of this exercise you shall be able to

- create a document using MS WORD 2010
- enter a text using key board
- save the file by using save and save as options
- close and open the document.

TASK 1: Create a new document using MS WORD 2010

- 1 Press the  button on the TASK bar, select and click it.
- 2 Choose MS OFFICE, select Microsoft.
- 3 Word 2010 as in (Fig 1).

A new Document appears on the screen as in (Fig 2).

Fig 1

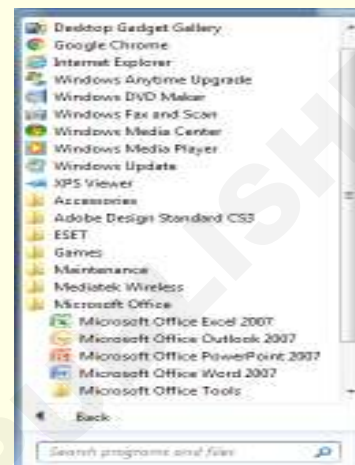
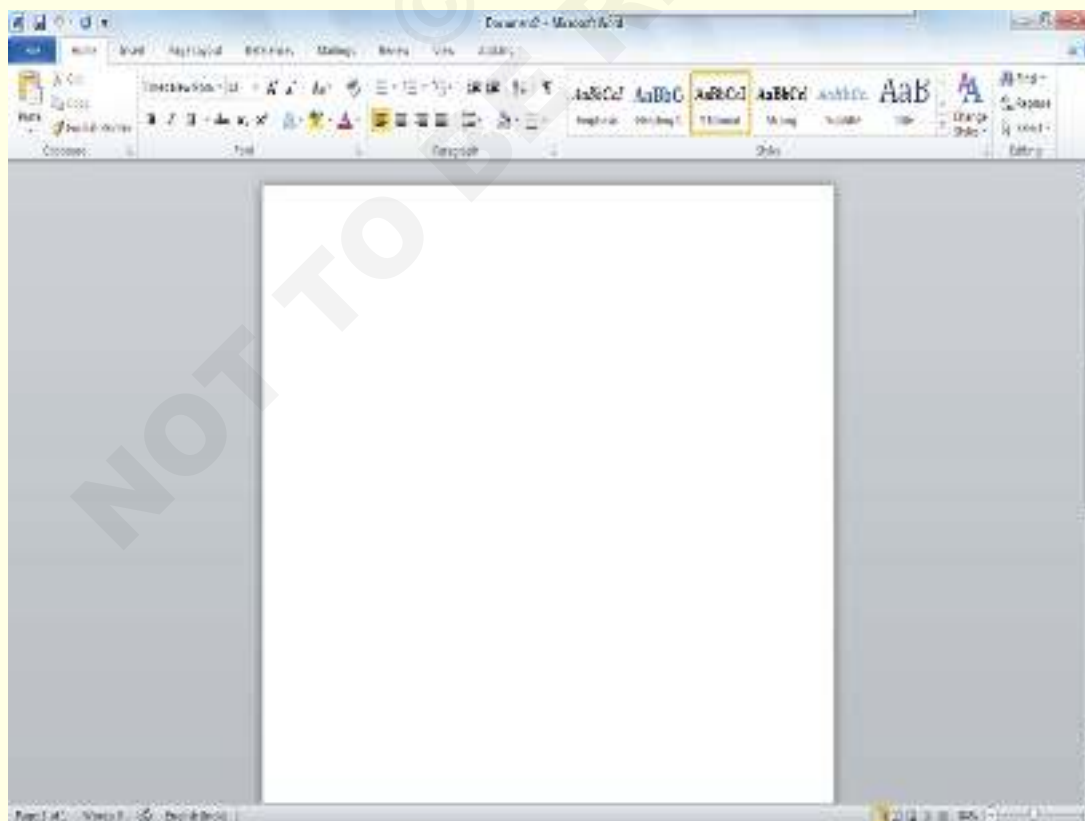


Fig 2



TASK 2: Enter text using keyboard

- 1 Type the following passage in the opened new document.

For starting line of the paragraph “Press Tab” on the keyboard for indentation.

“Sarah, Plain and Tall is a book by Patricia McLachlan. It won the Newbery medal in 1986. This book is about a family that lives in the Midwest. Caleb and Anna are the

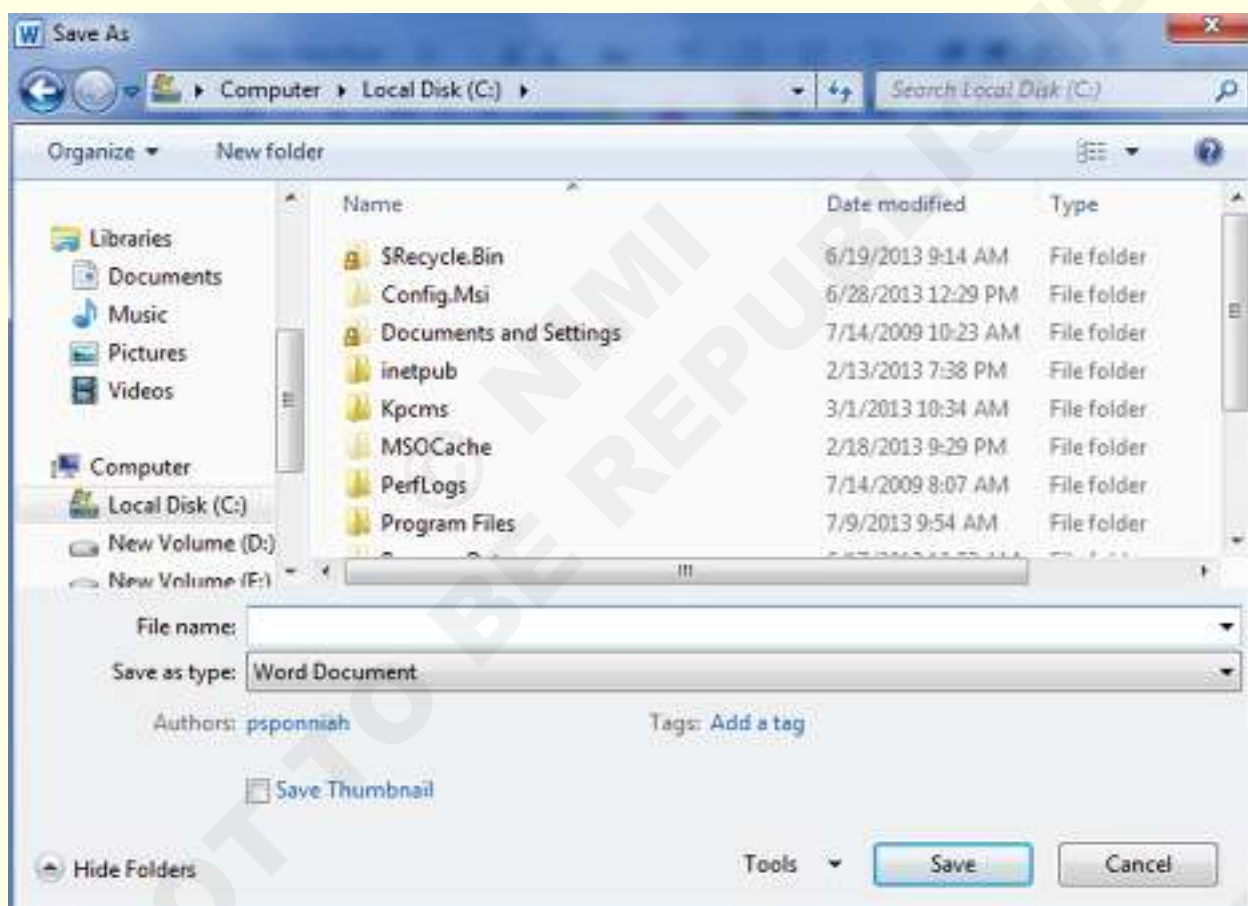
main characters. Their mother died when they were young. Their father places an ad for a wife in a newspaper. A lady named Sarah answers the ad and comes to live with the family.

“Sarah is nice but she is from Maine and misses the sea. The family finds things to remind her of her home. A hay mound is like the sand dunes. The plains stretch out like the sea. They swim in the cow pond”.

TASK 3: Save the document using ‘Save as’ option

- 1 Press File, choose save option a screen appears as in Fig 3.
- 2 Click save.

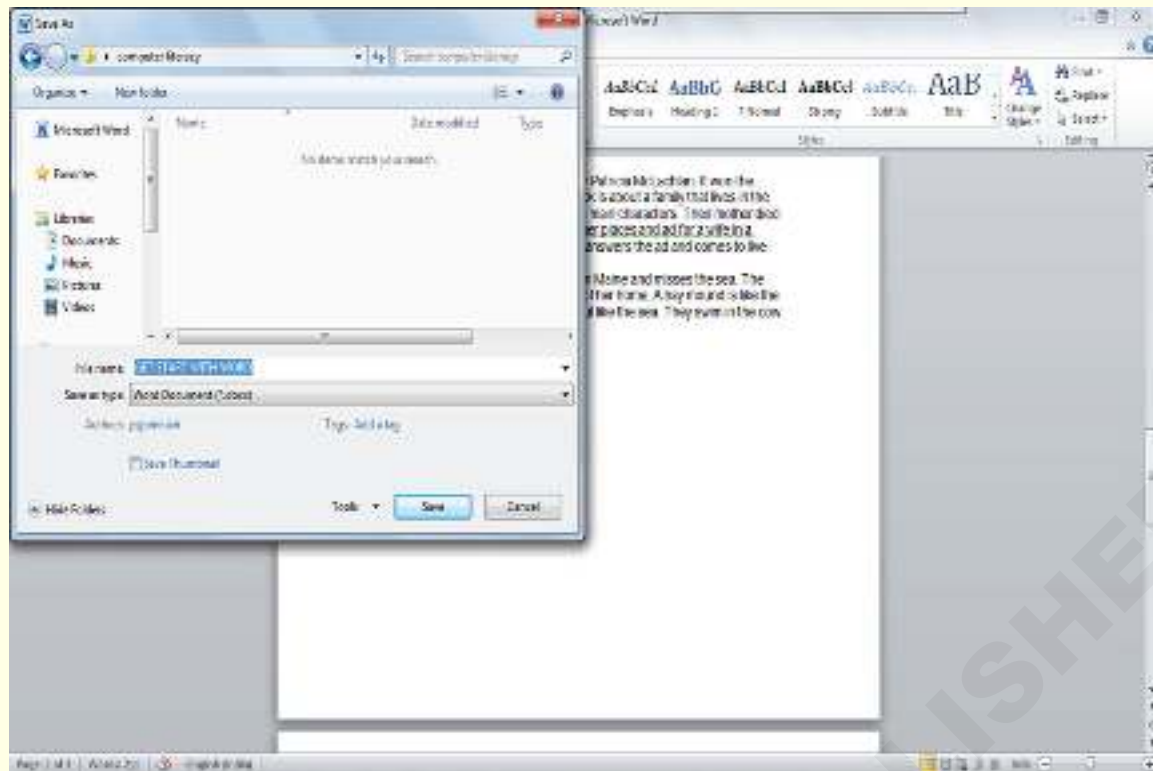
Fig 3



A default document and library folder in C: appears.

- 3 Change the location to desktop by clicking the location bar.
- 4 Select the folder computer literacy, and type as word exercise 1.docx and click save button as in Fig 4.

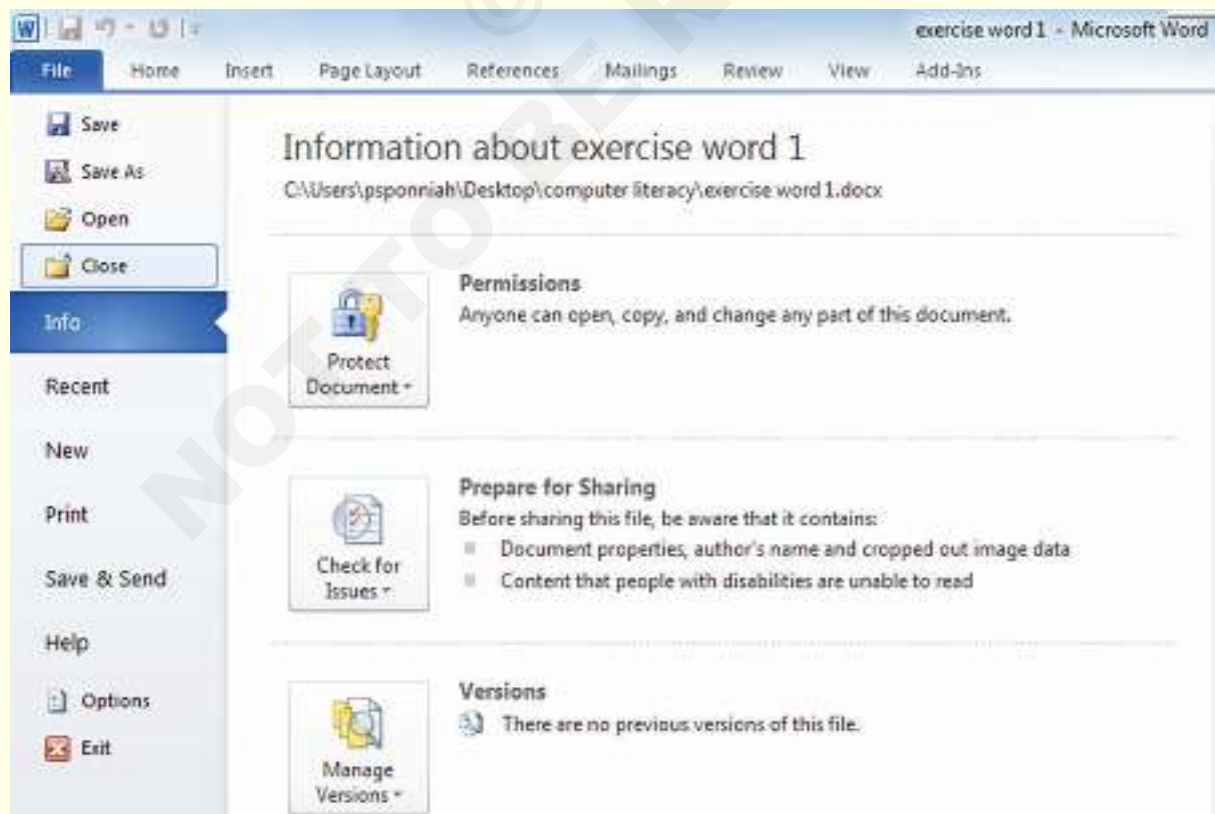
Fig 4



TASK 4: Close and open the document

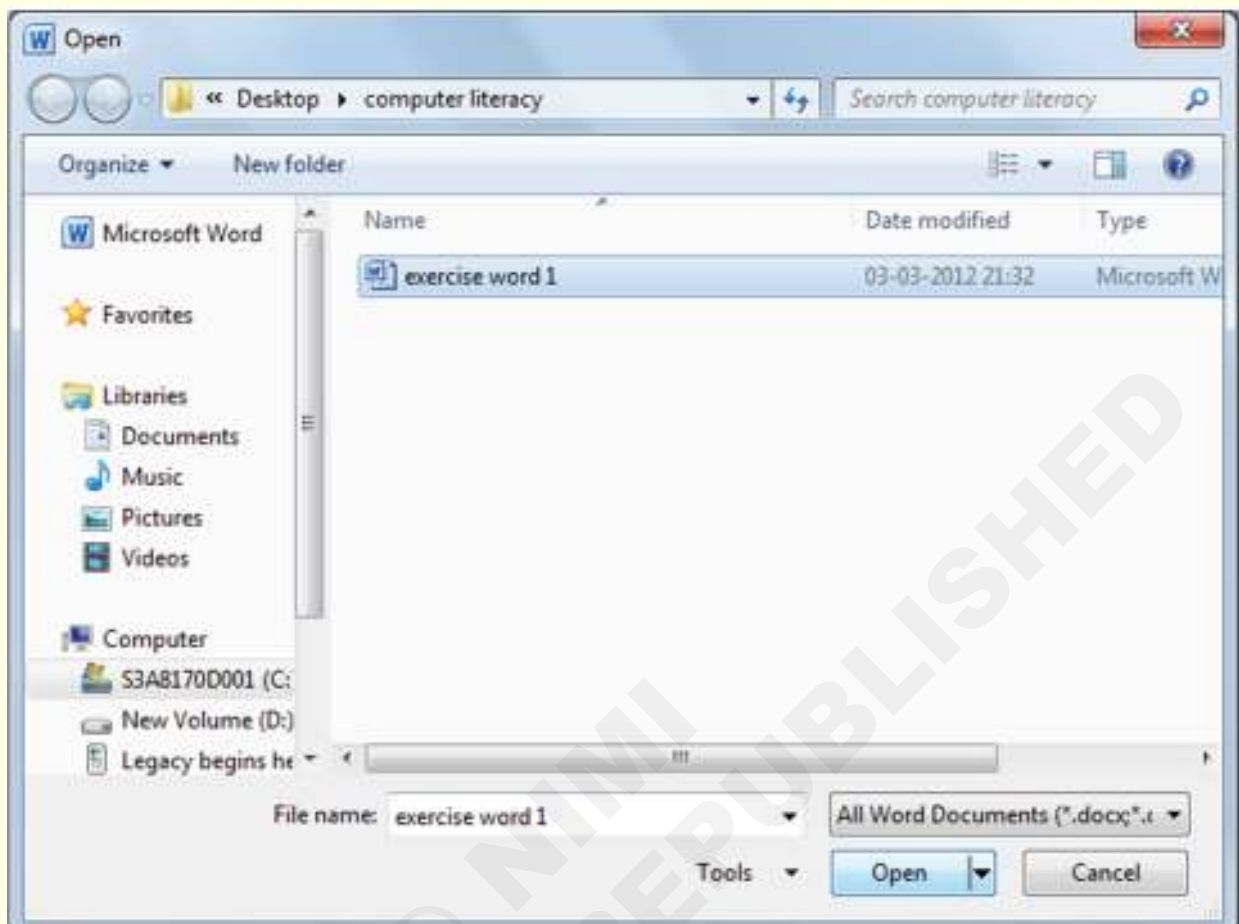
- 1 Select file menu and click close menu item as on (Fig 5).

Fig 5



- 2 Open the saved file by pressing file menu and choose the "exercise word 1" click open button as on Fig. 6

Fig 6



- 3 Type the following passage to the created file.

“But Sarah still misses Maine and decides to go back. Caleb and Anna are afraid she will not return. But Sarah does come back. She adjusts to her new life. So do Anna and Caleb and Father. After a terrible hailstorm, they all help repair the damage. They become a family”.

- 4 Save it by clicking  tool.

Formatting a word document

Objectives: At the end of this exercise you shall be able to

- change font size, style, align paragraph and justify
- spell check the document
- edit text using cut, copy and paste
- print the document.

PROCEDURE

TASK 1: Change Font size, style , align paragraph and justify

- 1 Open file Word ex1 from the computer literacy folder in Desktop.
- 2 Select the entire document by pressing Ctrl+A.

- 3 Choose Font style as "Comic sans MS" and font size as 14, and apply italic by clicking the font style, font size and Italic from font group of the ribbon as shown in (Fig 1).

The text changes to chosen font style, size and Italic as shown in (Fig 2). Note the right side of the paragraph is not justified and lines are close to each other.

Fig 1

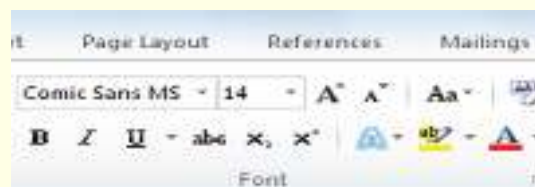
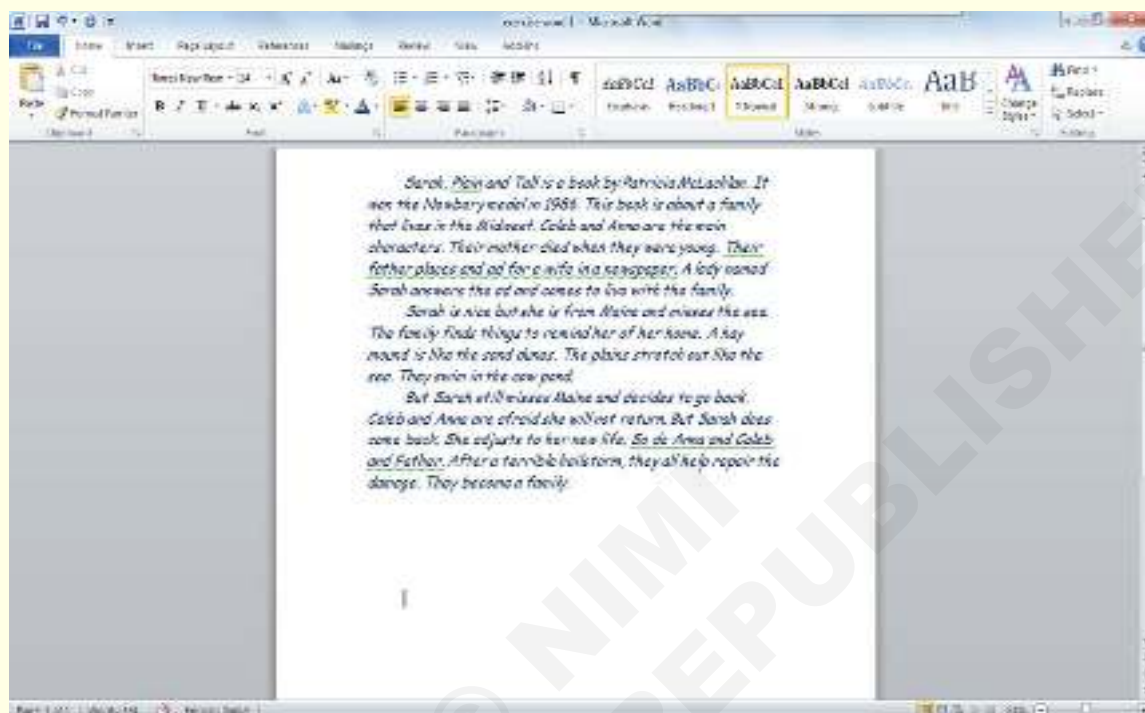


Fig 2



- 4 Select the entire document and apply 1.5 for line spacing option
- 5 Click justify button to justify it from paragraph group as shown in (Fig 3).

The aligned texts appear as in Fig 4. Note that a green squiggly line appears. Word indicates Green for flagged grammatical errors, such as a subject/verb agreement. Red for flagged spelling errors (or words that MS Word doesn't know). Blue for flagged contextual errors. A word spelled correctly but used out of context. Example: I "no" you "no" what that means.

Fig 3

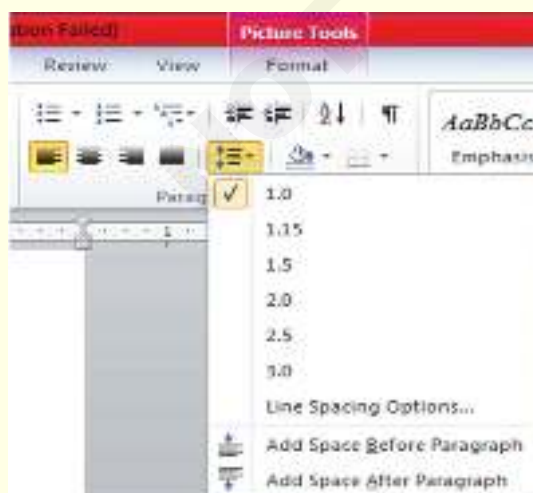


Fig 4

Sarah, Plain and Tall is a book by Patricia McLachlan. It won the Newbery medal in 1986. This book is about a family that lives in the Midwest. Caleb and Anna are the main characters. Their mother died when they were young. Their father places an ad for a wife in a newspaper. A lady named Sarah answers the ad and comes to live with the family. Sarah is nice but she is from Maine and misses the sea. The family finds things to remind her of her home. A boy named is like the sand dunes. The plains stretch out like the sea. They swim in the sea pond. But Sarah still misses Maine and decides to go back. Caleb and Anna are afraid she will not return. But Sarah does come back. She adjusts to her new life. So do Anna and Caleb and Father. After a terrible hailstorm, they all help repair the damage. They become a family.

- 6 Change 'and' as 'an' on the fourth line from the top.
(Their father places and ad for a wife in a newspaper)
- 7 Change 'and' with ',' on the third line from the bottom.
(So do Anna and Caleb and Father.)

Now the green lines disappear. Word only uses this as a flagged indicator, and it doesn't get printed in hard copy.

TASK 2 : Spell check the document


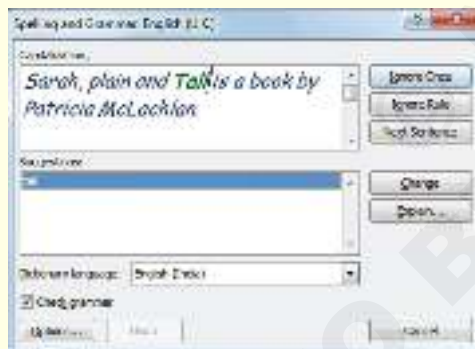
- 1 Click Review tab and choose  to check the spelling and grammar of the typed text. (Fig.5)

Fig 5



- 2 Click Change.
Word continues to Spell Check as shown in (Fig 6)

Fig 6



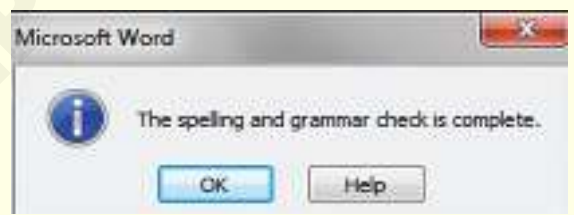
- 3 Click change (Fig 7)

Fig 7



- 4 Click Change (Fig 8)
- 5 Click OK

Fig 8



TASK 3: Editing text using Cut, Copy and Paste

- 1 Select the second paragraph as shown in the Fig 9.
- 2 Click Cut from the clipboard group in Home tab as shown in (Fig 10)

Fig 9

Sarah, plain and tall is a book by Patricia McLachlan. It was the Newbery award in 1988. This book is about a family that lives in the Midwest. Caleb and Anna are the main characters. Their mother died when they were young. Their father places an ad for a wife in a newspaper. A lady named Sarah answers the ad and comes to live with the family.

Sarah is nice but she is from Alaska and misses the snow. The family soon changes to accept her as her home. A boy named Caleb is the best friend. The young children are like the snow. They know the snow from the snow.

But Sarah still misses home and decides to go back. Caleb and Anna are afraid she will not return. But Sarah does come back. She adjusts to her new life. So do Anna, Caleb and Father. After a terrible hailstorm, they all help repair the damage. They become a family.

Fig 10



The selected second paragraph is cleared as shown in (Fig 11)

- 3 Click the insertion point at the end and click Paste.

Fig 11

Sarah, plain and tall is a book by Patricia McLachlan. It won the Newbery medal in 1986. This book is about a family that lives in the Midwest. Caleb and Anna are the main characters. Their mother died when they were young. Their father places an ad for a wife in a newspaper. A lady named Sarah answers the ad and comes to live with the family.

But Sarah still misses Maine and decides to go back. Caleb and Anna are afraid she will not return. But Sarah does come back. She adjusts to her new life. So do Anna, Caleb and Father. After a terrible hailstorm, they all help repair the damage. They become a family.

The second paragraph is pasted as third paragraph as shown in Fig 12.

Fig 12

Sarah, plain and tall is a book by Patricia McLachlan. It won the Newbery medal in 1986. This book is about a family that lives in the Midwest. Caleb and Anna are the main characters. Their mother died when they were young. Their father places an ad for a wife in a newspaper. A lady named Sarah answers the ad and comes to live with the family.

But Sarah still misses Maine and decides to go back. Caleb and Anna are afraid she will not return. But Sarah does come back. She adjusts to her new life. So do Anna, Caleb and Father. After a terrible hailstorm, they all help repair the damage. They become a family.

Sarah is nice but she is from Maine and misses the sea. The family finds things to remind her of her home. A hay mound is like the sand dunes. The plains stretch out like the sea. They swim in the cow pond.

Fig 13

Sarah, plain and tall is a book by Patricia McLachlan. It won the Newbery medal in 1986. This book is about a family that lives in the Midwest. Caleb and Anna are the main characters. Their mother died when they were young. Their father places an ad for a wife in a newspaper. A lady named Sarah answers the ad and comes to live with the family.

But Sarah still misses Maine and decides to go back. Caleb and Anna are afraid she will not return. But Sarah does come back. She adjusts to her new life. So do Anna, Caleb and Father. After a terrible hailstorm, they all help repair the damage. They become a family.

Sarah is nice but she is from Maine and misses the sea. The family finds things to remind her of her home. A hay mound is like the sand dunes. The plains stretch out like the sea. They swim in the cow pond.

Fig 14

Sarah, plain and tall is a book by Patricia McLachlan. It won the Newbery medal in 1986. This book is about a family that lives in the Midwest. Caleb and Anna are the main characters. Their mother died when they were young. Their father places an ad for a wife in a newspaper. A lady named Sarah answers the ad and comes to live with the family.

Sarah is nice but she is from Maine and misses the sea. The family finds things to remind her of her home. A hay mound is like the sand dunes. The plains stretch out like the sea. They swim in the cow pond.

But Sarah still misses Maine and decides to go back. Caleb and Anna are afraid she will not return. But Sarah does come back. She adjusts to her new life. So do Anna, Caleb and Father. After a terrible hailstorm, they all help repair the damage. They become a family.

Sarah is nice but she is from Maine and misses the sea. The family finds things to remind her of her home. A hay mound is like the sand dunes. The plains stretch out like the sea. They swim in the cow pond.

- 4 Select the third paragraph as shown in (Fig 13)
- 5 Click Copy from the Clipboard group
- 6 Click the insertion point before the second paragraph and click paste from the clipboard group.

The Second paragraph gets to its original place and it also appears as the fourth paragraph as shown in Fig 14.

- 7 Select the fourth paragraph
- 8 Click delete key or click cut from clipboard group.

The Fourth paragraph gets deleted

- 9 Get it checked with the Instructor

TASK 4: Print the document

- 1 Click file and choose print option from the ribbon.

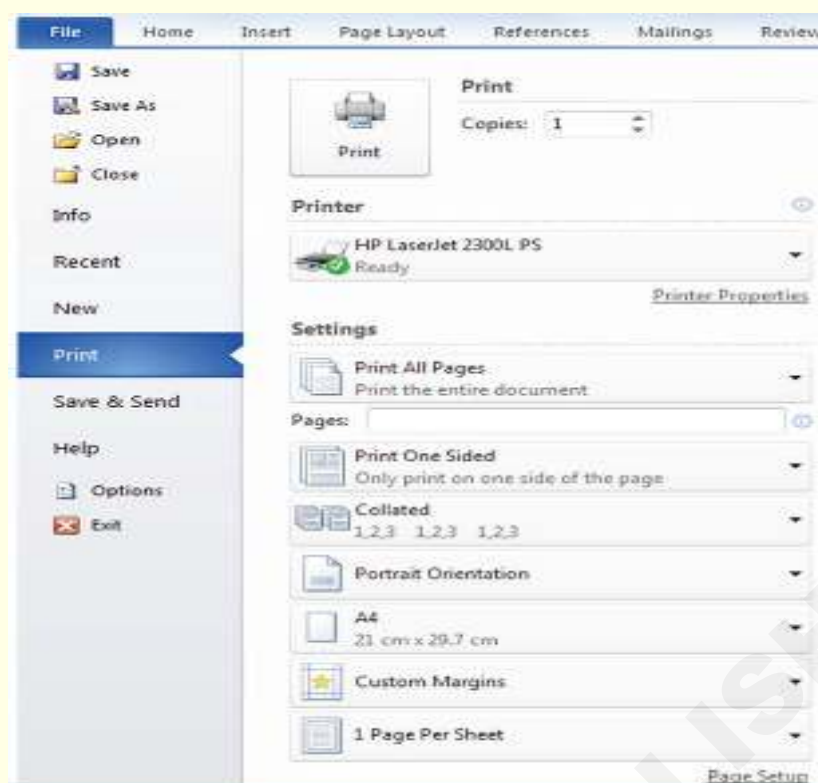
A default printer will be selected and the preview of the page is shown as on Fig 15.

- 2 Click print



- 3 Get check it with the instructor.

Fig 15



Work with tables in word

Objectives: At the end of this exercise you shall be able to

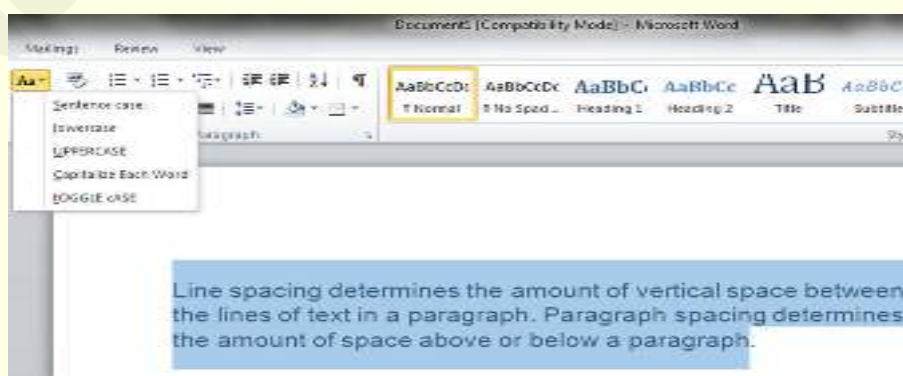
- change text case
- create time table
- change the row height
- change the column width
- add a row
- delete a row
- design table
- add bullets and numbering.

TASK 1: Change text case

- 1 Type the text as shown in the (Fig 1).
- 2 Select the text to assign a new case as shown in (Fig1)
- 3 Click the Home tab.
- 4 Click the “**Change Case**” button as shown in (Fig 1).
- 5 Click “**Toggle case**” to change the text.

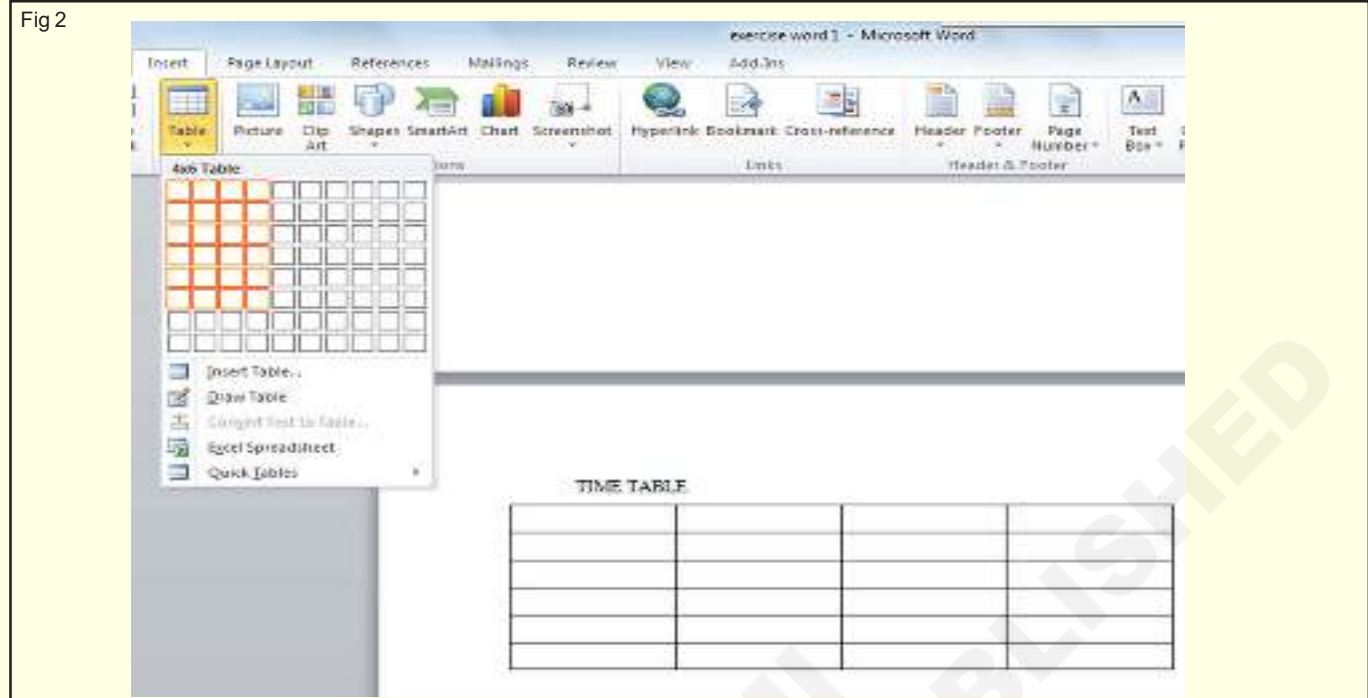
The text gets converted to the selected case as on (Fig 1).

Fig 1



TASK 2: Create Time table

- 1 Create a new file in word.
- 2 Type Heading as "TIME TABLE".
- 3 Click insert tab and choose 6 rows and 4 columns from Table and click it as shown on (Fig 2).



- 4 Type the following in table

To move to next column press tab key. The typed text appears as on Table 1

Day	Forenoon	Break	Afternoon
	9.00 - 12.00	12.00 - 12.30	12.30 - 5.30
Monday	Trade Theory	Lunch	Trade practical
Tuesday	Trade Theory	Lunch	Trade practical
Wednesday	Work shop science	Lunch	Trade practical
Thursday	Engg. Drawing	Lunch	Trade practical
Friday	Trade Theory	Lunch	Trade practical

Table 1

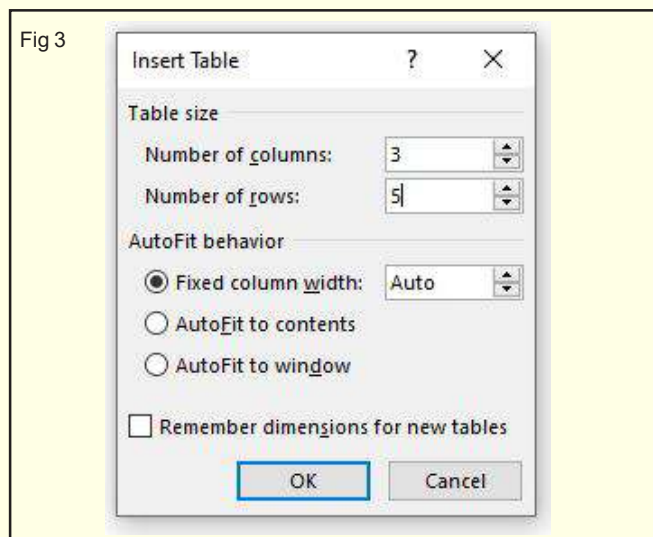
TIME TABLE			
Day	Forenoon 9.00 – 12.00	Break 12.00 – 12.30	Afternoon 12.30 – 5.30
Monday	Trade Theory	Lunch	Trade practical
Tuesday	Trade Theory	Lunch	Trade practical
Wednesday	Work shop science	Lunch	Trade practical
Thursday	Engg. drawing	Lunch	Trade practical
Friday	Trade Theory	Lunch	Trade practical

TASK 3: Creating a New Table

To insert a table into a new or existing document

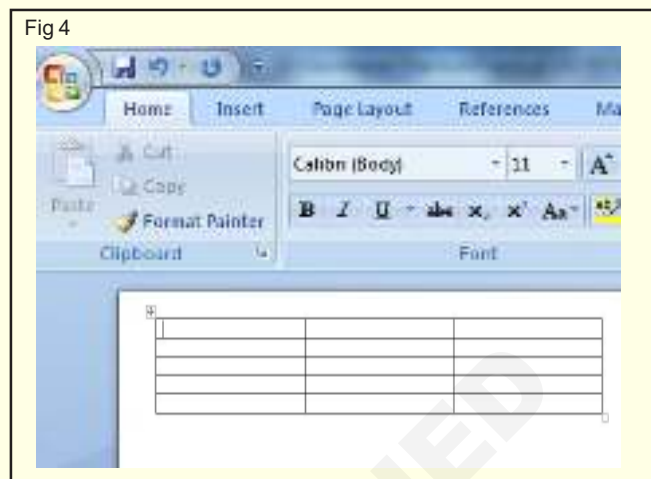
- 1 Click at the position where you want to insert the table.
- 2 On the table manu, point to Insert, and then click Table.

The **Insert Table** dialog box appears. (Fig 3)



- 3 You need 21 rows and 3 columns to display the tour details. Under Table size, enter these numbers in the corresponding boxes.

Word inserts a table with 5 rows and 3 columns. (Fig4)



Entering text in a Table

You have created the table. You can now start entering the text. The first step is to enter the column headings. S.No. (S.No. stands for Serial Number), Student Name and Address. The next step is to enter the details for each student. You can list the boys first, and then the girls.

The table after entering details

Sl.No	Student Name	Address
1	Manoj	No.23, M.G. Road, Delhi - 34.
2	Vinay	No.12, Sardar Patel Road, Delhi - 56.
3	Rajeev	No.4, 1st Cross Street, Tagore Nagar, Delhi - 67.
4	Ajith	No.23, Main Street, Rajaji Nagar, Delhi - 56.
5	Naveen	No.56, Station Road, Delhi - 45.
6	Ajay	No.34, Indra Nagar, Delhi - 54.
7	Prakash	No.45, R.K. Nagar, Delhi - 12.
8	Vivek	No.32, R.K.Nagar, Delhi - 12
9	Kumar	No.32, M.G. Road, Delhi -34.
10	Kiran	No.23, 3rd Cross Street, Tagore Nagar, Delhi - 67.
11	Reena	No.12, 3rd Main Road, Gandhi Nagar, Delhi - 45.
12	Sindhu	No.9, Station Road, Delhi - 45.
13	Preeth	No.10, M.G. Road, Delhi 34.
14	Jaya	No.10, Nehru Nagar, Delhi - 45.
15	Jyothi	No.6, Rajaji Street, Delhi - 45.
16	Divya	No.9, Vivekananda Nagar, Delhi - 54.
17	Nirmala	No.34, Vivekananda Nagar, Delhi - 54
18	Rita	Rita Vila, Nehru Bazaar, Delhi - 45
19	Sunita	No.21, Nehru Bazaar, Delhi - 45.
20	Vijaya	No.5, Indira Nagar, Delhi - 54.
21	Deepa	No.32, Nehru Nagar, Delhi - 45.

The table is now complete. The table 2 displays the last few records of the table.

17	Nirmala	No.34, Vivekananda Nagar, Delhi - 54.
18	Rita	Rita Vila, Nehru Bazaar, Delhi - 45.
19	Sunita	No.21, Nehru Bazaar, Delhi - 45.
20	Vijaya	No.5, Indra Nagar, Delhi - 54.
21	Deepa	No.32, Nehru Nagar, Delhi - 45.

When you type beyond the width of a column, the height of the corresponding row automatically increases to fit the text.

Adding Rows to a Table

If you want to add another girl who wants to join the tour, you need to add a row at the end of the table, and then enter the details.

To add rows at the end of a table

A new row is added to the table 3

17	Nirmala	No.34, Vivekananda Nagar, Delhi - 54.
18	Rita	Rita Vila, Nehru Bazaar, Delhi - 45.
19	Sunita	No.21, Nehru Bazaar, Delhi - 45.
20	Vijaya	No.5, Indra Nagar, Delhi - 54.
21	Deepa	No.32, Nehru Nagar, Delhi - 45.
22	Prabha	No.10, M.G. Road, Delhi-32

The details for the new student can now be entered in the new row. In the same way, you can add more rows to the table and enter the details for other students who may join the tour, if any.

Inserting rows and columns

After entering all the details for the student list, you find that there is no heading separating the boys from the girls. To differentiate between records, simply insert a row before

1 Click the last cell of the last row (in this case, the 22nd row),

2 Press the TAB key.

Table after adding a row

the boys section and enter the heading **BOYS**. Similarly, you can insert a row before the girls section and enter the heading **GIRLS**.

To enter the values in a table

1 Click the first cell of the first row

2 Type the heading, S. No.

Adding test in a table

S.No.		

3 Press the TAB key

The insertion point moves to the next cell, which is the second cell of the first row.

4 Type the heading, Student Name.

5 Follow the above steps to enter the headings for the third column.

6 Press the TAB key

The insertion point moves to the first cell of the second

row.

7 Type the number 1

8 Press the TAB key to move the insertion point to the next cell of the second row, and then type of name of the student, Manoj.

9 Press the TAB key to move the insertion point to the next cell of the second row, and then type the address of the student, No.23, M.G. Road, Delhi-34. (Fig.16.5)

Table 4

S.No	Student Name	Address
1	Manoj	No.23, M.G. Road, Delhi - 34

The table after entering the first student's details.

10 Enter the details for the remaining nine boys similarly.

11 Enter the details for the girls as you have for the boys.

To insert a row

1 Click any cell in the row above which you want to insert a new row (in this example, the second row)

2 On the Table menu, point to insert, and then click rows above.

A new row is inserted above the first boys row.

Table 5

Sl.No	Student Name	Address
1	Manoj	No.23, M.G.Road , Delhi - 34.
2	Vinay	No.12, Sardar Patel Road, Delhi - 56.
3	Rajeev	No.4, 1st Cross Street, Tagore Nagar, Delhi - 67.
4	Ajith	No.23, Main Street, Rajaji Nagar, Delhi - 56.

The inserted row

3 Move the insertion point to the second cell of the second row and type **BOYS**. Make it bold. The new row with the heading BOYS.

Table 6

Sl.No	Student Name Boys	Address
1	Manoj	No.23, M.G.Road , Delhi - 34.
2	Vinay	No.12, Sardar Patel Road, Delhi - 56.
3	Rajeev	No.4, 1st Cross Street, Tagore Nagar, Delhi - 67.
4	Ajith	No.23, Main Street, Rajaji Nagar, Delhi - 56.

4 Click a cell in the first girl's row.

A new row is inserted above the first girl's row.

5 On the Table manu, point to insert and then click rows above.

6 Move the insertion point to the second cell of the inserted row and type **GIRLS**. Make it bold.

Table 7

Sl.No	Student Name Girls	Address
17	Nirmala	No.34, Vivekananda Nagar, Delhi - 54.
18	Rita	Rita Vila, Nehru Bazaar, Delhi - 45.
19	Sunita	No.21, Nehru Bazaar, Delhi - 45.
20	Vijaya	No.5, Indra Nagar, Delhi - 54.
21	Deepa	No.32, Nehru Nagar, Delhi - 45.
22	Prabha	No.10, M.G. Road, Delhi-32

The new row with the heading GIRLS.

TASK 3: Change the Row Height

- 1 Click the Print Layout button (or the Web Layout button) from View tab
- 2 Keep the mouse pointer over the bottom of the row Wednesday

- 3 Drag the row edge down to lengthen the row height.

A dotted line marks the proposed bottom of the row as shown in Table 8.

The mouse pointer changes to



Table 8

Day	Forenoon 9.00-12.00	Break 12.00-12.30	Afternoon 12.30-5.30
Monday	Trade Theory	Lunch	Trade Practical
Tuesday	Trade Theory	Lunch	Trade Practical
Wednesday	Workshop Science	Lunch	Trade Practical
Thursday	Engg. Drawing	Lunch	Trade Practical
Friday	Trade Theory	Lunch	Trade Practical

- 4 Release the mouse button, when the row height adjusted.

The Row width is changed as shown in the Table 9 Similarly increase the row height of Thursday and Friday rows and get it checked with the instructor.

Table 9

Day	Forenoon 9.00-12.00	Break 12.00-12.30	Afternoon 12.30-5.30
Monday	Trade Theory	Lunch	Trade Practical
Tuesday	Trade Theory	Lunch	Trade Practical
Wednesday	Workshop Science	Lunch	Trade Practical
Thursday	Engg. Drawing	Lunch	Trade Practical
Friday	Trade Theory	Lunch	Trade Practical

TASK 4: Change the Column Width

- 1 Keep the mouse pointer over the right side of the column to change.

- 2 Drag the column edge right to widen or left to narrow the column width.

The mouse pointer changes to



A dotted line marks the proposed right side of the column as shown in the Table 10.

Table 10

Day	Forenoon 9.00 – 12.00	Break 12.00 – 12.30	Afternoon 12.30 – 5.30
Monday	Trade Theory	Lunch	Trade practical
Tuesday	Trade Theory	Lunch	Trade practical
Wednesday	Work shop science	Lunch	Trade practical
Thursday	Engg. Drawing	Lunch	Trade practical
Friday	Trade Theory	Lunch	Trade practical

- Release the mouse, when the Column width adjusted.

The column width gets reduced as shown in the Table 11.

Table 11

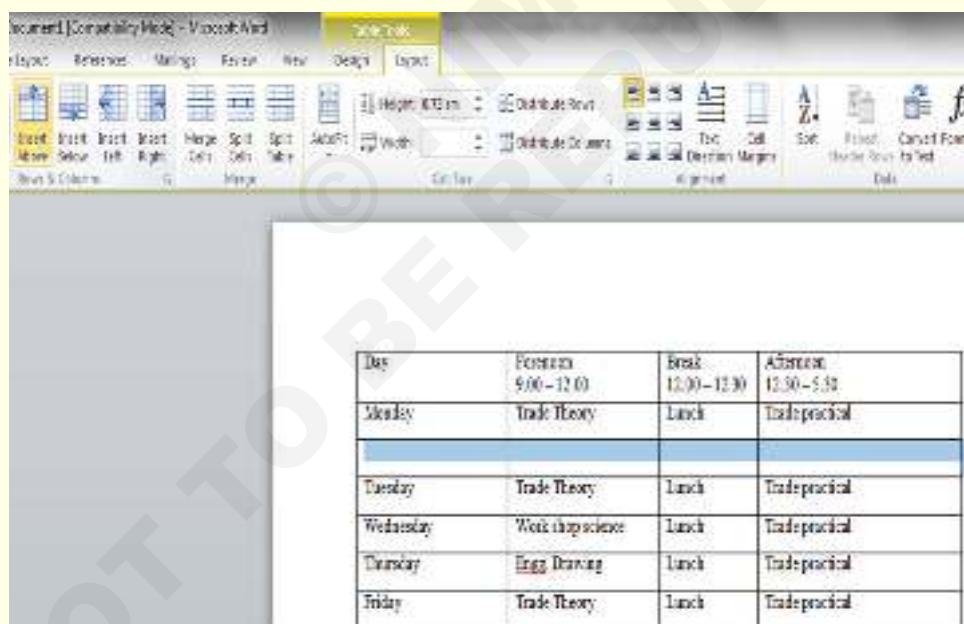
Day	Forenoon 9.00 – 12.00	Break 12.00 – 12.30	Afternoon 12.30 – 5.30
Monday	Trade Theory	Lunch	Trade practical
Tuesday	Trade Theory	Lunch	Trade practical
Wednesday	Work shop science	Lunch	Trade practical
Thursday	Engg. Drawing	Lunch	Trade practical
Friday	Trade Theory	Lunch	Trade practical

TASK 5: Add a Row

- Click in the cursor on Tuesday row above for insert a new row.
- Click the Layout tab.
- Click Insert Above.

A new row appears as shown in the Fig 5. Similarly use the Insert Below option to add a new row below and get it checked with the Instructor.

Fig 5



TASK 6: Delete a Row

- Click on the empty row above Tuesday to delete.
- Click the Layout tab.
- Click Delete.

- Click Delete Rows as shown in Fig 6.

The row is deleted as shown in Fig 7.

- Get it checked with the instructor

Fig 6

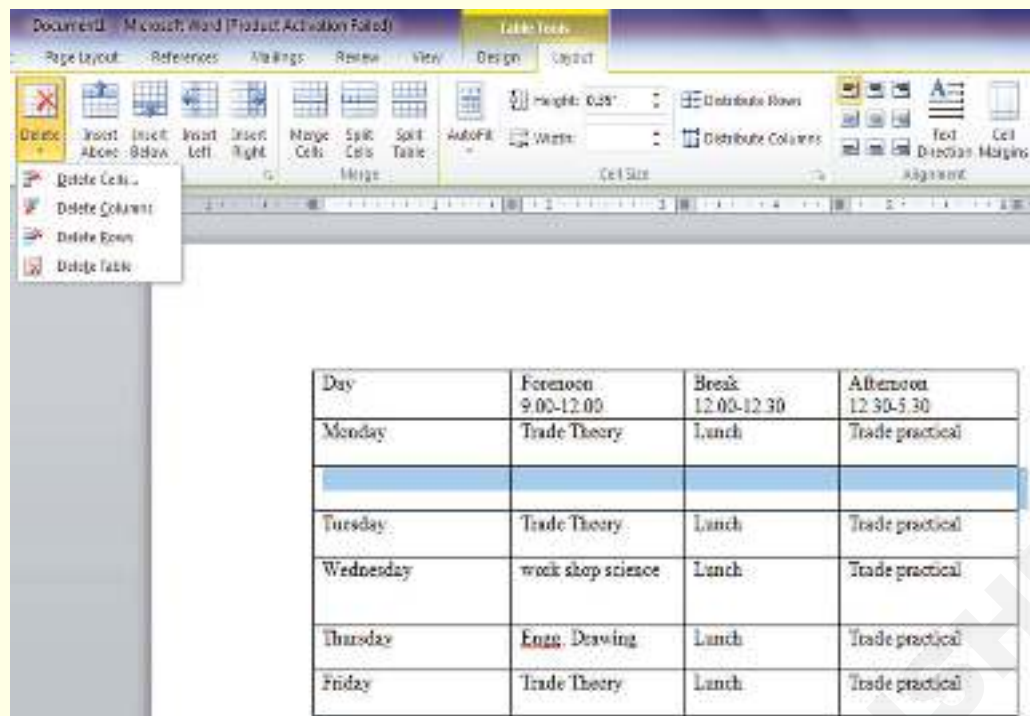
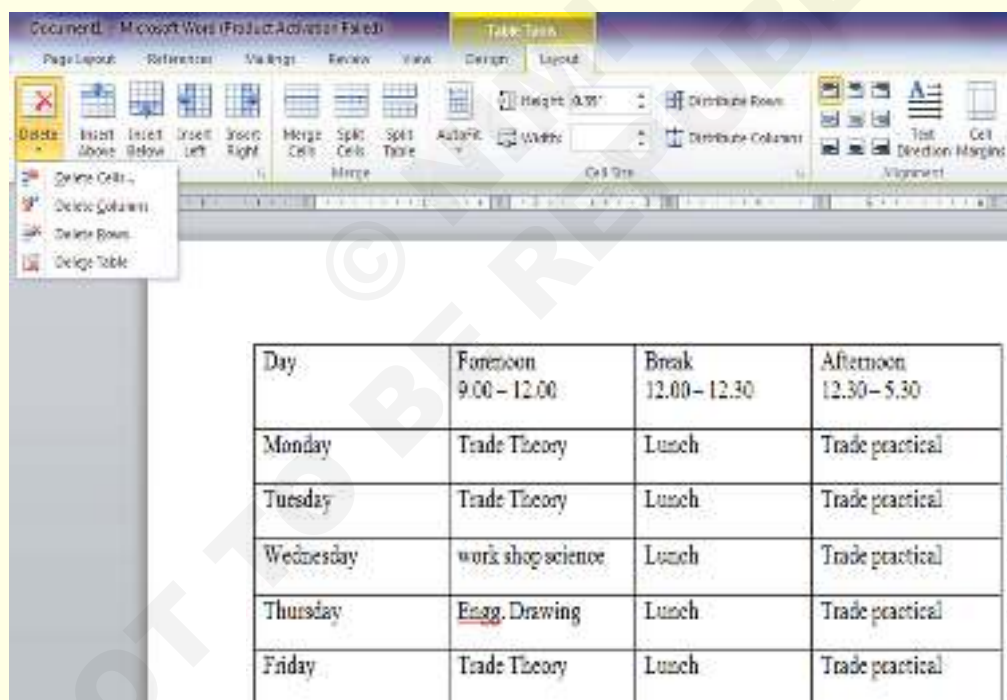


Fig 7



TASK 7: Design Table

- 1 Choose and click "Table Contemporary" from the built in of table style in design ribbon as on (Fig 8).
- 2 Select the whole table by placing the cursor on the starting edge of the table (Fig 8).
- 3 Apply 3.0 as line spacing as on (Fig 9) and save it.
- 4 Save it and check with the instructor.

Fig 8

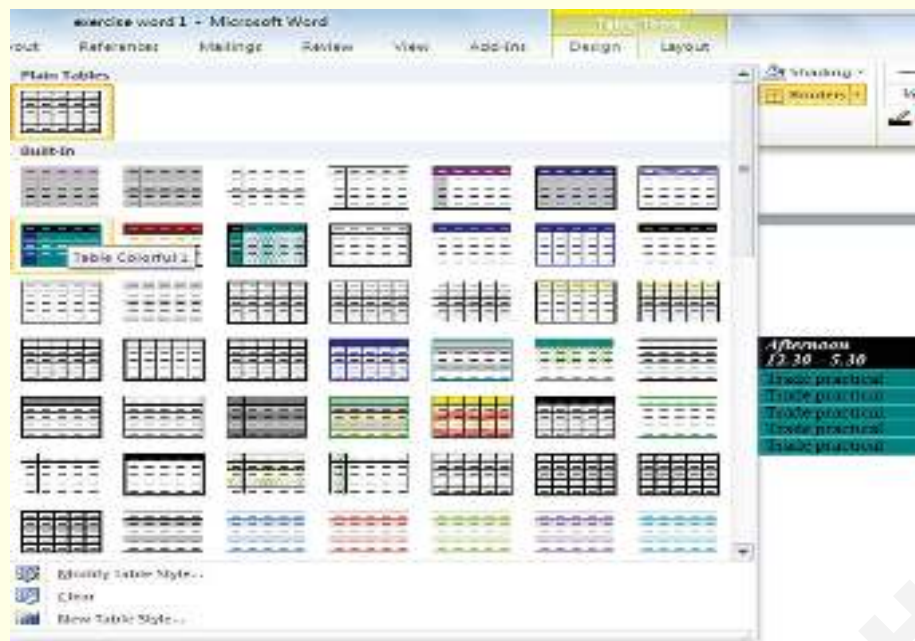


Fig 9

TIME TABLE			
Day	Forenoon 9.00 – 12.00	Break 12.00 – 12.30	Afternoon 12.30 – 5.30
Monday	Trade Theory	Lunch	Trade practical
Tuesday	Trade Theory	Lunch	Trade practical
Wednesday	Work shop science	Lunch	Trade practical
Thursday	Engg. drawing	Lunch	Trade practical
Friday	Trade Theory	Lunch	Trade practical

TASK 8 : Add bullets and numbering

- 1 Open a new file in word 2010 and type the following heading in the first line of the file 'Tour To Southern Tamilnadu'
- 2 Click the Home tab, then click the Numbering list arrow in the Paragraph group as shown in (Fig 10).

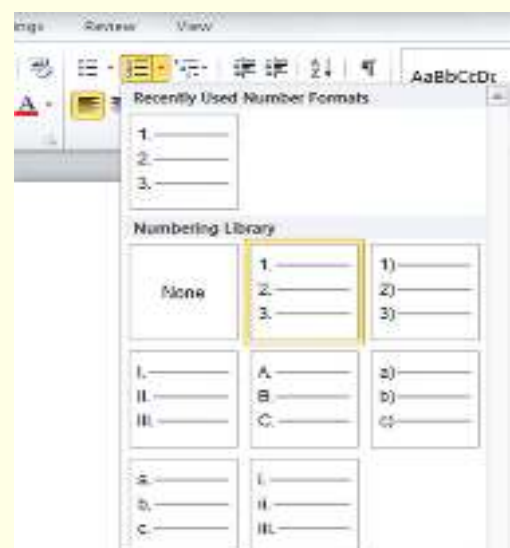
'1.' will appear on the screen with the insertion point blinking.

- 3 Type 'Kodaikanal' and press enter

'2.' will appear on the screen with the insertion point blinking.

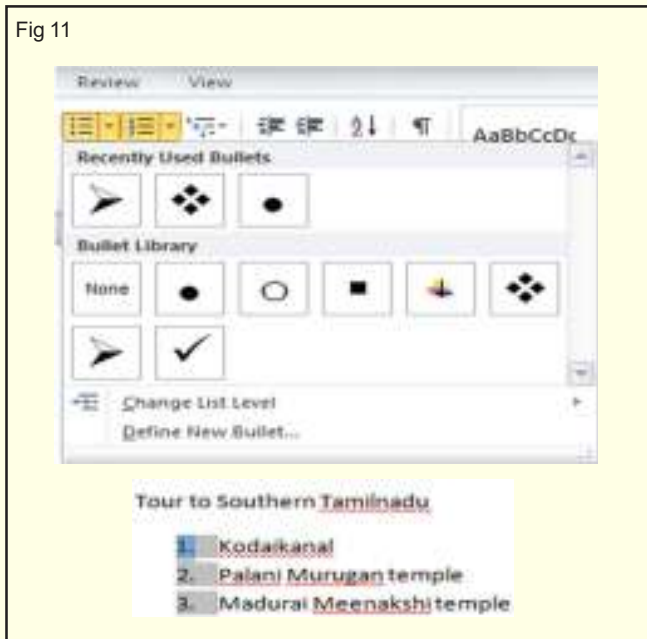
- 4 Type 'PalaniMurugan Temple' and press enter.
- 5 Type 'Meenakshi Amman Temple' and press enter.

Fig 10



- 6 Click 1 in the list as shown in the (Fig 11).

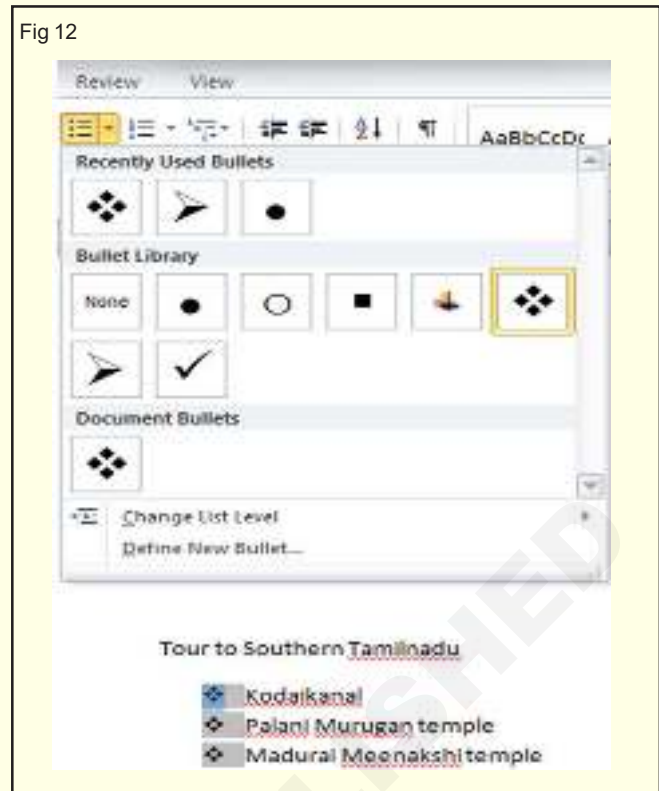
Fig 11



- 7 Click the Home tab, then click the Bullets list in the Paragraph group as shown in (Fig 12) and select a desired bullet style.

- 8 Get it checked with the instructor.

Fig 12



Practice of change of voice (active to passive and passive to active)

Objectives: At the end of this exercise you shall be able to

- change sentences in active voice into passive voice
 - change sentences in passive voice into active voice.
-

Rules for changing Active Voice into Passive Voice

- 1 Identify the subject, verb and the object
- 2 Change the object into subject
- 3 Put the suitable auxiliary verb
- 4 Change the verb into past participle of the verb
- 5 Add the preposition 'by'
- 6 Change the subject into object

Example: Rama killed Ravana (Active Voice)
(Subject) (Verb) (Object)
becomes
Ravana was killed by Ravana (Passive Voice)
(Subject) (Verb) (Object)

TASK 1: Change the following sentences (Simple Present/ Simple Past / Simple Future Tense) into Passive Voice: (Use: is/are/am)

- | | |
|------------------------------|-------------------------------|
| 1 He writes a letter | 7 She helped me |
| 2 He does not write a letter | 8 They sold books |
| 3 She helps me | 9 He will write a letter |
| 4 They sell books | 10 He will not write a letter |
| 5 He wrote a letter | 11 She will help me |
| 6 He did not write a letter | 12 They will sell books |
-

TASK 2: Change the following sentences (Present Continuous Tense / Past Continuous Tense) into Passive Voice: (Use: is being/ am being,/are being/was being/were being)

- | | |
|---------------------------|--|
| 1 She is singing a song | 6 Ramu is throwing a stone at the dog |
| 2 They are eating apple | 7 The teacher is answering the question of the student |
| 3 You are disturbing me | 8 She was sweeping the floor |
| 4 She was washing a saree | 9 I am reading the newspaper |
| 5 Boys were singing songs | 10 They were playing cricket |
-

TASK 3: Change the following sentences (Present Perfect Tense / Past Perfect Tense/Future Perfect Tense) into Passive Voice: (Use: has been/have been/had been/will have been)

- | | |
|---|--|
| 1 He has completed the work | 4 They had won the competition |
| 2 The boys have written the examination | 5 They will have reached Mumbai |
| 3 She has given a lecture on 'Discipline' | 6 The teacher has given him instructions |

7 He had bought a beautiful gift for me

8 She had decorated wall

9 I have kept a bowl of water

10 They had threatened the little boy

— — — — —
TASK 4: Change the following sentences (Present and Future Modals: may/ might/can/must/should/ought) into Passive Voice: (Use auxiliary verb 'be')

1 I can ride a cycle

2 She must understand this plan

3 She might kill the snake

4 I should buy this clock

5 You ought to help the poor people

6 India can win this match

7 They may clean the beach now

8 I may sell my old car

9 We may watch the movie

10 The cat might eat the fish

— — — — —
TASK 5: Change the following sentences (Past Modals: should have/may have/must have/might have/ought to have) into Passive Voice: (Use auxiliary verb 'been')

1 I should have passed the examination

2 They may have reached the destination by now

3 We must have performed the pooja

4 He might have clinched the game

5 You ought to have told him in advance

— — — — —
TASK 6: Change into Passive Voice

1 They are going to watch a movie tonight

2 I will clean the house every Sunday

3 A beautiful dog roams our street

4 The gardener cleaned this stretch of garden

5 The teacher always answers the students' questions

6 The two Prime Ministers are signing the treaty

7 The Director will give you instructions

8 The salt water damaged the metal beams

9 The science class viewed the comet

10 I have given her the cake

— — — — —
TASK 7: Change into Passive voice

1 I did not harm her

2 I will cherish this moment

3 Mother made a cake yesterday

4 The boy teased the girl

5 Did they do their duty?

6 The tiger is chasing the deer

7 She has written a story

8 He has learned his lessons

9 Have you finished the report?

10 The police has caught the thief

— — — — —
TASK 8: Change into Active voice

1 The book is being read by Ramasamy

2 The door had been knocked at by someone

3 A stone was being thrown by the kid

4 A scooter has been bought by him

5 The jackpot will be won by me

6 The mother-tongue would be taught to him by her

7 The fish is eaten by the cat

8 A book has been offered to Rangan by her

9 A letter was written to him by her

— — — — —
Key to TASK 1

1 A letter is written by him

2 A letter is not written by him

3 I am helped by her

4 Books are sold by them

5 A letter was written by him

6 A letter was not written by him

- 7 I was helped by her
- 8 Books were sold by them
- 9 A letter will be written by him
- 10 A letter will not be written by him
- 11 I will be helped by her
- 12 Books will be sold by them

Key to TASK 2

- 1 A song is being sung by her
- 2 Apple is being eaten by them
- 3 I am being disturbed by you
- 4 A saree was being washed by her
- 5 Songs were being sung by boys
- 6 A stone is being thrown by Ramu at the dog
- 7 The question of the student is being answered by the teacher
- 8 The floor was being swept by her
- 9 The newspaper is being read by me
- 10 Cricket was being played by them

Key to TASK 3

- 1 The work has been completed by him
- 2 The examination has been written by the boys
- 3 A lecture on 'Discipline' has been given by her
- 4 The competition had been won by them
- 5 Mumbai will have been reached by them
- 6 Instructions have been given to him by the teacher
- 7 A beautiful gift had been bought by him for me
- 8 Wall had been decorated by her
- 9 A bowl of water has been kept by me
- 10 The little boy had been threatened by them

Key to TASK 4

- 1 A cycle can be ridden by me
- 2 This plan must have been understood by her
- 3 The snake might be killed by her
- 4 This clock should be bought by me
- 5 The poor people ought to be helped by you
- 6 This match can be won by India
- 7 The beach may be cleaned by them then
- 8 My old car may be sold by me
- 9 The movie may be watched by us
- 10 The fish might be eaten by the cat

Key to TASK 5

- 1 The examination should have been passed by me
- 2 The destination may have been reached by them by now
- 3 The pooja must have been performed by us
- 4 The game might have been clinched by him
- 5 He ought to have been told by you in advance

Key to TASK 6

- 1 A movie is going to be watched by them tonight
- 2 The house will be cleaned by me every Sunday
- 3 Our street is being roamed by a beautiful dog
- 4 This stretch of garden was cleaned by the gardener
- 5 The students' questions are always answered by the teacher
- 6 The treaty is being signed by the two Prime Ministers
- 7 Instructions will be given by the Director
- 8 The metal beams were damaged by the salt water
- 9 The comet was viewed by the science class
- 10 The cake has been given by me to her

Key to TASK 7

- 1 She was not harmed by me
- 2 This moment will be cherished by me
- 3 A cake was made by mother yesterday
- 4 The girl was teased by the boy
- 5 Did their duty was done by them?
- 6 The deer is being chased by the tiger
- 7 A story has been written by her
- 8 His lessons have been learnt by him
- 9 Has the report been finished (by you)?
- 10 The thief has been caught by the police

Key to TASK 8







- 1 Ramasamy is reading the book
- 2 Someone had knocked at the door
- 3 The kid was throwing a stone
- 4 He has bought a scooter
- 5 I will win the jackpot
- 6 She would teach the mother-tongue to him
- 7 The cat eats the fish
- 8 She has offered a book to Rangan
- 9 She wrote a letter to him







**Practice of small circle for S & Z and use them with other stroke consonants
and apply it to the new sentences**







Objectives: At the end of this exercise you shall be able to






- write circle S anti-clockwise (left) and clock-wise(right) motions
- write circle S with left motion to straight strokes
- employ circle S outside angles
- employ circle S inside curves
- use circle S with strokes H and L.

TASK 1: Copy the outlines in the three lines below and practise 20 times each in your notebook

a  set  sit  seat  suit  sat  sought

b  soar  sir  see  Sahu  safe  saves

c  soap  sorrow  stay  soul / sole  slow  some

d  sense  muscles  missiles  postal  coastal

e dosage reside posing passage risky

TASK 2: Copy the outlines in the three lines below and practise 20 times each in your notebook. Note the use of stroke 'S' in certain words

a rose rosy ease easy say essay

b tortuous joyous pious arduous curious

c zealous jealous Zero Shahi Sahi

d cancel facile counsel lessons pencil

TASK 3: Practise 10 times the short forms (grammalogues) given below:

a as is because itself myself himself

b those then this special/ly speak subject/ed

c influence is/his always several

d goes selfish/selfisness southern thus

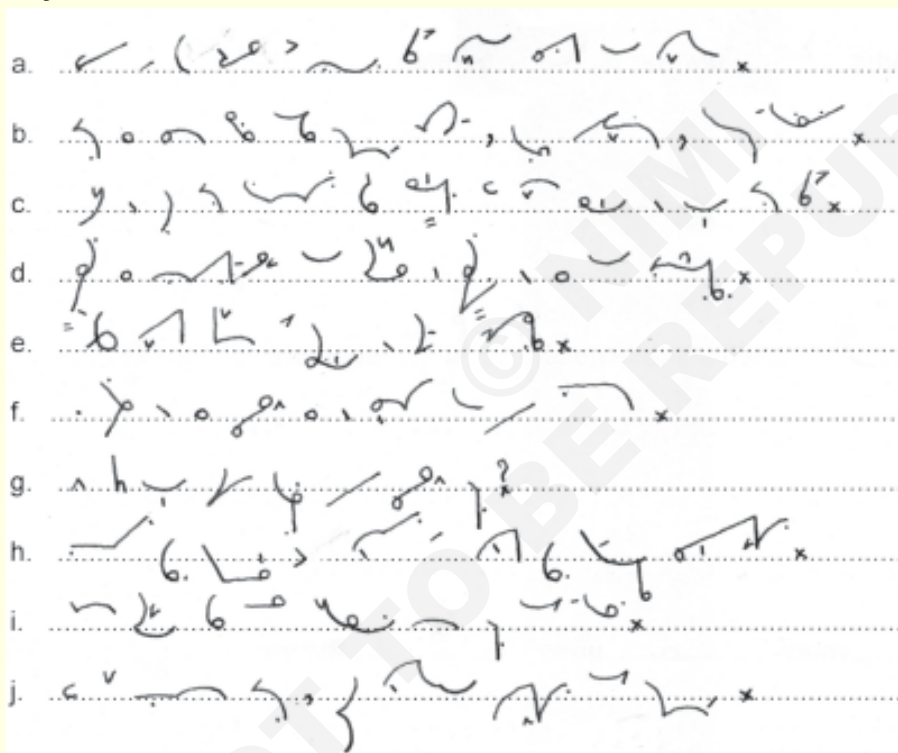
e years yours gives thanks wishes

A Read, copy (or take down dictation) and transcribe the exercises of text book. Verify with the key and note down errors committed. Practise correct outlines in your note nook.

TASK 4: Test your knowledge and skill by taking down dictation of the following sentences.

- a We should think always of the many joys lying ahead in life.
- b Here is some space in this room also, if you require, for your officer.
- c I wish to see her family on this Sunday with my son, to know her choice.
- d Sahu is meritorious in Science but Sahir, too is in Humanities.
- e This is the right time and the season to sow the oil-seeds.
- f The passage to his house is too small for our car.
- g How do you know she will visit our house today?
- h Carry these books to the lorry and load these bundles hurriedly.
- i I am saying this because I have seen him today in the office.
- j When I came here, she was laughing loudly in the room.

Key to TASK 4



Errors committed:

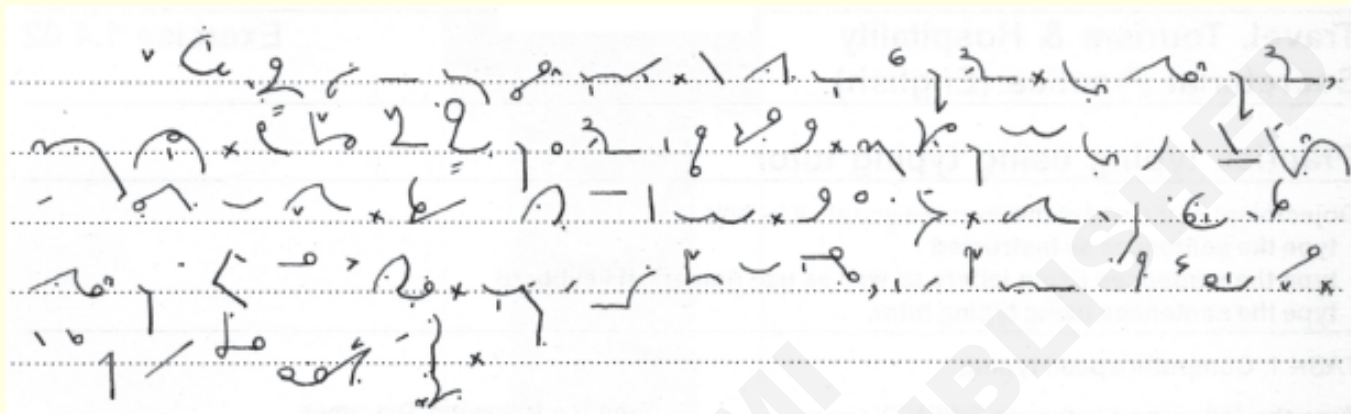
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TASK 5

Write in Shorthand (40 w.p.m.) Check and mark errors with the help of key and rectify them by repeated practice

I alongwith Sushma will come to your house tomorrow. Be / ready to go with us to do the work. If // you refuse to do the work, you may be the /// loser. Several times I ask Sahni to do his work (1) but he is always selfish. You should be zealous to / do anything if you wish to become popular and happy // in life. Those who are lazy can do nothing. Selfishness /// has a fall. We have to teach a lesson to (2) those who refuse to do a job because of the laziness. / No-body should kill time in gossips, but // should try to make hay with the sun rise. /// All of us should do our TASKs sincerely and assiduously.(3)



Errors committed:

.....

Computer speed typing with minimum errors by following typing rules

Objectives: At the end of this exercise you shall be able to

- learn the key position of each letter
 - type without looking at the keys or your hands
 - use the correct finger to strike each key
 - memorize keyboard reaches
 - keep home row fingers touching the home row keys.
-

Type the following passages repeatedly, to enhance typing speed with proper spacing, punctuation marks and full stops.

Exercise 1

TASK 1: Type the following passages Ten times

From the time of our BIRTH till our DEATH KNELL is tolled, we must learn. If you WILL NOT LEARN, you CANNOT KNOW. If a teacher WILL NOT train, he CANNOT teach. When we will not let other People SCHOOL US we need SCHOOL ourselves. If we cannot Learn to be cogs in a wheel we had better be QUICK and be a WHEEL WITH COGS. But life is ALL SCHOOL, and most of the FORMS ARE HARD; but this is as it should be. WE MUST LIVE AND LEARN.

— — — — —

Exercise 2

TASK 2: Type each paragraph FIVE times

"India is my country, all INDIANS are my BROTHERS and SISTERS. I love my country and I am proud of its rich and varied heritage. I shall always strive to be worthy of it.

I shall give my PARENTS, TEACHERS, and ALL ELDERS respect and treat everyone with courtesy. To my Country and My People, I pledge my devotion. In their well-being and prosperity alone lies my happiness".

— — — — —

Exercise 3

TASK 3 : Type the following passage FIVE times

Our nation has some symbols. We love and honour these symbols. The Asoka Pillar is one of these national symbols. It is our National Emblem. It is the symbol of our Government. It is a symbol of peace and love for everyone. Asoka, who was a great king of our land, wanted everyone to love others. He did not want any one to fight. We follow him.

Our National Flag has the Asoka Chakra on it. This wheel is the symbol of DHARMA. If we always do the right things, we follow DHARMA. The twenty-four spokes in the wheel show the difference between our people. A small circle connects these spokes. It shows that we are one. The wheel also shows that we are going forward.

Our flag is a tri-colour. Saffron is the symbol of sacrifice and a strong mind. White is the symbol of purity, love and peace. Green is the symbol of plenty and joy. We hoist and salute our flag. We are ready to make sacrifices for our country. We want peace and progress. We want to be pure.

Our National Anthem is a song of the great poet, Tagore. It was his prayer song. He sings about the people, mountains, river sand seas of India. He says that God is the master of all these and everyone and everything in India praise him. We sing this song in chorus and respect.

All of us salute our National Flag and sing our National Anthem. This shows that we are one nation. We also promise to love and respect our country, our parents, elders, teachers and all others in India.

— — — — —

Exercise 4

TASK 4: Type the passage FIVE times to enhance speed

The Select Committee has done a very good job, studied the matter thoroughly and improved the Bill so that it has become more presentable.

The Picture that has now emerged is clearer than it was at an earlier stage. However, I would like to offer my comments on three or four clauses. Clause 2 is very important. I would refer to two items under, that Clause. In Caluse2 (a), an inclusive definition of the word 'divided' has been given. This is a definite improvement. Therefore, the matter would be dealt with in a more judicious and better way than hitherto.

However, this subject is such a difficult one that it is not so easy to make any definition a perfect one. From this angle, there is a lacuna even in this definition which is no doubt a very good improvement upon the earlier definition. In sub-Clause (e) of this Clause, any payment of any sum by way of advance/ or loan to a shareholder or any payment on behalf of, or for the individual benefit of any such holder is deemed to be included in the word divided. The language of this sub-Clause not very apply.

Exercise 5

Type the following passages to enhance speed repeatedly

1 A Football Match

A few days ago I went to see an interesting football match played between the D.A.V. Higher Secondary School, Karnal and the Govt. Higher Secondary School, Shahabad on the grounds of the S.D. Higher Secondary School, Karnal. A large crowd of students and men from the town were present to cheer up the players. The match began at 4.30 p.m. About five minutes before the fixed time, the referee called upon the captains of the two teams to toss for sides. The D.A.V.'s won the toss. Soon after, the referee blew the whistle and the players took their positions. At another loud whistle, the center forward of the local school picked the ball and the play began. From the very start, the Govt. School team took the offensive. Twice they tried hard to make the ball pass through the goal post, but the goalkeeper of the opposing team warded it off each time. However, he could not resist the attack for long and the Govt. School center forward shot the ball through the goal by chance. They were loudly cheered by the spectators. Soon after the half time, the game was resumed. The D.A.V.'s got many chances but failed to score a goal. When only five minutes were left they made their great dash. In spite of strong opposition, their Forwards carried the ball with full force and a goal was scored. There was a hail of shouts and the students of D.A.V. flung their caps high up in the air. The match ended in a draw.

2 When My Teacher Scolded Me

Scolding is something common in student life. Being a naughty boy, I am always scolded by my parents. But one day I was severely scolded by my English teacher. She infect teaches well. But that day, I could not resist the temptation that an adventure of Nancy Drew offered. While she was teaching, I was completely engrossed in reading that book. Nancy Drew was caught in the trap laid by some smugglers and it was then when I felt a light tap on my bent head. The teacher had caught me red handed. She scolded me then and there and insulted me in front of the whole class. I was embarrassed. My cheeks burned being guilty conscious. When the class was over, I went to the teacher to apologize. When she saw that I had realized my mistake, she cooled down and then told me in a very kind manner how disheartening it was when she found any student not paying attention. I was genuinely sorry and promised to myself never to commit such a mistake again.

3 The Saddest Day of My Life

Days are not of equal value in one's life. Some bring happiness while others bring sadness. Sadness and happiness both are equally important to man's life, since they are the two sides of a coin. As we cannot forget the happiest day, we are unable to forget the saddest day of our life too. The saddest day of my life was the Diwali Day. Diwali is considered

to be a happy festival and till last Diwali, it was my favourite festival. On last Diwali, my sister, my brother and I were busy lighting the fireworks. I was holding a 'fuljhari' in my hand and unfortunately my younger brother, who was standing just beside me, had a cracker in his hand. This cracker caught fire and a very loud explosion was heard which shook my sister and me. After that, we all could think of nothing else than blood stained cotton, bandage, dettol etc. My cousin took my brother to the doctor where he got 14 stitches in his forefinger and thumb. But at home, everybody kept cursing and blaming me for the mishap. That night, I could not sleep and I cried a lot. For next few days, I bore the burden of this blame for being responsible for this unfortunate incident. I felt deeply guilty conscious which I was able to overcome after a long time.

4 The Habit of Reading

Studying is the main source of knowledge. Books are indeed never failing friends of man. For a mature mind, reading is the greatest source of pleasure and solace to distressed minds. The study of good books ennoble us and broadens our outlook. Therefore, the habit of reading should be cultivated. A student should never confine himself to his schoolbooks only. He should not miss the pleasure locked in the classics, poetry, drama, history, philosophy etc. We can derive benefit from other's experiences with the help of books. The various sufferings, endurance and joy described in books enable us to have a closer look at human life. They also inspire us to face the hardships of life courageously. Nowadays there are innumerable books and time is scarce. So we should read only the best and the greatest among them. With the help of books we shall be able to make our thinking mature and our life more meaningful and worthwhile.

5 A Visit to an Exhibition

Recently, an exhibition 'Building A New India' was held in the capital. It was organized by the Ministry of Information and Broadcasting, Government of India. The exhibition was set up in the Triveni Kala Sangam. The chief exhibits were photographs, novels, some sculptures by Indian modern artists presenting Indian cultural inheritance. First of all, I visited the general section of the exhibition where different charts and photographs depicting India's development in various fields were set. Most impressive photographs among these were those showing India's nuclear development. The second section dealt with India's magnificent historical background. I was fascinated by the pictures of Mohanjodaro excavation. Then I saw the most beautiful and colourful section of the exhibition i.e. the cultural section. It consisted of paintings, sculptures, photographs etc. The Rajasthani and Gujarati paintings were very colourful and attractive. This exhibition, inaugurated by the Prime Minister, lasted for a week. It proved to be of great educational value. It brushed up my knowledge about India as my motherland. It enhanced my respect for my great country, India. I would very much appreciate if the Indian government organized some more such exhibitions.

6 My Favourite Teacher

A teacher is called builder of the nation. The profession of teaching needs men and women with qualities of head and heart. There are many teachers in our school and a large number of teachers among them are highly qualified. I have great respect for all of them. Yet I have a special liking for Miss Y. Miss Y is a woman of great principles. She is jewel among all the teachers. Almost all the students respect her. She teaches us English. She is quite at home in this subject. She takes keen interest in teaching students. Simple living and high thinking is her motto. She is a woman of sweet temper and is always ready to help in difficulties. She treats us like her own brothers and sisters. She is an ideal teacher. It is these qualities of head and heart that have endeared Miss Y to the students and teachers alike. She is an ideal teacher in real sense of the word. She is the real model to emulate. May she live as long as there is sweet fragrance in the flowers?

7 Traveling in a D. T. C. Bus

Delhi is a crowded city. There are very few rich people who travel by their own vehicles. The majority of the people cannot afford to hire a taxi or a three-wheeler. They have to depend on D.T.C. buses, which are the cheapest mode of conveyance. D.T.C. buses are like blood capillaries of our body spreading all over in Delhi. One day I had to go to railway station to receive my uncle. I had to reach there by 9.30 a.m. knowing the irregularity of D.T.C. bus service; I left my home

at 7.30 a.m. and reached the bus stop. There was a long queue. Everybody was waiting for the bus but the buses were passing one after another without stopping. I kept waiting for about an hour. I was feeling very restless and I was afraid that I might not be able to reach the station in time. It was 8.45. Luckily a bus stopped just in front of me. It was overcrowded but somehow I managed to get into the bus. Some passengers were hanging on the footboard, so there was no question of getting a seat. It was very uncomfortable. We were feeling suffocated. All of a sudden, an old man declared that his pocket had been picked. He accused the man standing beside him. The young man took a knife out of his pocket and waved it in the air. No body dared to catch him. I thanked God when the bus stopped at the railway station. I reached there just in time.

8 Look before You Leap

The proverb has deep meaning, which is always useful for a successful life. It conveys the idea that we should always think and then act accordingly. Impulsive actions may lead us to embarrassing and odd situations. As we should always think before we speak, in the same way we should think before we act. Life is full of various factors, the factors which can fascinate us for the moment but may lead us to failure or the factors which can repel immediately but may be the stepping stones to success. For example, going to a movie or playing video games may seem an attractive thing for the time being but can, in the course of time not only disturb one's studies but also injure our eyes. Therefore, we should always restrain our intuitive and impulsive desires and then act according to what our mind says is right. Even the great men like Gandhi, Nehru, John Kennedy have been prey to their passions and emotions due to which the nations suffered. We should learn from their lives and should always act thoughtfully.

9 Rising Prices

There are many intelligent people in the economic field who would tell us that rising of prices is a phenomenon, which is characteristic of a developing economy. But inflation can be beneficial only if production and national income of the country also increase. But in our country, national income and production do not increase in proportion to the rise in price due to various diverse factors. Since independence, India faced such problems that in spite of major steps taken to improve the economy, our economy has not come up to our expectations. India was attacked by Pakistan and then China in the earlier years of her freedom. It took years to recover from the heavy losses of the war. Then large-scale industries, like Iron and Steel showed losses in earlier stages. This also caused hike in price. Nowadays the main reason behind this unbalanced gallop in price is black money. Government is trying hard to control prices by coming down heavily on corrupt officers. It's taking proper steps to control prices which are causing economic hardships in a commoner's life. But all these measures will take time to show results. At present the rising of prices is a painful reality which cannot be avoided in our day to day life.

10 'Simple Living, High Thinking'

Simple living said the Prophet Mohammed "sets my heart on higher thoughts." There is a need to follow simplicity in our life. In today's world of increasing pomp and show, when everybody is joining the rat race of displaying his wealth, we should prefer to live simply, without any artificiality. Mahatma Gandhi's life shows us that simplicity in life always encourages maturity of mind. Instead of wasting wealth in various socio-religious ceremonies, we should be decent and undemonstrative. People who are really good need not show that they are good. In the same manner, the sophistication of our life style needs no raw display of wealth, it would rather appear in our character or in the manner we carry ourselves. People, who work hard and are the best servants of humanity, live in a quiet frugal manner. We should consider it a sin to waste money when we are aware of the fact that millions of our compatriots are living below the poverty line. Nowadays, in increasing consumerist culture, where everything is on sale, we should adhere to the simple way of life if we want to preserve human attributes in us.






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


**Use of large circle - SW,SES/SEZ), small loop(ST/SD) and large loop (STR)
and taking down dictation**





Objectives: At the end of this exercise you shall be able to






- employ large circle initially to represent SW
- employ large circle medially and finally to represent SS/SZ
- employ small loop to represent ST/SD
- employ small loop to represent STR
- take dictation and transcribe words based on the above rules.


TASK 1: Copy the outlines in the three lines below and practise 20 times each in your notebook

a  swami  sweep  swim  swell  masses



b  resist  exists  analyses  exercising





c  passes  possesses  access  causes

d  diseases  decease  raises  rises  recess





e  analysis  necessities  houses  exercise

TASK 2: Practise the following grammalogues and Phrases 15 times each in Shorthand Notebook

a  ourselves  themselves

b  this is  this is the  as soon as  as well as

c  as we know  as is  as we think  as well

d  as we have  as we can  it is said  as soon as

e

in this subject this is to be this has to be

A Practise reading, copying, taking down dictation and transcribing of exercises from the text book.

GRAMMALOGUES

first influence influenced next most language thing young your lord we
owing

TASK 3: Test your knowledge and skill by writing dictation of following exercises dictated at the rate of 40 w.p.m. verify with the key and note down errors. Practise the correct outlines.

- She should know what is the sense in saying all these things now.
- Whenever she comes here, she misses you because of your absence.
- Allow me to emphasize this subject, which you were discussing?
- My name is Swamy and his namne is Ashok.
- Audio cassettes are necessary for you if you wish to take this subject seriously.
- It is an ideal source of news for all the offices as well as officers.
- You can avail of your casual leave if necessary, as it will lapse in this week.
- Are you having a feeling of shame on your failure in this subject?
- As we know she fell ill, due to excessive exercises.
- Different types of video games are held in these shops, now-a-days.

Key to TASK 3

a. She should know what is the sense in saying all these things now.
b. Whenever she comes here, she misses you because of your absence.
c. Allow me to emphasize this subject, which you were discussing?
d. My name is Swamy and his namne is Ashok.
e. Audio cassettes are necessary for you if you wish to take this subject seriously.
f. It is an ideal source of news for all the offices as well as officers.
g. You can avail of your casual leave if necessary, as it will lapse in this week.
h. Are you having a feeling of shame on your failure in this subject?
i. As we know she fell ill, due to excessive exercises.
j. Different types of video games are held in these shops, now-a-days.

Errors committed:

TASK 4: Write in Shorthand at 40 w.p.m.

Excess of anything or any exercise can exhaust anybody. So / we can do only such exercises which are necessary to // keep ourselves healthy and moving. Swimming is such an exercise /// but swinging and slowly swaying can cause much pain to (1) the muscles, though slowly, we can get used to many / types of exercises. If we do these exercises, we can // resist and cure many types of diseases and can keep /// ourselves happy and healthy. But it is necessary to know (2) the genesis and analysis of these exercises. Those who keep themselves healthy always feel and look happier. We have to // realise the logic of these theories in the age of /// science and follow these to keep off diseases in life (3)

Key to TASK 4



Read, copy and transcribe. Rectify errors by repeated practice.

Errors committed

TASK 5: Copy the outlines in the three lines below and practise 20 times each in your notebook

a stop state stock post/posed raised

b *P* elastic *h* justify *f* statistics *p* tasty *k* dusting

c *d* dusters *p* posters *m* masters *f* faster *s* sinister

d *f* first *i* influenced *n* next *m* most *o* mostly

— — — — —

TASK 6: Practise grammalogues and phrases 10 times, as under

a *n* next *y* youngster *y* youngest *d* largest

b *f* for the first time *a* first thing *w* first week

c at first rate first and foremost first aid

d in the first instance as fast as faster and faster

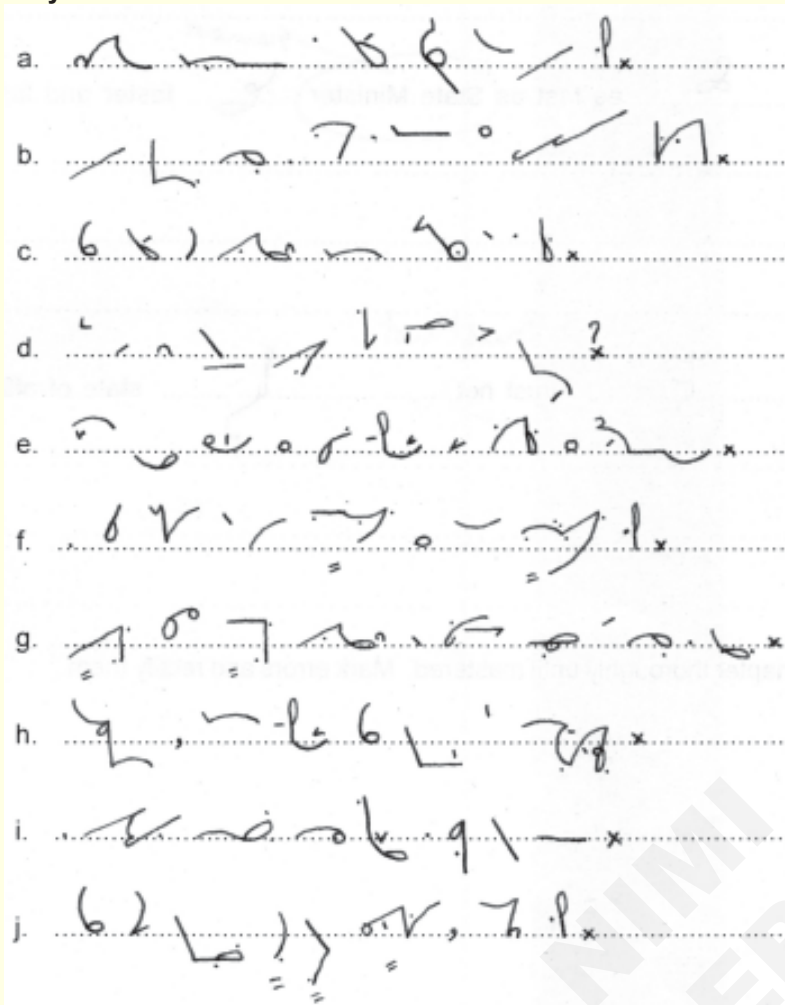
e from first to last I trust not state of affairs

A Read and write dictation exercises of the chapter thoroughly until mastered. Mark errors and rectify them.

TASK 7: Test your knowledge, skill and practical application of rules by writing dictation of the following exercises. Verify with the key and note down errors. Correct them and practise.

- a You will have to make a poster on this subject for our State.
- b our team missed the match altogether as we were delayed.
- c This post was refused to me on the basis of a test
- d Why should you become rich at the cost of the poor?
- e My youngest son is still studying but the eldest is working.
- f The largest idol of Lord Ganesha is in Maharashtra State.
- g Rita as well as Gita refused to welcome the guests and missed the feast
- h For the first time, I am studying this book on Mythologists.
- i The Railway Minister himself advised the first-aid to be given.
- j This was the biggest Sea Beach Hotel, in which you stayed.

Key to TASK 7



(E.C.)

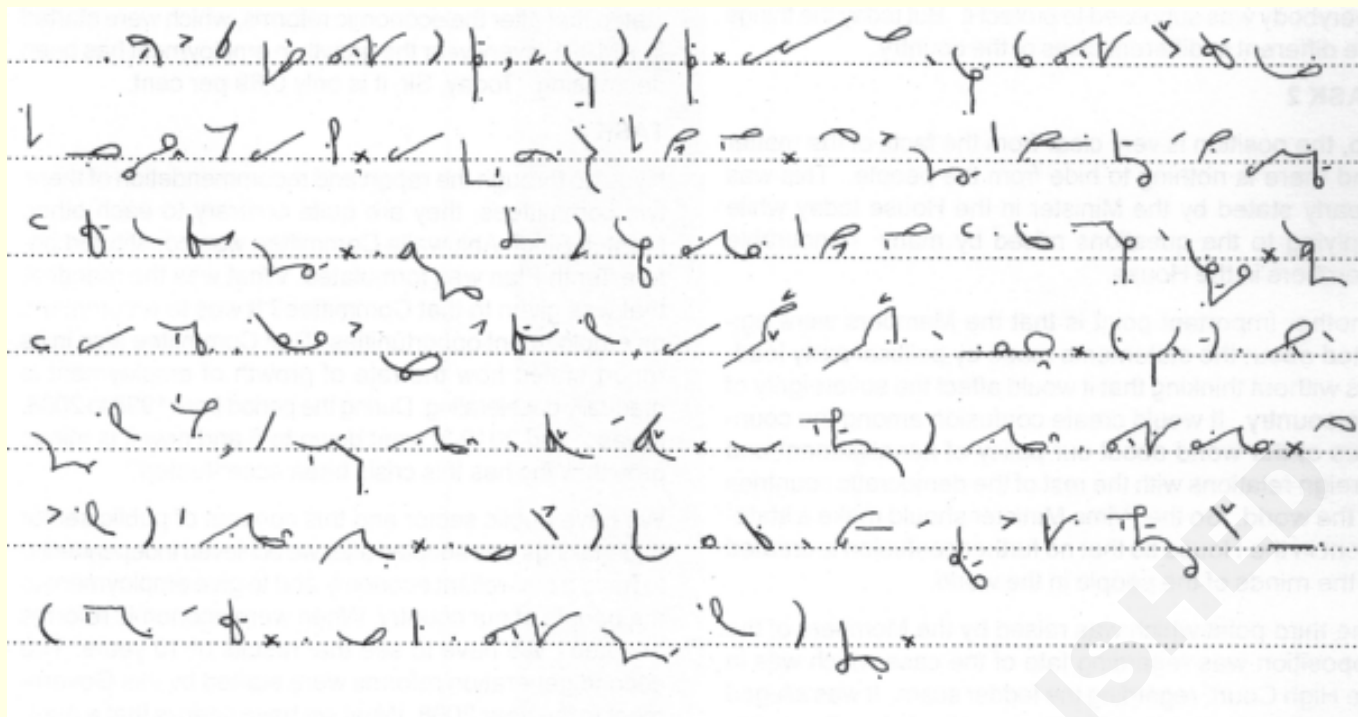
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TASK 8: Write in Shorthand at 40 w.p.m. Verify with the key for errors and practise

The store of the largest tourist hotel was dusty, but / the food was much tasty. We were influenced to visit // this hotel by the posters fixed at the guest house /// in which we stayed. We took steam bath at the (1) lowest cost. Most of the rooms had elastic doors and / laced windows with dusters for dusting the rooms. The first // and foremost TASK was the fastest service at lowest cost /// with a vast capacity of visitors. For the first time (2) when we noticed the absence of the youngsters and the / dusting staff, we realised the reality of the excuses. They // showed us the roster of room staff honestly, which nobody/// refused to testify and justify. No customer was refused the (3) hotel service. Most of the staff was on refused leave. / The youngest boy was doing his best to welcome and // dispose of the daily customers by giving them coffee and /// toasts. The next day the hotel room staff was dismissed.

Key to TASK 8



(E.C.).....

.....

.....

Practice on MS word using various tools

Objectives: At the end of this exercise you shall be able to

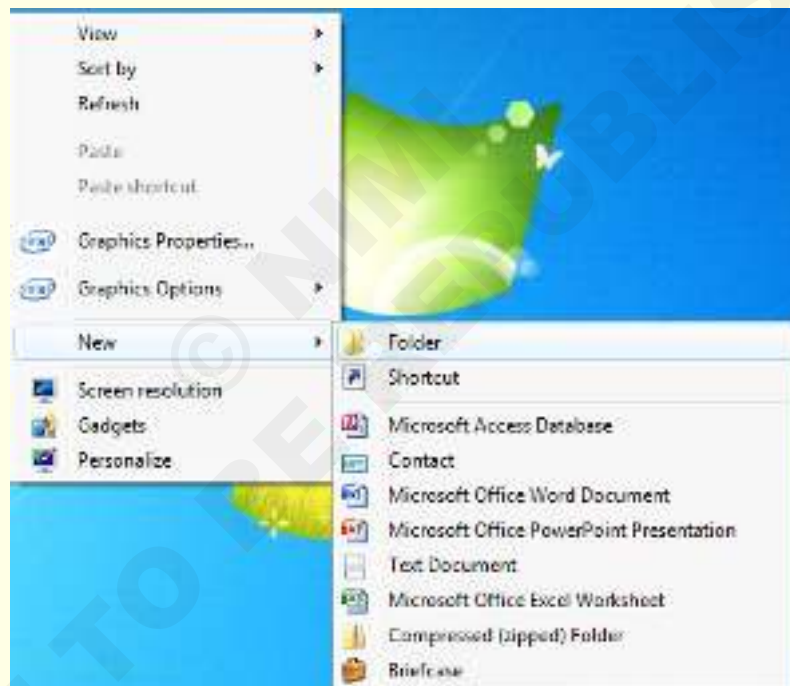
- create a folder on desktop and name it
- create a file in the folder
- entering text, copying, cutting & paste using different tools
- use find and replace and auto correct options
- change line spacing, font face and font size and font colour.
- Insert table, picture, clip art, shapes and charts.

TASK 1: Create a folder on Desk top and name it (Your name)

Procedure

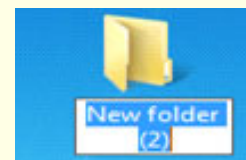
- 1 Rt. Click on Desk top.
- 2 Drop down menu appears as in (Fig 1).

Fig 1



- 3 Click on folder and folder appears as in (Fig 2).
- 4 Name the folder by clicking New folder area.

Fig 2



TASK 2: Create a file in your folder and give file name as Exercise-1

Procedure

- 1 Click open the folder (double click or Rt. Click).
- 2 Folder appears as in (Fig 3).
- 3 Folder open with a message "This folder is empty".
- 4 Rt. Click anywhere in the white area.

Fig 3

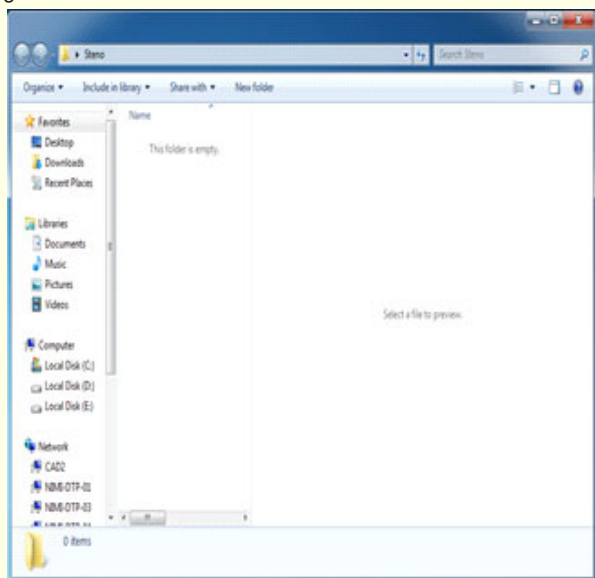


Fig 4

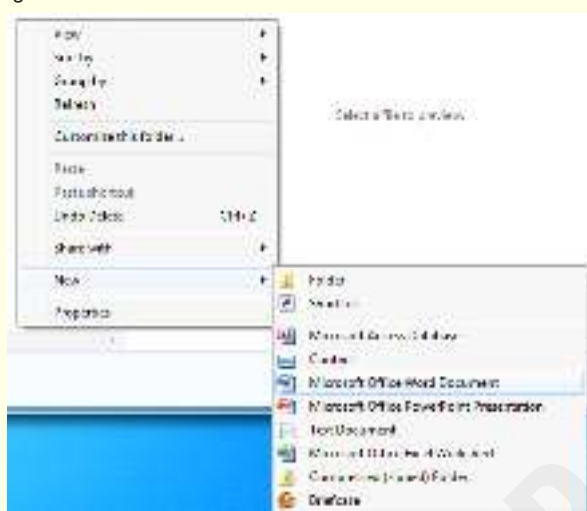


Fig 5

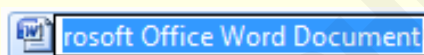
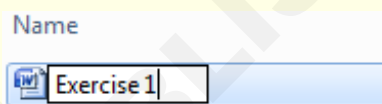


Fig 6



- 5 Window appears as in (Fig 4).
- 6 Click Microsoft Office Word Document.
- 7 Your file is created as in (Fig.5).
- 8 Give file name as "Exercise 1" (Fig 6).

TASK 3: Type the passage in word file and save it in your folder

Procedure

- 1 Click open Folder already created in your name.
- 2 Open word file "Exercise 1".
- 3 Type the following passage and save.
- 4 Change type face and font size.
- 5 Highlight the second line by using "Text highlight colour" tab in the Home menu.
- 6 Change Font colour as Red in the last line of this passage by using Font colour tab In the Home menu.
- 7 Change the whole passage in double line spacing using "line spacing" tab in the Home menu.
- 8 Make it bold letter "Mr. Chairman," by using appropriate tab.

Mr. Chairman, Sir,

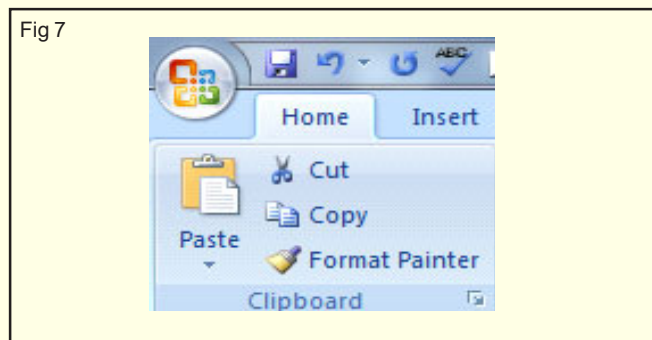
The people of Orissa, West Bengal, and Bihar and in some parts of your State we **badly affected/ by the devastation caused by the heavy rainfall. Due to damaged** reads, the total transport system has been thrown out/ of gear. At that point of time it was very difficult to carry the relief materials to the affected people/ in different part of the country. Some unscrupulous businessmen took advantage of this situation and indulged in black-marketing/ and hoarding as a result of which the prices of the essential commodities got hiked. Not only that, it is a matter of regret that at that point of time only the prices o diesel were hiked which added to/ further increase of prices of the essential commodities. The people were suffering and they were also subjected to irreparable loss/ and injury. The entire telecommunication and power system had totally collapsed during the time of this severe disaster. Paddy/ seedlings and seedlings of other crops were damaged and destroyed. Cattles, like bullocks, cows and buffaloes for lack of Cattles it has become very difficult on the part of the cultivators to start their cultivation.

TASK 4: Copy and paste the same passage to a new page in your file

Procedure

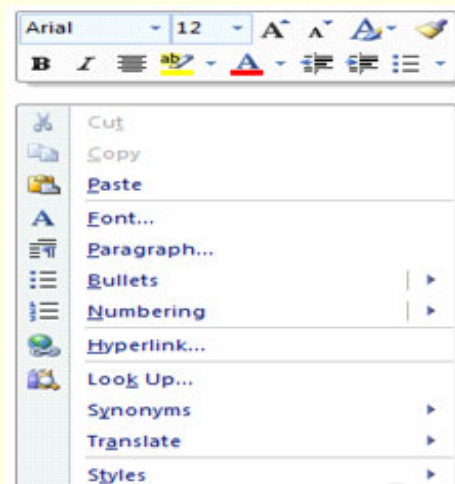
- 1 Open file "Exercise 1" from your folder.
- 2 Select the passage already typed by click and drag or use shortcut key Ctrl + A.

- 3 Select copy option from Home menu as in (Fig 7).



- 4 Click at new page (cursor will blink at the top of the page)
- 5 Click on paste option or Rt. Click on the new page and select paste option as in (Fig 8).

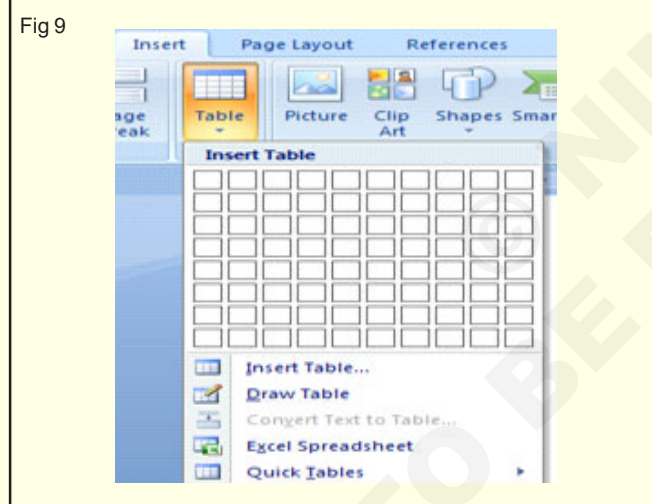
Fig 8



TASK 5: Create a Table with 5 columns and 5 rows

Procedure

- 1 Click Insert menu in MS Word format.
- 2 Click Table tab and insert table dialog box opens as in (Fig 9).

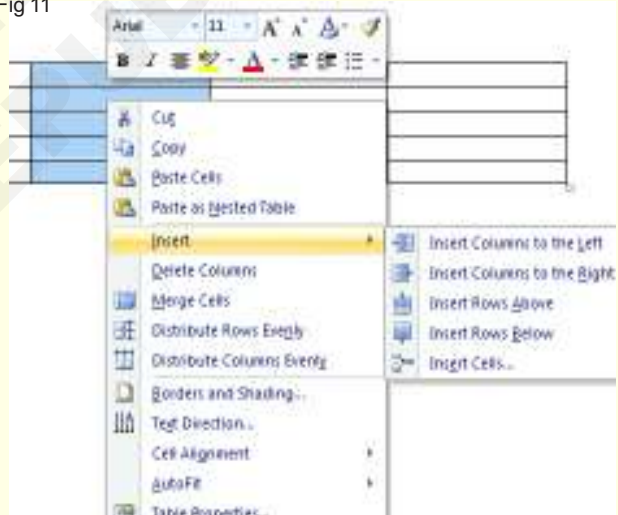


- 3 Keep the cursor in the beginning of the table and drag up to column 5 Horizontally and 5 column vertically and click.
- 4 Table is created as in (Fig 10).

Fig 10

- 5 To create additional column and rows.
 - a Select the area in column where you want additional column to be created.
 - b Rt. Click on the selected area as in (Fig 11).

Fig 11



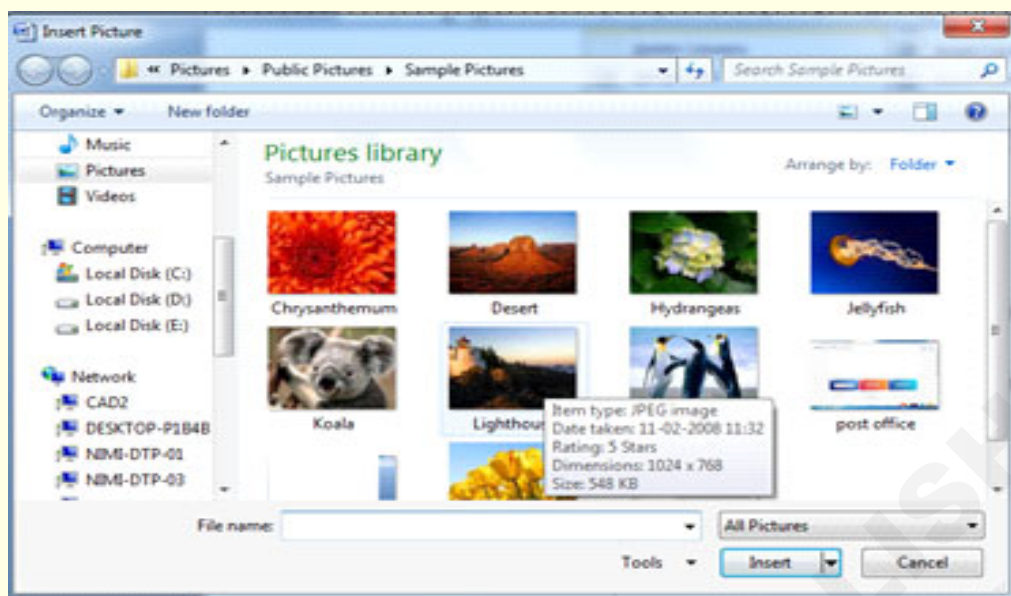
- c From the drop down menu select the option as required.

TASK 6: Insert Picture, Clip Art, Shapes, Chart etc. in the document

Procedure

- 1 Click insert menu from the menu bar.
- 2 Click on picture tab.
- 3 Drop down window appears as in (Fig 12).

Fig 12



- 4 Select the picture and click insert.
- 5 Selected picture is inserted as in (Fig 13).

Fig 13



Insert Clip Art

- 1 Click insert from the menu bar.
- 2 Click on Clip Art tab.
- 3 Select the clip art already available or search.
- 4 Click insert and the same is inserted in your document as in (Fig 14).

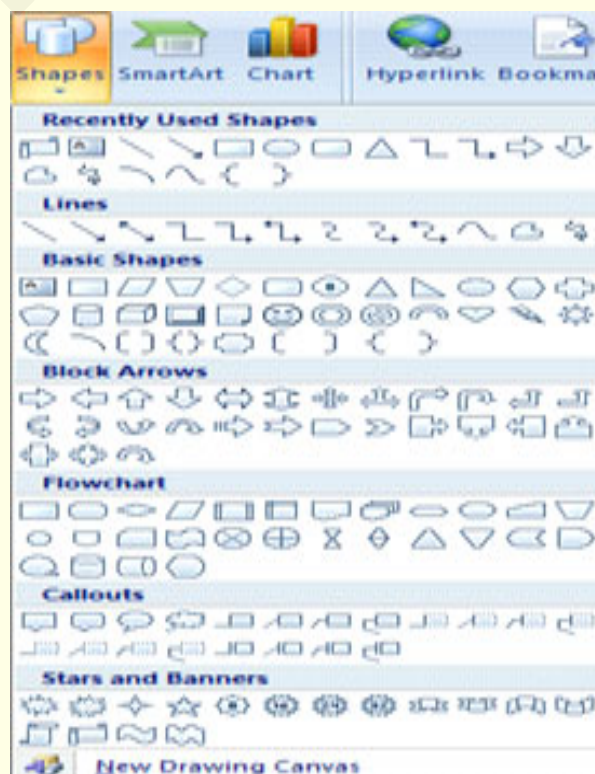
Fig 14



Insert Shapes

- 1 Click Insert from the menu bar.
- 2 Click Shapes tab.
- 3 Drop down window appears as in (Fig 15).

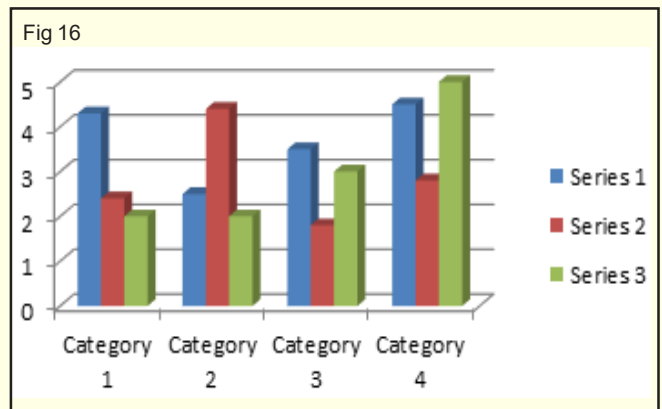
Fig 15



- 4 Select the shape to be inserted.
- 5 The shape of the cursor will become like a cross.
- 6 Place the cursor where you want to add the shape.

Insert Chart

- 1 Select a chart from the drop down window of insert menu.
- 2 Click ok.
- 3 Chart will be placed as in (Fig 16).



TASK 7: Split text into two column

- 1 Select the text.

One of the greatest barriers to democratising Indian society is the whole gap between educational facilities for the children of/ the elite and those for the children for the deprived and weaker sections of the community . These discrepancies given rise / to different cultural values, to widespread frustration and discontent while at the same time perpetuating the social chasm which / makes a mockery of our democratic aspirations. It is therefore not enough to have a parliamentary system of government to / ensure the predominance of democracy. It is more important to give social relations a democratic content to make people willingly (100) accept the ideals of socialism and dedicate themselves to building a society which will embody these ideals, to remove the / encrustations of feudalism and the class distinctions of today. People must think and act democratically. They must practice democracy in / their everyday life. Thus we see that democracy is not only the formal freedom to elect legislatures on the basis / of adult franchise. every five years or so.

- 2 Click Page Layout from the menu bar.
- 3 Click columns.
- 4 Drop down menu appears as in (Fig 17).
- 5 Select Two option.
- 6 The text will be split into two parts in the same page as in (Fig 18).

Fig 17

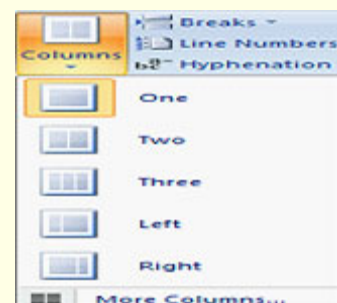


Fig 18

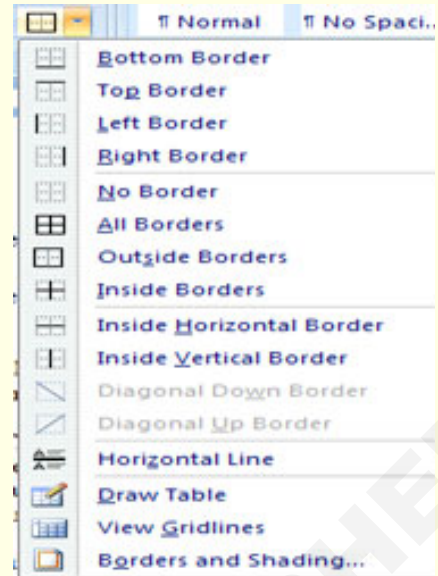
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democracy. It is more important to give social relations a democratic content to make people willingly (100) accept the ideals of socialism and dedicate themselves to building a society which will embody these ideals, to remove the / encrustations of feudalism and the class distinctions of today. People must think and act democratically. They must practice democracy in / their everyday life. Thus we see that democracy is not only the formal freedom to elect legislatures on the basis / of adult franchise, every five years or so.

TASK 8: Apply Borders in your document

- 1 Select the object or document for border wrap.
- 2 Click border option from home menu.
- 3 A drop down menu appears as in (Fig 19).
- 4 Select the bordertype from the drop down menu.
- 5 Select the document (Here Borders selected).
- 6 Borders.

Fig 19



Office Administration and Facility Management Exercise 1.2.24 & 1.2.25

Stenographer Secretarial Assistant (English) - Formation of words, Phrases and Practice of MS Word

Calculate typing speed and use punctuation marks

Objectives: At the end of this exercise you shall be able to

- measure the speed and accuracy
- calculate gross word per minute & net word per minute
- nature and treatment of errors
- remember formula for calculation of speed test
- use punctuation marks wherever necessary.

TASK 1: Type the following passage and calculate the Gross speed applying the Formula given

$$\text{Gross WPM} = \frac{\left(\frac{\text{All Typed Entries}}{5} \right)}{\text{Time (min)}}$$

All typed entries means - all typed characters including space.

Simple living said the Prophet Mohammed "sets my heart on higher thoughts." There is a need to follow simplicity in our life. In today's world of increasing pomp and show, when everybody is joining the rat race of displaying his wealth, we should prefer to live simply, without any artificiality. Mahatma Gandhi's life shows us that simplicity in life always encourages maturity of mind. Instead of wasting wealth in various socio-religious ceremonies, we should be decent and undemonstrative. People who are really good need not show that they are good. In the same manner, the sophistication of our life style needs no raw

display of wealth, it would rather appear in our character or in the manner we carry ourselves. People, who work hard and are the best servants of humanity, live in a quiet frugal manner. We should consider it a sin to waste money when we are aware of the fact that millions of our compatriots are living below the poverty line. Nowadays, in increasing consumerist culture, where everything is on sale, we should adhere to the simple way of life if we want to preserve human attributes in us. This is the end of this passage. (200 words)

Example

If you have typed this passage in 10 minutes, your Gross speed will be :-

Total impressions - 1000 / 5 = 200 words

Time taken - 10 minutes

Gross speed - 200/10 = 20 wpm.

TASK 2: Type the following passage and calculate the Net Word per minute

Formula:

$$\begin{aligned} \text{Net WPM} &= \text{Gross WPM} - \left(\frac{\text{Uncorrected Errors}}{\text{Time (min)}} \right) \\ &= \left[\left(\frac{\text{All Typed Entries}}{5} \right) - \text{Uncorrected Errors} \right] / \text{Time (min)} \end{aligned}$$

Sir, I rise to support the Demands of the Ministry of Health and Family Planning. The overall Impression one gathers by reading this Report is that is the 54 pages devoted to the Department of Health, a sketchy picture has/ been presented of multifarious activities carried on by the Ministry of Health. To my mind, chronic shortage haunts every hospital in every district and every State of the Union. There is shortage of doctors, shortage of medicines, shortage of hospitals, primary health centres, dispensaries etc. What is worse is that- these things, especially medicines,

are not available in a pure form. Yesterday, in reply to a question in Rajya Sabha, the Minister of State for Health conceded that the/ supply of Acromycin in Irwin Hospital was ot of the required standard and that nothing could be done because the/ law stood in the way. This brings to my mind the most important function that the Ministry should pay heed to, that is, the legislative aspect concerning medicines and food adulteration. We are aware that the Prevention of Food Adulteration Act as passed in 1954 has failed to deliver the good, primarily because its functioning has been put into wrong hands.(200 words)

Calculation of Net WPM

Net speed can be calculated by deducting errors in gross wpm.

For example: if you typed 40 Word in 1 Minute but you typed 3 word wrong then your Net WPM = 40 - 3 = 37WPM

TASK 3 : Type the following passage and find the accuracy

Sir, we have been listening to the honourable Members who spoke so many hours together on the Finance Bill. Many/ of them including you, the Chairman, have been stressing about the land ceiling. We have seen that Assam has made/ land ceiling three times. But if you go to the field, you will find not a single landless people is/ restored or provided with land and if you go State by State say, for example, Madhya Pradesh, Madhya Pradesh is/ a State having 23 percent tribals. If you see the history, almost the entire lands belonged to the tribal (100) people and those tribals were pushed up on the hills and those who are in the plains now are deprived/ of their own lands. If you ask them whose lands is this, they will say that the land belongs to/ them and how it has been taken over by the Sahukars and landlords. They will give the history that

now/ the loan of Rs. 5 or Rs. 10 becomes Rs. 100 in two or three years with compound interest thereon. In/ this way lands have been squeezed by the Sahukars and multi-landlords. If you go to the field you will find (200)

Accuracy Formula:

Accuracy is a percentage ratio of Gross and Net Word Speed:

$$\text{Accuracy} = (\text{Net WPM} / \text{Gross WPM}) * 100 =$$

Example Net word 37

Gross word 40

$$\text{Calculation} - 37/40 * 100 = 92.5 \%$$

TASK 4: Type the following passage and mark the error committed Penalty for each error is 2 words (2x5) 10 characters

This Memorandum of Information is being make by Sahara India Real Estate Corporation Limited which is an unlisted Company and neither its equity shares nor any of the bonds debentures are listed or proposed to be listed. This issue is purely on the private placement basis and the company does not intend to get these Optionally Fully Convertible Debentures listed on any of the Stock Exchanges in India or abroad. This Memorandum for Private Placement is neither a Prospectus nor a Statement in Lieu of Prospectus. It does not constitute an offer for an invitation to subscribe to OFCD's issued by India Real Estate Corporation Limited. The Memorandum for Private Placement is intended to form the basis of evaluation for the investors to whom it is addressed and who are willing and eligible to subscribe to these OFCD's. Investors are

required to make their own independent evaluation and judgment before making the investment. The contents of this Memorandum for Private Placement are intended to be used by the investors to whom it is addressed and distributed. This Memorandum for Private Placement is not intended for distribution and is for the consideration of the person to whom it is addressed. (200 words)

Calculate: Find the net speed

$$\text{Gross speed GS} = \text{GL}/5\text{T (WPM)}$$

$$\text{GS} = \text{Gross speed} \quad \text{GL} = \text{Gross letter} \quad \text{T} = \text{Time}$$

$$\text{Net speed} = \text{GL} - \text{PE}/5\text{T}$$

$$\text{PE} = \text{Penalty for error (10 x errors)} \quad 5 = (5 \text{ strokes} = 1 \text{ word})$$

TASK 5: Practice Punctuation Marks

Exercise 1

Type each of the following sentences TEN times:-

The French Revolution was in 1789.

The partition of India affected more than 50% of our people.

I gave him a cheque for Rs. 100.50 P.

Rice was sold @ Rs. 125/- per bag.

Every Indian said, "Partition is bad".

Messrs. Raman & Co., Ltd., were great toy - makers.

Lakshmi got $\frac{3}{4}$ and Krishna $\frac{1}{4}$ of their shares.

The cost of a good clock is \$ 2.

Rajan and Kumaran sailed on 2nd February 1960 for England.

Have you seen my brother-in-law Srinivasa

Received 5 sets of Typist's Table (2' - 6") & Chair (1' - 6")

Leave 2 spaces after (.) (?)

Exercise 2

Type the following Ten times:-

From the time of our BIRTH till our DEATH KNELL is tolled, we must.

learn. If you WILL NOT LEARN, you CANNOT KNOW. If a teacher.

WILL NOT train, he CANNOT teach. When we will not let other.

People SCHOOL US we need SCHOOL ourselves. If we cannot.

Learn to be cogs in a wheel we had better be QUICK and be a WHEEL.

WITH COGS. But life is ALL SCHOOL, and most of the FORMS ARE.

HARD; but this is as it should be. WE MUST LIVE AND LEARN.

Office Administration and Facility Management Exercise 1.2.26 & 1.2.27
Stenographer Secretarial Assistant (English) - Formation of words, Phrases
and Practice of MS Word

Practice of initial hooks L & R - Apply L & R hooks to strokes

Objectives: At the end of this exercise you shall be able to

- write R as a small initial hook written right motion to straight strokes
- write L as a small initial hook written left motion to straight strokes
- use R hook inside curved strokes
- use L as a large initial hook inside curved strokes
- read, write, take dictation and transcribe words with R and L hooks.

TASK 1: Copy the outlines in the three lines below and practise 20 times each in your notebook

1 pray play try grow glow glue

2 flow verb fry inner shree tree

3 clay plea flee class fly metal

4 official partial essential brighter reader

5

factor pastry mistress traveller locally

TASK 2: Practice the given grammalogues 20 times in your note book

GRAMMALOGUES

principle principal-ly	liberty	member remember-ed	number-ed	truth	Dr. doctor
dear	during	chair	cheer	larger	care
people	belief believe-d	tell	till	deliver-y delivered	largely
call	equal-ly	over	however	valuation	

TASK 3: Practise the given words, grammalogues and contractions 15 times each, as under

a

chair liberty principal/ly number/ed

b

during larger largely belief/believe/d till tell

c

dear member doctor call care

d people cheer school equal/ly

e unprincipled disbelieve removable influential

f equality careless carelessly careful

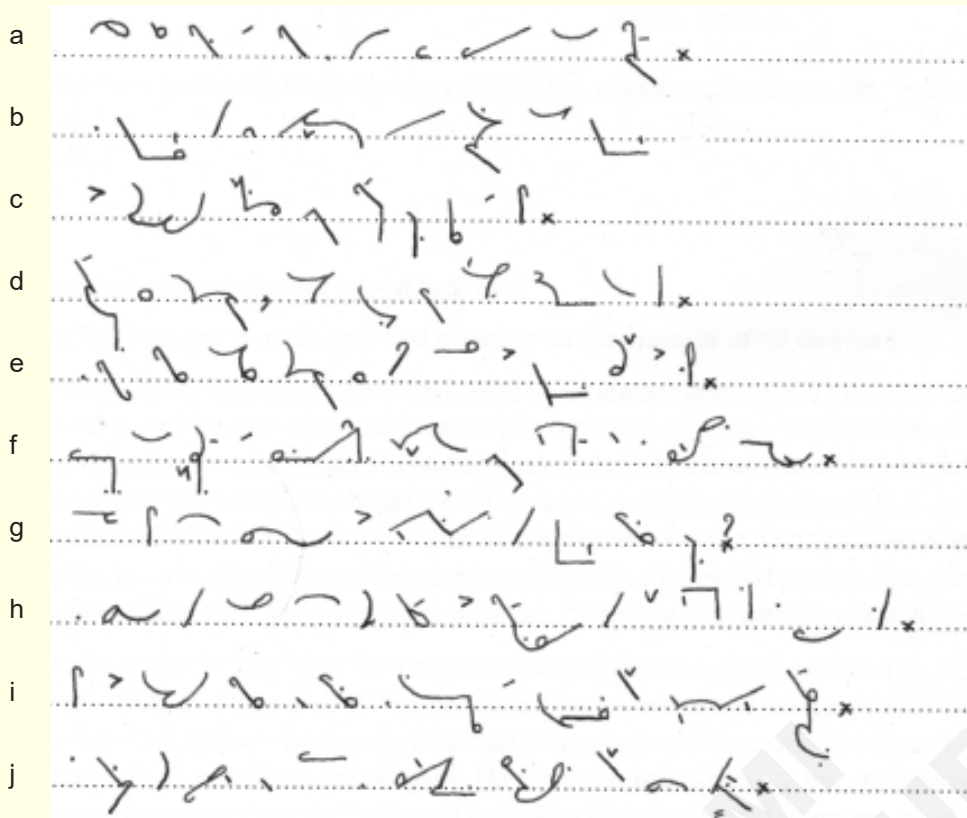
- A Practise 25 times each of the words, sentences & phrases from the text book.
B Write & read exercises of the chapter dictated at 40 w.p.m.

— — — — —

TASK 4: Test your knowledge, skill & speed by writing the Exercise dictated to you, Compare your outlines with the key & practise

- a Most of us pray and remember the Lord when we are in trouble.
b The books which you require are available in the book-shelf.
c All the essential items should be brought today itself and delivered.
d Poverty is removable, only if the people honestly work for it.
e The number of Members in this Assembly is larger because of the bigger size of the State.
f Equality in society and security of life should be the motto of a Socialist Government.
g Can you tell me something of the robbery which took place today?
h The first thing which influenced me was the post of the Professor which I got at a younger age.
i Tell all the official members to place the facts and figures by tomorrow positively.
j A pager was used to call the surgical specialist by Mr. Chopra.

Key to TASK 4



Mark errors and rectify them by repeated practice of outlines/spellings, etc., in your Notebook.

(E.C.)

.....

Speed typing of sentences on computer as per rules

Objectives: At the end of this exercise you shall be able to

- **develop speed with accuracy by touch**
 - **perform touch numeric/symbol keying on the keyboard**
 - **type sentences without looking at the keyboard.**
-

TASK 1: Type the following sentences FIVE times by touch method

Exercise 1

- 1 She should know what is the sense in saying all these things now.
- 2 Because of your absence, she misses you each time she come here.
- 3 Allow me to emphasis this subject which you are discussing.
- 4 My name is Swami and his name is Ashok.
- 5 You need four days if you wish to read this subject thoroughly.
- 6 Rise in allowances is big news for all the offices as well as officers.
- 7 Failures lead to success and so feel no shame on your failure in the subject.
- 8 As we know, she fell ill due to excessive toil in the sun.
- 9 It is scarcely necessary to emphasis what they themselves know already.
- 10 It is necessary to sweep the hall as well as the rooms.

Exercise 2

- 1 The hotel in which you stayed is the biggest sea beach hotel
- 2 The Railway Minister himself has advised the first-aid to be given
- 3 The first cost of new styles may be heavy
- 4 We are having the best, the cheapest and latest style for our customers
- 5 Rita and Gita refused to see the guests and missed the feast
- 6 The young barrister's language influenced both judge and jury
- 7 The largest idol of Lord Ganesha is in Maharashtra State
- 8 My eldest son is working but the youngest is still studying
- 9 He is a master of law and logic, to say the least
- 10 On the basis of the test, the post was refused to me

Exercise 3

- 1 Most of us go to temples and give offerings to the lord when we are in trouble.
- 2 Look for the books in the rack on the first floor.
- 3 The number of Members in this Assembly segment is larger because of its bigger size.
- 4 A socialist society aims at fairness and security of its citizens.
- 5 My hon'ble lawyer is doing his job admirably.
- 6 There may be a huge increase in the number of membersin our club this year.
- 7 I am asking for favour of the hon'ble member on this subject.
- 8 All the hon'ble members should place the facts and figures by tomorrow positively.

- 9 The first thing which influenced me was the post of professor which I got at a young age.
10 We have to live with problems right through our lives.

Exercise 4

- 1 Is it proper to play in the dark in this park, when the weather is cool?
2 The Prime Minister was received with love by everybody throughout his journey.
3 Mr. Shukla's elevation to the high office surprised many people
4 We have to face every challenge in our lives bravely and courageously.
5 To bring the cricket bats you can either go by your bicycle or hire a car.
6 This refresher course is for junior officers. This course is unnecessary for senior officers.
7 I totally disagree with you on the valuation of this property.
8 It is a pleasure to be in this seminar and to deliver a lecture on moral values.
9 Five minutes in a bus may offer us many lessons if we care to take them.
10 You will see in people humour and gloom, pluck and nervous fear.

Exercise 5

TASK 2: Type the passage using Right hand number keys

Do you know the song "Inchworm" that Danny Kaye made famous in 1952? It's in the film called "Hans Christian Andersen." Most people remember it for one reason: the chorus. Here's how it goes: "2 and 2 are 4; 4 and 4 are 8; 8 and 8 are 16; 16 and 16 are 32." That film came out a very long time ago, so maybe only 1/3 of people today know the song. When I asked my friends, 0 people had heard of the film, but 7 of them could sing the song quite well.

Just 5 more lessons and you'll have mastered the exact sequence of finger movements to correctly type all 60 standard letters, numbers, and symbols on a standard QWERTY keyboard. You're on your way to becoming a true typing whiz kid.

Exercise 6

TASK 3: Type the passage several times

"Hello!" said Jaqueline. "What's the plan for this weekend? I heard that the zoo is offering a two-for-one discount on tickets; it's just \$4.99 for two adults, or \$7.50 for a family of four. We can purchase tickets by e-mailing zootix@metrozoo.org or we can buy them at the door." SMS from Veronica: ETA ~ 3:06PM

$[(12x - 5y) * (3x / 8)] + (4^2) = ?$ That's a complicated equation!

Amazon is now #1 in book sales, and retailers like Barnes & Noble have had to switch to online sales to keep up. If over 70% of book sales these days are for e-books, what will happen to the print publishing industry? Go to <http://bookchat.net> and join the conversation. Book_Lover_1959 says, "I think people will always want to read printed books, but that might be an 'old-fashioned' attitude."

The phrases "four is less than six" and "ten is greater than three" can be written with symbols and numbers only, like this:
 $4 < 6$ and $10 > 3$

Unless you're a graphic designer, mathematician, or computer programmer, it's not very likely that you'll ever need to type the bar (the | symbol) or the backward slash (the \ symbol), and you'll probably only use the curly brackets { and } for emoticons. But learn them anyway!

Check spelling and other common mistakes in english

Objectives: At the end of this exercise you shall be able to

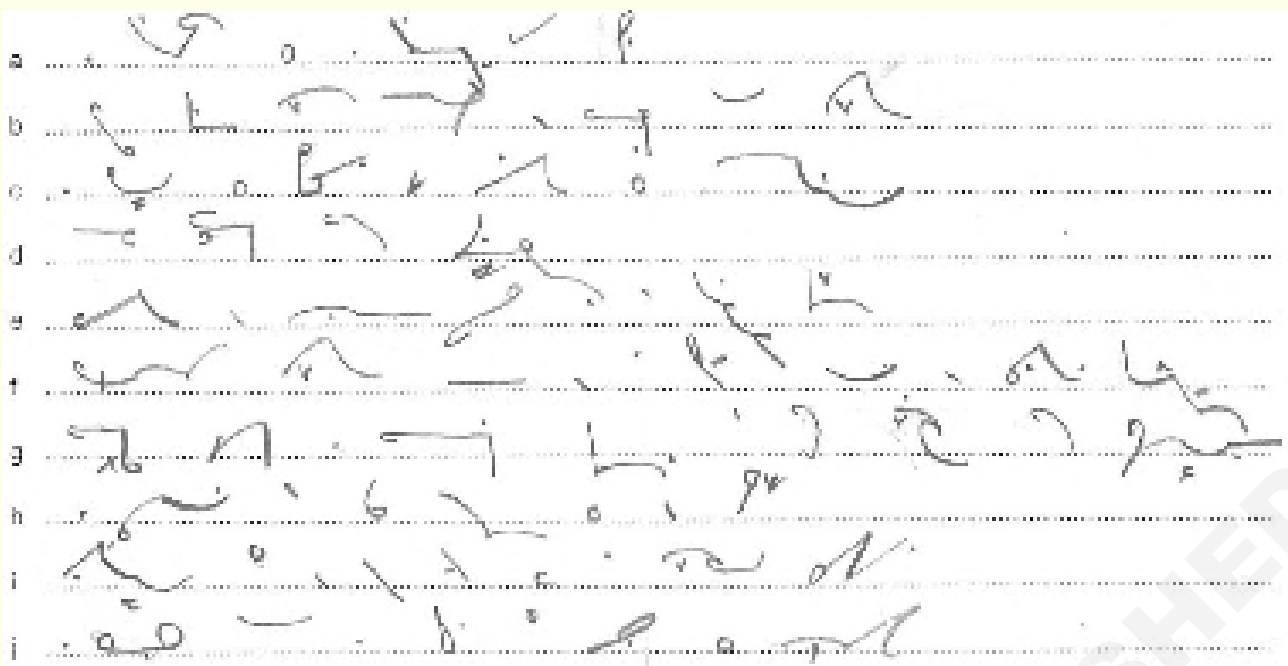
- write correct spelling for the outlines according to their meaning
- avoid common errors in sentences
- use vowels wherever necessary.

TASK 1: Read, write and practice different meaning of the same strokes

A number of words are written or spoken alike but their meanings differ. Such words should be distinguished and spelt out correctly according to their meanings while using them in sentences:

	bail (security) bale (bundle)		bare (only) bear (to endure)
	caste (a race) cast (to throw)		berth (railway sleeper) birth (to take place)
	ceiling (roof/limit) sealing (to stamp or seal)		coarse (rough) course (range/race)
	site (situation) cite (to quote) sight (view)		decent (nice) dissent (disagreement) descent (decline)
	council (assembly) counsel (advise)		fair (beautiful) fare (rent for travel)
	hale (healthy) hail (come)		miner (mine owner) minor (small)
	heel (foot) heal (to cure)		male (masculine) mail (post)
	ordinance (order) ordnance (military stores)		plane (smooth) plain (clear)
	suit (set of clothes) suite (set of rooms)		cease (to end) size (to hold)
	stationery (writing material) stationary (not moving)		straight (erect/frank) seize (narrow)
	lessen (to reduce) lesson (learning)		lightening (to light) lightning (flash)
	human (man) humane (kind)		divers (who dive in water) diverse (different)
	morale (mental make up) moral (character)		defy (challenge) deify (worship)
	practice (noun) practise (verb)		principal (chief) principle (conduct)

TASK 2: Transcribe the following. Check with the key. Make corrections and practise



TASK 3: Replace the outlines (not vocalised) in the sentences below with suitable words

- If you your boss, you will be in trouble
- will be followed by thunder
- He is in all his dealings
- There is a note of in the audience when he made that remark
- He is getting a salary
- the details to my address as soon as possible
- The system was made by man
- I have booked a in a five star hotel to accommodate my friend
- You can yourself, If you free yourself of stress
- Please give me a of paper

Key to TASK 2

- The farmer is the backbone of our state
- Please take my counsel to succeed in life
- The sun is stationary but the earth keeps moving
- Can you quote from Shakespeare?
- We have to make use of favourable times
- Normal life came to a stop owing to heavy downpour
- Crowds hailed the cricket team on their arrival from Sri Lanka
- The ceiling of this room is too high
- Ravana has to put up with a minor surgery
- The success in the test has raised his morale

Key to TASK 3





- | | | | | |
|--------|-------------|---------|-----------|----------|
| a defy | b lightning | c fair | d dissent | e decent |
| e mail | g caste | h suite | i heal | j piece |






Curved hooked strokes - i.e. F / V/ ith/ TH

Objectives: At the end of this exercise you shall be able to






- use alternative forms for fr, vr, ithr and THr
- put intervening vowels (between stroke and hook)
- use of small circle before strokes hooked for R and L.






TASK 1: Copy the outlines in the three lines below and practise 20 times each in your notebook

a  offer  free  either  there  authors

b  spray  straw  suppress  scribe  sagar

c  mover  brother  other  author  nervous

d  suppressed  priests  trusts  sacred  strike

e  telegraphy  coarse  corner  purchased  trust

TASK 2: Practise use of S with hooks initially, medially and finally; practise grammalogues and contractions as under

a disagree sugar Parker pioneer junior

b from there/their through Mr

c surprise every pleasure sure more, remarked

d however nor near very valuation

e remarkable everything moreover whatsoever

A Practise phrases of the chapter 5 times each.

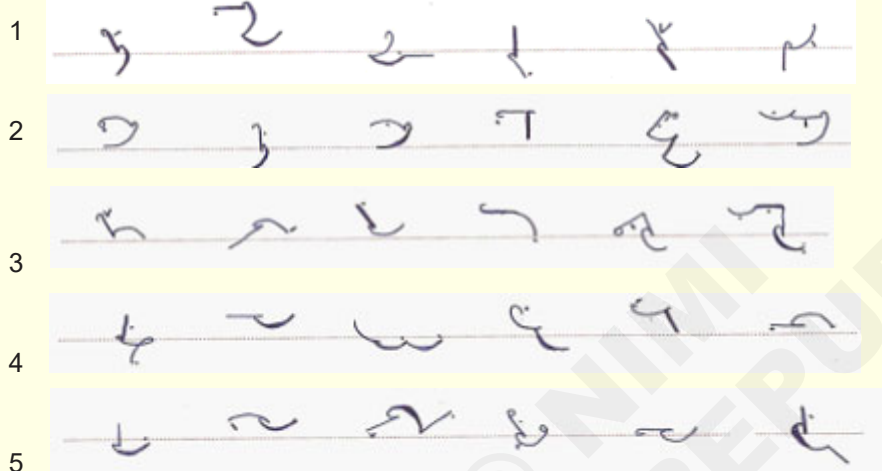
B Practise reading & writing Exercises of the chapter from the text book.

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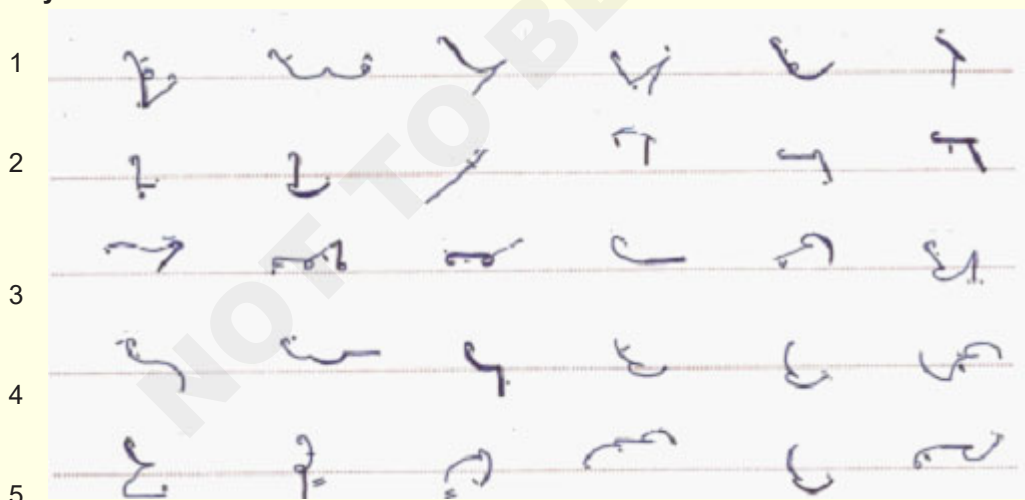
TASK 3: Write outlines for the following words, verify them with the 'key', and practice them at least three lines each.

- 1procedure pronounce.....branch.....plural.....blessingbattle
- 2 tree-guarddrinkerchurchmodelclipperglobal
- 3managercross-roadsaggressor..... flagrivalspecialty
- 4offererfrank..... everyday..... Funnel..... thinlyfilomel
- 5overlook.....Thursday..... Luther..... Lacramel..... thinker ..sluggishly

TASK 4: Read the following outlines and write correct words/phrases, verify them with the 'key' and practice them, at least three lines each



Key to TASK 3



Key to TASK 4

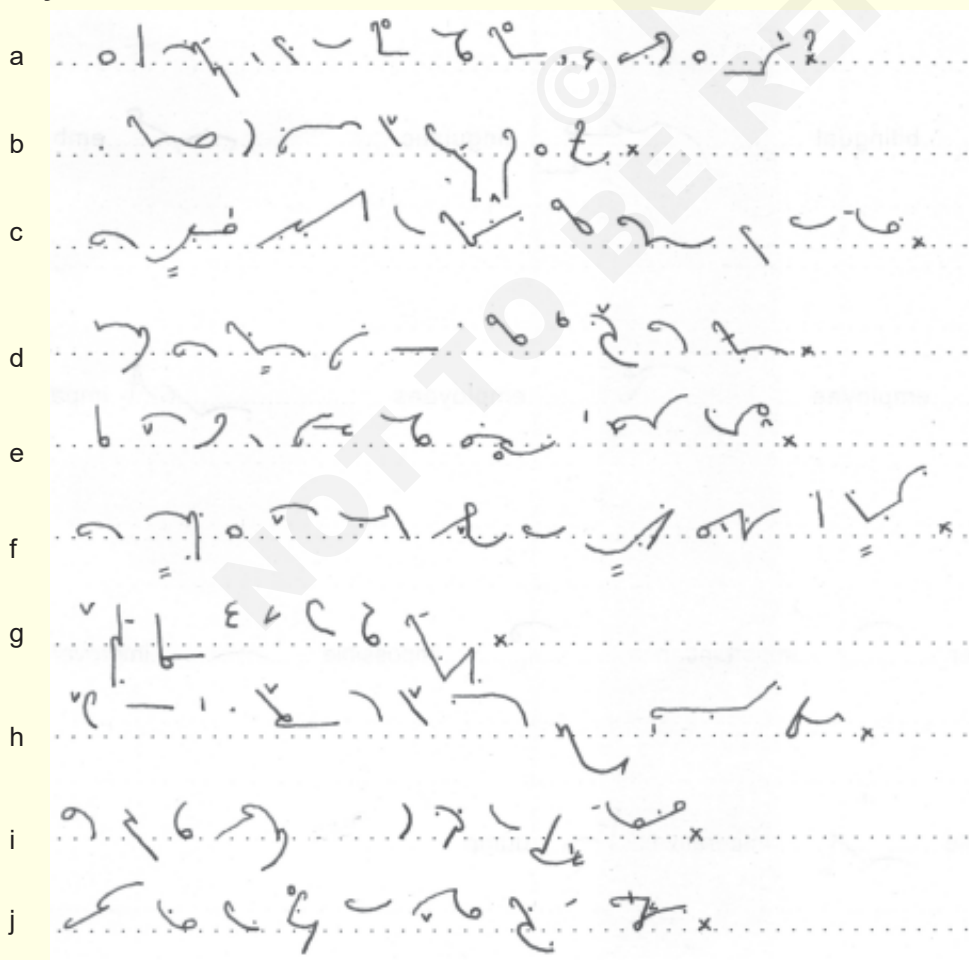
1	brother	gathering	shrink	deeply	payable	shuttle
2	smasher	treasure	measure	cradle	challenging	enclosure
3	primer	rumour	banner	glare	hopeful	negatively
4	generously	conquer	fingering	flavour	honourable	camel
5	tinker	monger	rivalry	specialize	kernel	develop

TASK 5

Test your knowledge, skill, speed and accuracy by taking dictation of the following exercise at 60 w.p.m.
Verify with the key for errors. Practise corrected outlines.

- Is it improper to play in dark in this park, when the weather is cool?
- The Prime Minister was welcomed by everybody throughout his journey.
- Mr Shukla's reward for bravery surprised very many people, in our office.
- I am sure Mr Prem will give a surprise on his arrival from Burma.
- It is my pleasure to welcome you in this seminar on moral values.
- Mr Mitra is my neighbour residing near Neeraj Hotel at Bareilly.
- I totally disagree with you on the valuation of this property.
- Either go on a bicycle or by car to bring the crockery just now.
- Sir, I believe this refresher course was arranged for junior officers.
- We will face every challenge in our lives bravely and courageously.

Key to TASK 5







Compound consonants - WH / WHL / KY / GY / KW / GW / MP / MB and its application




Objectives: At the end of this exercise you shall be able to



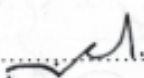
- use compound consonants with initial large hook (kwa, gwa, hwa, hwel)
- use compound consonant with initial small hook (wel)
- use thickened compound consonants ler, rer, emp/emb).

TASK 1: Read and write the given outlines in the following 3 lines before practising them for one full page in your shorthand note book

a  whip  while  equip  quota

b  quarter  quench  Where  anywhere

c  bilingual  linguistic  embarrass

d  employee  employees  impartiality

e whether important/ance impossible improve/d/ment

f question liquid whisper Bombay
 meanwhile imperative dump

TASK 2: Explain the situations when LR and RR can be employed

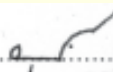


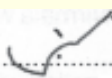
Practise the following outlines 20 times each using compound consonants LR and RR



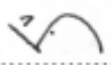


a scorer dweller bearer restorer snarer

b poorer Sharer fuller ruler fairer



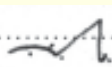

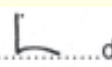


c explorer chancellor admirer scaler

TASK 3: Practise the following outlines 20 times each wherein LR and RR are not used

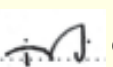
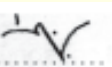

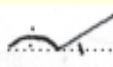
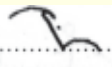
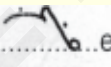
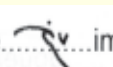
a  scullery  failure  taller  foolery

b  cooler  error  boiler  miller  ambassador

TASK 4: Practise the following words using MP/MB 10 times each

a  ambition  embarrass  imperative
 hemp  damp  imperatively  scamper

TASK 5: Practise the following outlines wherein compound consonant MP/MB is not used

a  embolden  umbrella  imprison
 emperor  emblem  embrace  imply

TASK 6: Write outlines for the following words, verify them with the key and practise them at least three lines each

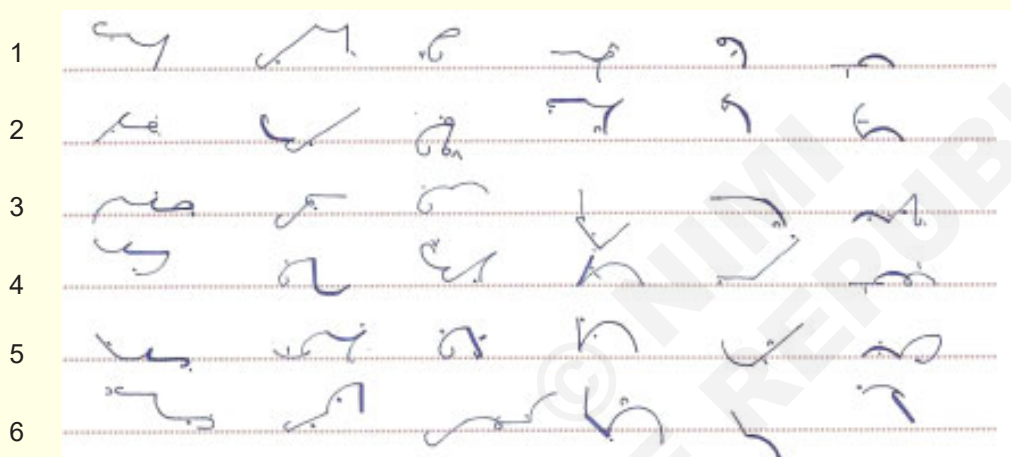
- 1equitywhackwheelsfoilerfairer
- 2 Quakerwhispercrownwheelleveleradmirers
- 3quarrelwherebywhelpdwelleradorer
- 4liquifywillowcog-wheelscholarserror
- 5squibwolfwelfarescholarlyemperor
- 6qualityWelshwallpostercellularpurser

Decipher the following outlines and write correct words/phrases, verify them with the 'key' and practice them, at least three lines each.

Key to TASK 6



TASK 7:



Key to TASK 7

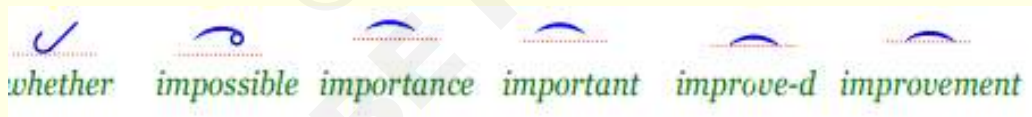
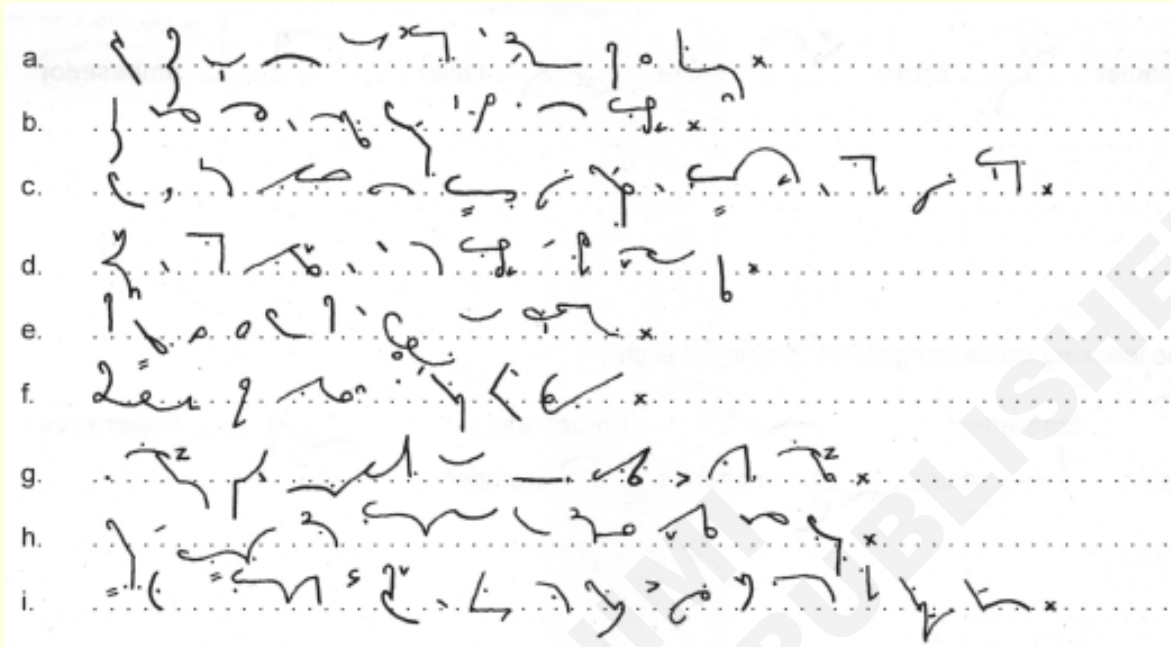
- 1 quench whereinto whilst councillor soarer
- 2 requisition everywhere wheelhouse granular hirer
- 3 linguist whisker whelm tippler curer
- 4 anguish welding fly-wheel jailer career
- 5 penguin unwillingly whale-bone taller furor
- 6 qualification waylaid whimsical tabular poorer

TASK 8: Test your knowledge, skill & speed by writing the Exercise dictated to you. Compare your outlines with the key and practise

- a I believe there was no improvement in the quality of work during his tenure.
- b It was almost impossible to impress everybody on such an important question.
- c However, on your request, Mr Gwynn will proceed to Gwalior to get the steel quota
- d I assure you to get replies to all your questions and settle the minor differences.

- e Dr Bist is the first-ever Doctor of Philosophy in Stenography.
- f There is no reason why he should refuse a better job elsewhere.
- g The employer showed impartiality in giving wages to the lady employees.
- h Priti and Nirmala were quarrelling for workers' rights almost every day.
- i They quarrelled with the driver to check the air-pressure of the wheels of their car at the petrol pump.

Key to TASK 8



Typing passages from books, magazines, journals and newspapers with speed and accuracy

Objectives: At the end of this exercise you shall be able to

- **type the passage accurately without looking at the keyboard**
 - **use left and right fingers for numbers and symbols**
 - **calculate gross and net word per minute**
 - **avoid fingering mistakes.**
-

TASK : Type the following passages in double line spacing with a margin of 10°

1 A Football Match

A few days ago I went to see an interesting football match played between the D.A.V. Higher Secondary School, Karnal and the Govt. Higher Secondary School, Shahabad on the grounds of the S.D. Higher Secondary School, Karnal. A large crowd of students and men from the town were present to cheer up the players. The match began at 4.30 p.m. About five minutes before the fixed time, the referee called upon the captains of the two teams to toss for sides. The D.A.V.'s won the toss. Soon after, the referee blew the whistle and the players took their positions. At another loud whistle, the center forward of the local school picked the ball and the play began. From the very start, the Govt. School team took the offensive. Twice they tried hard to make the ball pass through the goal post, but the goalkeeper of the opposing team warded it off each time. However, he could not resist the attack for long and the Govt. School center forward shot the ball through the goal by chance. They were loudly cheered by the spectators. Soon after the half time, the game was resumed. The D.A.V.'s got many chances but failed to score a goal. When only five minutes were left they made their great dash. In spite of strong opposition, their Forwards carried the ball with full force and a goal was scored. There was a hail of shouts and the students of D.A.V. flung their caps high up in the air. The match ended in a draw.

2 When My Teacher Scolded Me

Scolding is something common in student life. Being a naughty boy, I am always scolded by my parents. But one day I was severely scolded by my English teacher. She infect teaches well. But that day, I could not resist the temptation that an adventure of Nancy Drew offered. While she was teaching, I was completely engrossed in reading that book. Nancy Drew was caught in the trap laid by some smugglers and it was then when I felt a light tap on my bent head. The teacher had caught me red handed. She scolded me then and there and insulted me in front of the whole class. I was embarrassed. My cheeks burned

being guilty conscious. When the class was over, I went to the teacher to apologize. When she saw that I had realized my mistake, she cooled down and then told me in a very kind manner how disheartening it was when she found any student not paying attention. I was genuinely sorry and promised to myself never to commit such a mistake again.

3 The Saddest Day of My Life

Days are not of equal value in one's life. Some bring happiness while others bring sadness. Sadness and happiness both are equally important to man's life, since they are the two sides of a coin. As we cannot forget the happiest day, we are unable to forget the saddest day of our life too. The saddest day of my life was the Diwali Day. Diwali is considered to be a happy festival and till last Diwali, it was my favourite festival. On last Diwali, my sister, my brother and I were busy lighting the fireworks. I was holding a 'fuljhari' in my hand and unfortunately my younger brother, who was standing just beside me, had a cracker in his hand. This cracker caught fire and a very loud explosion was heard which shook my sister and me. After that, we all could think of nothing else than blood stained cotton, bandage, dettol etc. My cousin took my brother to the doctor where he got 14 stitches in his forefinger and thumb. But at home, everybody kept cursing and blaming me for the mishap. That night, I could not sleep and I cried a lot. For next few days, I bore the burden of this blame for being responsible for this unfortunate incident. I felt deeply guilty conscious which I was able to overcome after a long time.

4 The Habit of Reading

Studying is the main source of knowledge. Books are indeed never failing friends of man. For a mature mind, reading is the greatest source of pleasure and solace to distressed minds. The study of good books ennoble us and broadens our outlook. Therefore, the habit of reading should be cultivated. A student should never confine himself to his schoolbooks only. He should not miss the pleasure

locked in the classics, poetry, drama, history, philosophy etc. We can derive benefit from other's experiences with the help of books. The various sufferings, endurance and joy described in books enable us to have a closer look at human life. They also inspire us to face the hardships of life courageously. Nowadays there are innumerable books and time is scarce. So we should read only the best and the greatest among them. With the help of books we shall be able to make our thinking mature and our life more meaningful and worthwhile.

5 A Visit to an Exhibition

Recently, an exhibition 'Building A New India' was held in the capital. It was organized by the Ministry of Information and Broadcasting, Government of India. The exhibition was set up in the Triveni Kala Sangam. The chief exhibits were photographs, novels, some sculptures by Indian modern artists presenting Indian cultural inheritance. First of all, I visited the general section of the exhibition where different charts and photographs depicting India's development in various fields were set. Most impressive photographs among these were those showing India's nuclear development. The second section dealt with India's magnificent historical background. I was fascinated by the pictures of Mohanjodaro excavation. Then I saw the most beautiful and colourful section of the exhibition i.e. the cultural section. It consisted of paintings, sculptures, photographs etc. The Rajasthani and Gujarati paintings were very colourful and attractive. This exhibition, inaugurated by the Prime Minister, lasted for a week. It proved to be of great educational value. It brushed up my knowledge about India as my motherland. It enhanced my respect for my great country, India. I would very much appreciate if the Indian government organized some more such exhibitions.

6 My Favourite Teacher

A teacher is called builder of the nation. The profession of teaching needs men and women with qualities of head and heart. There are many teachers in our school and a large number of teachers among them are highly qualified. I have great respect for all of them. Yet I have a special liking for Miss Y. Miss Y is a woman of great principles. She is jewel among all the teachers. Almost all the students respect her. She teaches us English. She is quite at home in this subject. She takes keen interest in teaching students. Simple living and high thinking is her motto. She is a woman of sweet temper and is always ready to help in difficulties. She treats us like her own brothers and sisters. She is an ideal teacher. It is these qualities of head and heart that have endeared Miss Y to the students and teachers alike. She is an ideal teacher in real sense of the word. She is the real model to emulate. May she live as long as there is sweet fragrance in the flowers?

7 Traveling in a D. T. C. Bus

Delhi is a crowded city. There are very few rich people who travel by their own vehicles. The majority of the people cannot afford to hire a taxi or a three-wheeler. They have to depend on D.T.C. buses, which are the cheapest mode of conveyance. D.T.C. buses are like blood capillaries of our body spreading all over in Delhi. One day I had to go to railway station to receive my uncle. I had to reach there by 9.30 a.m. knowing the irregularity of D.T.C. bus service; I left my home at 7.30 a.m. and reached the bus stop. There was a long queue. Everybody was waiting for the bus but the buses were passing one after another without stopping. I kept waiting for about an hour. I was feeling very restless and I was afraid that I might not be able to reach the station in time. It was 8.45. Luckily a bus stopped just in front of me. It was overcrowded but somehow I managed to get into the bus. Some passengers were hanging on the footboard, so there was no question of getting a seat. It was very uncomfortable. We were feeling suffocated. All of a sudden, an old man declared that his pocket had been picked. He accused the man standing beside him. The young man took a knife out of his pocket and waved it in the air. No body dared to catch him. I thanked God when the bus stopped at the railway station. I reached there just in time.

8 Look Before You Leap

The proverb has deep meaning, which is always useful for a successful life. It conveys the idea that we should always think and then act accordingly. Impulsive actions may lead us to embarrassing and odd situations. As we should always think before we speak, in the same way we should think before we act. Life is full of various factors, the factors which can fascinate us for the moment but may lead us to failure or the factors which can repel immediately but may be the stepping stones to success. For example, going to a movie or playing video games may seem an attractive thing for the time being but can, in the course of time not only disturb one's studies but also injure our eyes. Therefore, we should always restrain our intuitive and impulsive desires and then act according to what our mind says is right. Even the great men like Gandhi, Nehru, John Kennedy have been prey to their passions and emotions due to which the nations suffered. We should learn from their lives and should always act thoughtfully.

9 Rising Prices

Rising prices are many intelligent people in the economic field who would tell us that rising of prices is a phenomenon, which is characteristic of a developing economy. But inflation can be beneficial only if production and national income of the country also increase. But in our country, national income and production do not increase

in proportion to the rise in price due to various diverse factors. Since independence, India faced such problems that in spite of major steps taken to improve the economy, our economy has not come up to our expectations. India was attacked by Pakistan and then China in the earlier years of her freedom. It took years to recover from the heavy losses of the war. Then large-scale industries, like Iron and Steel showed losses in earlier stages. This also caused hike in price. Nowadays the main reason behind this unbalanced gallop in price is black money. Government is trying hard to control prices by coming down heavily on corrupt officers. It's taking proper steps to control prices which are causing economic hardships in a commoner's life. But all these measures will take time to show results. At present the rising of prices is a painful reality which cannot be avoided in our day to day life.

10 'Simple Living, High Thinking'

Simple living said the Prophet Mohammed "sets my heart on higher thoughts." There is a need to follow simplicity in our life. In today's world of increasing pomp and show, when everybody is joining the rat race of displaying his wealth, we should prefer to live simply, without any artificiality. Mahatma Gandhi's life shows us that simplicity in life always encourages maturity of mind. Instead of wasting wealth in various socio-religious ceremonies, we should be decent and undemonstrative. People who are really good need not show that they are good. In the same manner, the sophistication of our life style needs no raw display of wealth, it would rather appear in our character or in the manner we carry ourselves. People, who work hard and are the best servants of humanity, live in a quiet frugal manner. We should consider it a sin to waste money when we are aware of the fact that millions of our compatriots are living below the poverty line. Nowadays, in increasing consumerist culture, where everything is on sale, we should adhere to the simple way of life if we want to preserve human attributes in us.

11 The World today

The world today, whether it likes it or not, is in the era of the lone super power of pox Americana of sorts when all other countries are equal and only the united states is more equal than the others. America insists that the cold war is over. But the habits of decades are hard to erase, and in its dealings with other countries, the united states more often than not continues to apply a mind set in which cold war syndromes manifest themselves.

The united states keeps maintaining for instance that it wishes to be even handed between India and Pakistan. Such a stance was easy to understand, and could even have been consider logical, when India was perceived as

tilting towards the Soviet Union and Pakistan was deemed to be a Bulwark against soviet communist expansionism.

The soviet Union has however, collapsed and the Soviet communists threat no longer exists. What then is the rationale for parity between India and Pakistan? True, Pakistan is reasonably large country with a Muslim population of around 120 million, a well trained standing army, and a degree of clout among the Islamic nations' To that extent, Pakistan can be dubbed a nation that is important in America's geopolitical matrix.

Why is it then that whenever any senior American official visits India, he feels the need to balance it with a visit of equal duration to Pakistan? Whey is it that whenever the United States thinks of interacting with India in anty context, it always seems to look over its shoulder to make sure that Pakistan does not misunderstand?

12 The Plantations Labour Bill

Mr.Vice-Chairman, Sir,

The Plantations Labour Bill, 2003, was introduced in the Rajya Sabha on/the 6th March, 2003/. Then, it was referred to a Joint Committee of both the House and this Joint Committee submitted its report in 2005. Now, we are discussing this Bill today after six years of the submission of the report by the Joint Committee. Hence, the Bill would not be able to deal with the present-day expectations of the workers of the plantations. The original Act in regard to the (100) plantation labour, namely, the Act of 2001 itself provided various welfare measures for the plantation labour. But unfortunately the planters NON-CHALANTLY violated all these provisions for welfare measures.

The main question, therefore, is the question of implementation of the provisions of the Act. Mere amendments will not improve the position. There is no provision in the/present Bill also as to how these measures these provisions, can be implemented and what the Government is thinking in terms of implementing these provisions. In most cases, even the Government officials who are deputed for the purpose of inspecting (200) the gardens; they themselves side with the planters. If Government officers themselves side with the planters, where is the remedy? Hence, we should DEVISE ways and means and adopt measures so that the provisions which are made in the Act and the Bill, the present Bill, are implemented properly.

Sir, the provisions in the present Bill fall for short of the expectations of the working population in the plantations. In the present Bill, it has been suggested the ACREAGE/ of the plantations in regard to which this Act, will be applied will be reduced to 5 HECTARES.

13 The Amendment Bill

Madam, in respect of this Bill, along with the amendments which have been brought from the side of the Government/ after discussion yesterday, broadly we welcome the Bill itself. But this should have been discussed amongst the Chief Ministers of the/ various States. They are the implementing agency. It is being done very expeditiously but much discussion is needed in/ this Bill. Every citizen including a woman is having the right to live with the dignity and honour which is guaranteed in Article 21 of the Constitution. Sexual harassment like even eve-teasing of woman amounts to violation of rights (100) guaranteed under Articles 14 and 15 of the Constitution of India. For meaningful right within the ambit of Article 21 of the Constitution, every woman is entitled to enjoy economic, social, cultural, and political rights without discrimination. The primary concern both at international and at/ the national level is about devastating increase in rape cases and cases relating to crime against woman. India is no/ exception to that. Sexual violence is not only an unlawful invasion of the right of privacy and sanctity of the (200) woman but a serious blow to the honour. It leaves a traumatic and humiliating impression for her conscience, offending her self-esteem and dignity. Rape is not only a crime against the woman, it is a crime against the entire society itself. It leaves a scar on the most cherished possession of woman, that is, her dignity, honour, reputation and not/ the least her chastity. It destroys entire psychology of a woman and pushes her into deep emotional crisis. It is a crime against basic human rights and also violates the victim's cherished rights. In that context, today is very (300) important day because this Bill has come.

14 Ministry of Health and Family Planning

Sir, I rise to support the Demands of the Ministry of Health and Family Planning. The overall Impression one gathers /by reading this Report is that is the 54 pages devoted to the Department of Health, a sketchy picture has/ been presented of multifarious activities carried on by the Ministry of Health. To my mind, chronic shortage haunts every/ hospital in every district and every State of the Union. There is shortage of doctors, shortage of medicines, shortage of/ hospitals, primary health centres, dispensaries etc. What is worse is that- these things, especially medicines, are not available in a (100) pure form. Yesterday, in reply to a question in Rajya Sabha, the Minister of State for Health conceded that the/ supply

of Acromycin in Irwin Hospital was not of the required standard and that nothing could be done because the/ law stood in the way. This brings to my mind the most important function that the Ministry should pay heed/ to, that is, the legislative aspect concerning medicines and food adulteration. We are aware that the Prevention of Food Adulteration/ Act as passed in 1954 has failed to deliver the good, primarily because its functioning has been put into wrong (200) hands. The Minister told Rajya Sabha yesterday that no action could be taken against the suppliers or manufacturers of these/ medicines or those who used it in Irwin Hospital simply because the Delhi Administration did not have the requisite powers. Except in Maharashtra where the implementation of the Prevention of Food Adulteration Act is in the hand of the State/ Government, in all other State it has been handed over to the local bodies- municipal bodies, etc. The implementation has/ been given to Sanitary a part-time basis.

15 Taxation Bill

I have said, I have not denied it. But it is not a taxation measure in the ordinary sense of the term. If we had not done it, we could not have taken it up. If we had waited for bringing in a measure in the House, at that time what were we to do for the interim period? Could we have allowed it to be passed on to the consumers for two months and then levy it again? It would have been real taxation in the middle of the year. But that is not so in this particular (100) case. More so because as I have said earlier in my speech this ad hoc reduction. The condition/ of the agreement is that if, after examination by the, Cost Accountants, it is found that what we have taken is not justified by costs, we will have to give them a rebate. If we find at the end that their costs are still less, we will be entitled to a greater reduction, it would not have caused any harm but if we had to return anything then it would have been very difficult to return it, if it had (200) been passed on the consumers because in that case we would have to give a rebate. The rebate would have/ been given by getting something more from future consumers and the present consumers would have got all the advantages and I do not think that it would have been a fair proposition.

It is, therefore, that after a great deal/ of deliberation we decided to go this. The question was asked as to why we took so much time from/ the 20th of May to 30th of June to promulgate that Ordinance. That shows that we did not do lightly.

Practice of conversational english

Objectives: At the end of this exercise you shall be able to

- familiarise with words generally used in conversation
- engage in conversations with confidence.

TASK 1: Develop your own sentences by using short forms of verbs and negatives used in spoken English

am/are	I'm/you're/we're/they're
Is	He's/She's/It's
have	I've/you've/we've/they've
has	he's/she's/it's
had	he'd/she'd/it'd/I'd/you'd/we'd/they'd
will	he'll/she'll/it'll/I'll/you'll/they'll
would	he'd/she'd/it'd/I'd/you'd/we'd/they'd
Is not=isn't	
are not=aren't	
was not=wasn't	
were not=weren't	
have not=haven't	
has not=hasn't	
had not=hadn't	
do not=don't	

does not=doesn't _____

did not=didn't _____

will not=won't _____

can not=can't _____

could not=couldn't _____

should not=shouldn't _____

— — — — —

TASK 2: Instead of asking a visitor bluntly 1) Who are you? 2) What do you want? 3) Why did you come? use polite forms

- 1 Can I get your good name, please?
- 2 Yes, Can I help you?
- 3 Could you tell me the purpose of your visit, please?

Use the above polite expressions to ask someone to bring you water to drink

— — — — —

TASK 3: Greet your friends or those close to you as in the sentences 1) "Hello, good mornig, Ravi" 2) "Hello, How're you getting on?" 3) "Hi, How're you doing?"

.....

.....

.....

.....

Avoid using formal English when you speak
Do not say 'Hi' to your elders. It is not polite

— — — — —

TASK 4: Use the following expressions for congratulating and appreciating a person

- 1 Congratulations!
- 2 That's marvellous!
- 3 Well done; keep it up!
- 4 Oh, that's wonderful!
- 5 That's splendid!
- 6 Oh, what an excellent performance!
- 7 That's great!
- 8 Oh, it's fantastic!
- 9 How clever of you!
- 10 That's really brilliant!

— — — — —

TASK 5: Create a conversation with fellow students to indicate your likes and dislikes using the following expressions

I like	I love	I'm fond of	I prefer
I'd like to have	I'd rather have	It's interesting	I want some
This is my favourite			

I don't like / I hate / I'm fed up with / It's disgusting / It's boring / I don't want / I wouldn't like / I'm not interested / I don't have the inclination.

— — — — —

TASK 6: a) How will you offer someone something?

(Use the expressions: Would you like....?
 Shall I give you some....?
 Do you want some.....?
 Would you like to have?)

b) Positive response: Yes, please / Yes, I don't mind / Mm...I won't say no to it / Oh, that'd be nice

c) Negative response: No, thanks / No, I'm full / Don't worry /
 No thanks, it's very kind of you

— — — — —

TASK 7: Imagine you want to help someone. How will you express? How will the responses (positive & negative be expressed?). Create a conversation taking a cue from the following sentences

Hello, May I help you?	Shall I carry your bag for you?
Would you like me to call the doctor?	What shall I buy for you?
Please ask me if you want anything	
It'll be a pleasure if you help me	No, I don't like it

— — — — —

TASK 8: Ask for directions and get responses (positive or negative)

(Ex: Excuse me, where is the post office, please?
 Excuse me, could you direct me to....?
 Excuse me, could you tell me the way to....?
 It's near the temple
 Yes, it's five minutes walk if you go straight ahead
 Walk straight ahead and you'll see it on your left opposite Indian Overseas Bank
 I'm sorry. I don't know. I'm a stranger myself.)

— — — — —

TASK 9: In your conversation, use the following language expressions to make 'suggestions'

Why don't you.....?	Shall we go....?	Let's go.....?
You'd better.....?	You ought to have.....	

— — — — —

TASK 10: Practise using the following expressions in your telephonic conversations

Hello, can I speak to...	Yes, hold on, please.	I'm sorry he's out at the moment
Can I take a message?	No, I'll call again	Ask him to call back at 4 p.m.
What's your number please?	Take it down.	It's 2342829

— — — — —

TASK 11: Practise using the following to make 'suggestions'

Let me give you a word of advice
I would n't do it, if I were you

Why worry about it?
I'd advise you to do...

— — — — —

TASK 12: Practise expressions for 'apologising' and the responses to 'apology'

I'm so sorry
I'm awfully sorry
It doesn't matter

I'm terribly sorry
It's ok, forget about it
Not to worry

I'm extremely sorry
I'd like to apologise for my blunder
No hard feelings at all

— — — — —

TASK 13: Ask for permission with 'Can', 'May', and Could' (for staying in a hostel, for borrowing a cycle and for using a computer)

— — — — —

TASK 14: Invite your friends using the following expressions

Why don't you drop in one day?
If you ever like to visit again, you're most welcome.
Please do come this evening.
Would you like to visit us this evening?

— — — — —

TASK 15: Ask for information using the words Could, Can and how?

- 1 Could I get a glass of water?
- 2 Can you spare a pen for me for a while?
- 3 How much you paid for the new painting you brought yesterday?

— — — — —

TASK 16: Express your gratitude by saying 'thanks' and the possible responses thereto using the expressions

Thanks /Thank you / Thank you very much / Thanks a lot / That's really very kind of you
I'm very grateful / It's very kind of you
Not at all. Enjoy yourself. / You're most welcome /It's a pleasure / My pleasure







— — — — —

Employ final hooks F/V, N and Shun to different words



Objectives: At the end of this exercise you shall be able to







- employ F/V hooks to straight strokes
- employ N hook to straight strokes and curved strokes
- employ shun hook to straight strokes and curved strokes
- join circles and loops to the final hooks
- write shun hook after circle S/NS
- use F/V and N hooks in phrases
- read, copy and transcribe passages consisting of words with finals hooks.

TASK 1: Copy the outlines in the three lines below and practise 20 times each in your notebook

a  wine  won  win  wife  wave  weave

b  drive  drawn  drove  driven  drain

c  gave  graph  grave  grain  grief  green



d  paves  pains  trains  dense  glance  chances





e  fines  mines  mince  fence  chief





f  danced  dispensed  dispenses  glanced

TASK 2: Copy the outlines in the three lines below and practise 20 times each in your notebook

a  significant  significance  opinion  general/ly

b  generalise  subjective  southern  northern

c  advantage  difficult  within  govern/ed

d  circumstance  union  experience  experienced

e expense, expensive responsible/bility advantageous

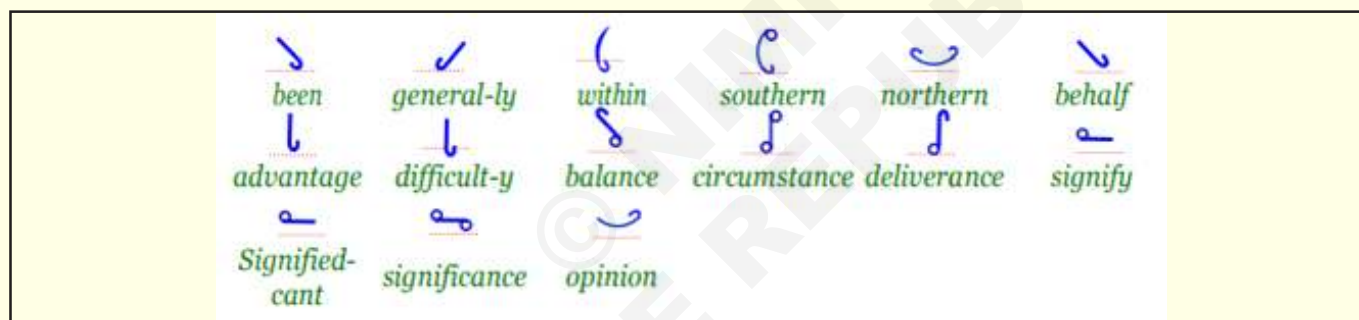
f circumstantial substantial/ly difficulty

A Practise phrases of the chapter.

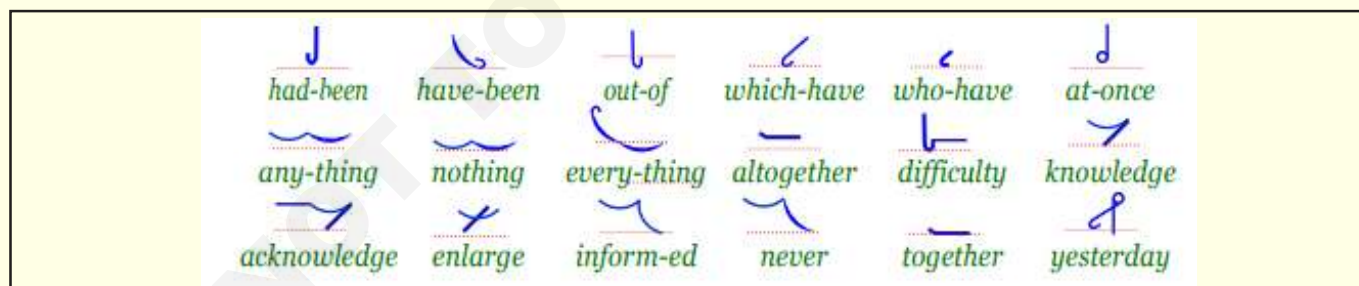
B Practise words and sentences. Take down dictation at 40 w.p.m. and read back.

TASK 3: Practice Grammalogues in your note book 20 times

GRAMMALOGUES



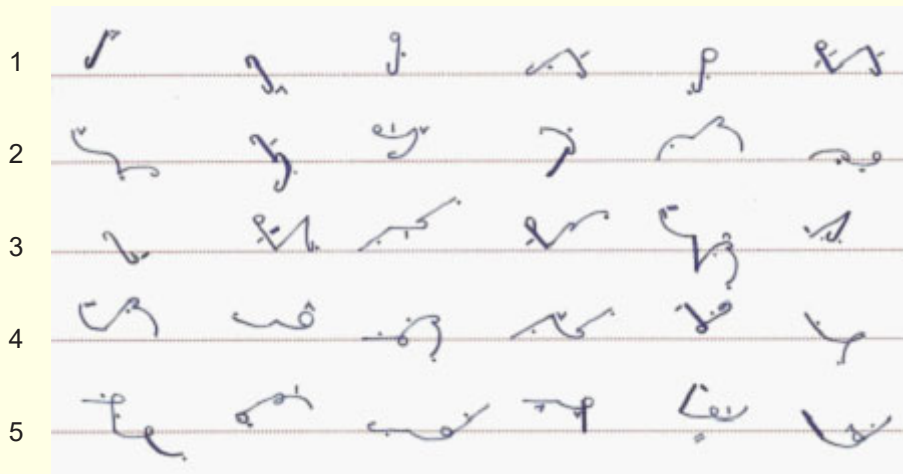
TASK 4: Practice Phrases & Contractions in your note book 20 times



TASK 5: Write outlines for the following words, verify them with the KEY' and practice them at least three lines each

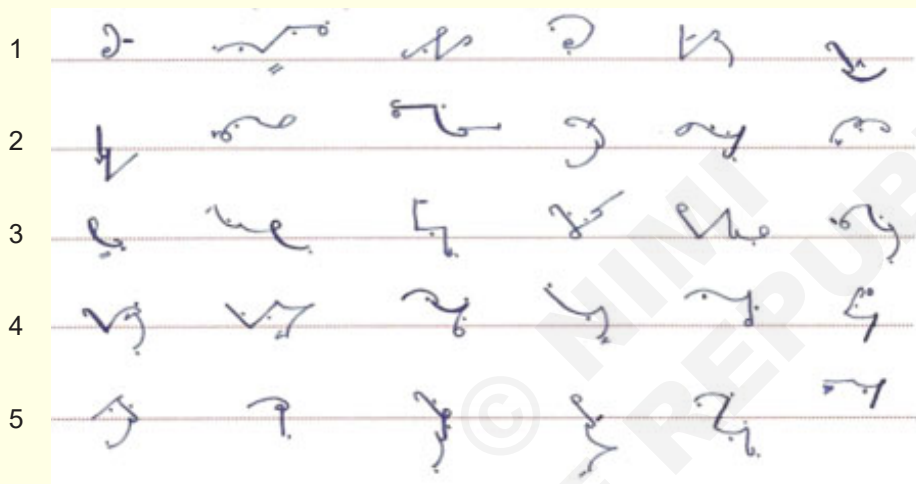
- 1 join, brown, strain, weapon, sweeten, suburban.
- 2 fireman, brothern, sunshine, arrange, learner, meanness.
- 3 proof, supportive, recovery, stubbornly, fraudulency, origin.
- 4 foreigner, announces, Excellency, refinery, observes, pencil.
- 5 extensive, handsome, cleanser, coincide, Johnson, bouncer.

Key to TASK 5



— — — — —

TASK 6: Read the following outlines and write correct words/phrases, verify them with the 'key' and practise them, at least three lines each



Key to TASK 6: Verify your deciphered words with this 'key', correct and practice them, at least three lines each

- 1 thrones, Americans, western, machines, turner, browning
- 2 divider, silenced, galvanic, furnish, steamengine, linesman
- 3 steven, offensive, talkative, preserver, sportive, solvency
- 4 brilliancy, perennial, meaningless, panacea, maintain, challenge
- 5 replenish, ministry, presidency, spoonful, imaginative, coinage.

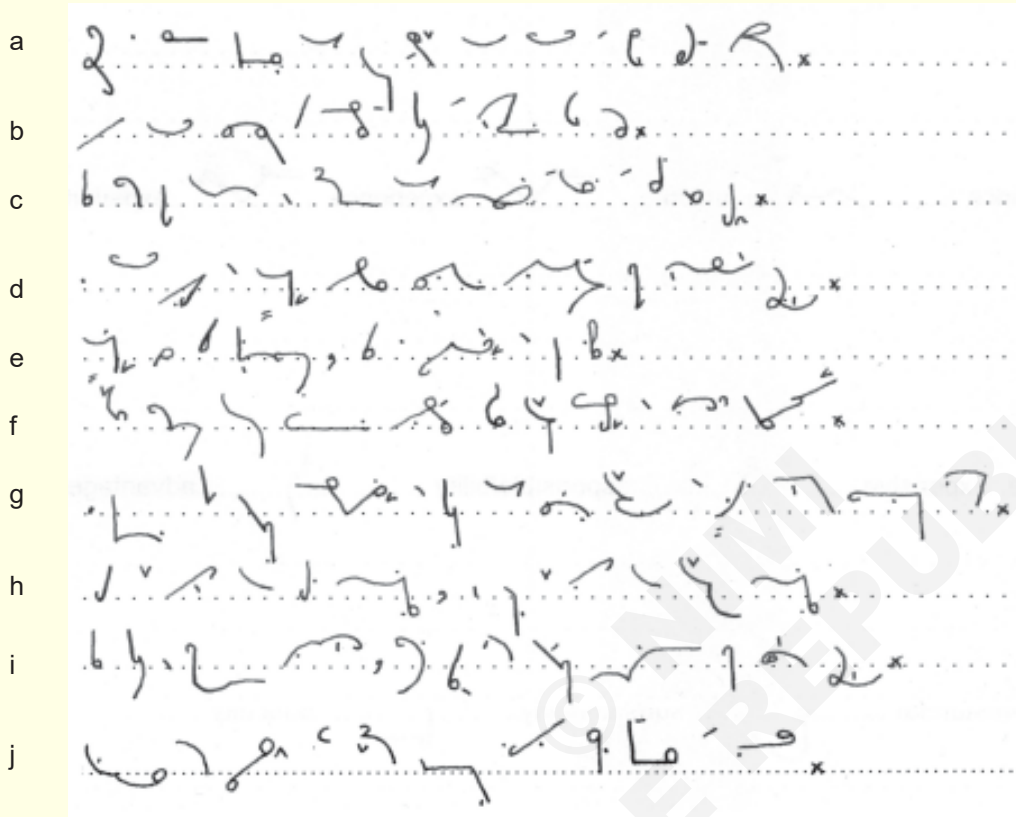
— — — — —

TASK 7: Test your knowledge, skill and speed by writing the following dictated to you. Verify with the key and note down the errors. Correct the errors and practise

- a There has been a significant decrease in the food supply in northern and southern zones last year.
- b Our opinion seems to be much expensive, advantageous and logical than yours.
- c It is very difficult for me to work in the Minister's Office and dance to his tune.
- d The northern region of India receives heavy rainfall during the monsoon season.
- e India is the largest democracy, which is a union of different States.

- f I thank you very much for your quick response on this vital question of human behaviour.
- g The team had the bitter experience of defeat in the Semi-final of Asia Cup Cricket Match.
- h Generally, I run for ten minutes, but today I ran for five minutes.
- i It is advantageous to drink lemon, fresh juice or butter milk during summer season.
- j Fence your house with wire to keep away stray dogs and calves.

Key to TASK 7



(E.C.)

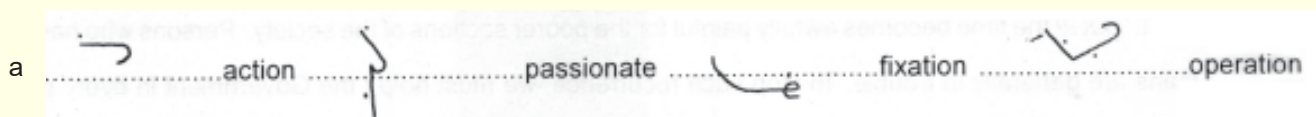
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
Shun hook and joining it with other strokes





Objectives: At the end of this exercise you shall be able to

- practise large final hook with examples
- write shun hook after strokes ending with circle S.

TASK 1: Copy the outlines in the three lines below and practise 20 times each in your notebook






b  transition  dispensation  musician  position





c  gradation  graduation  invitation  magician




d  temptation  extension  affectionately



e  selection  vocational  factional




TASK 2: Practise grammalogues, contractions & phrases, as under






a  information  instruction  signification

b  organisation  satisfaction  justification  representation

c  generalisation  subjection  familiarization























d  satisfactory  falsification  publication

e  inscription  subscription  unsatisfactory

f  subjective  subjection  information  satisfaction  Justification

A Practise exercises of the chapter and write dictation at 60 w.p.m.

TASK 3: Practise contractions in your note book 20 times

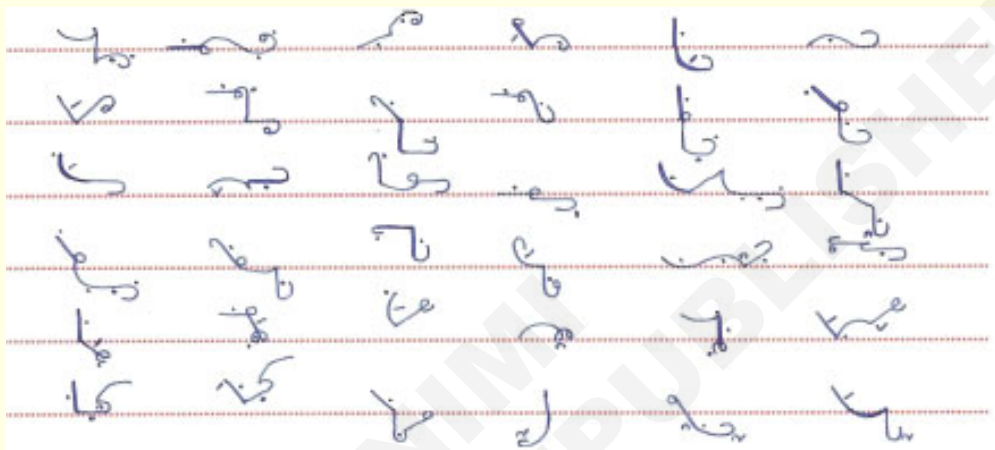
- 1  inform-ed  informer  expect-ed  representative  subscribe-ed  subscription
- 2  subscriber  especial-ly  capable  commercial-ly  sufficient  sufficiency
- 3  satisfactory  thankful-ly  reform-ed  neglect-ed  negligence  public
- 4  publication  organization  organize-d  organizer

TASK 4: Write outlines for the following words, verify them with the KEY'and practise them at least five lines each

- 1 profusion, revision, invasion, sessions, submission, revolutions
- 2 operations, adoption, extortion, restoration, precaution, application
- 3 vocation, illustration, prosecution, inclusion, revocation, partition
- 4 fiction, exportation, addition, magician, sanitation, discretion
- 5 precision, dispositions, vexation, cessation, taxation, crystallisation
- 6 dictionary, rational, executioner, positional, fluctuation, discretionary

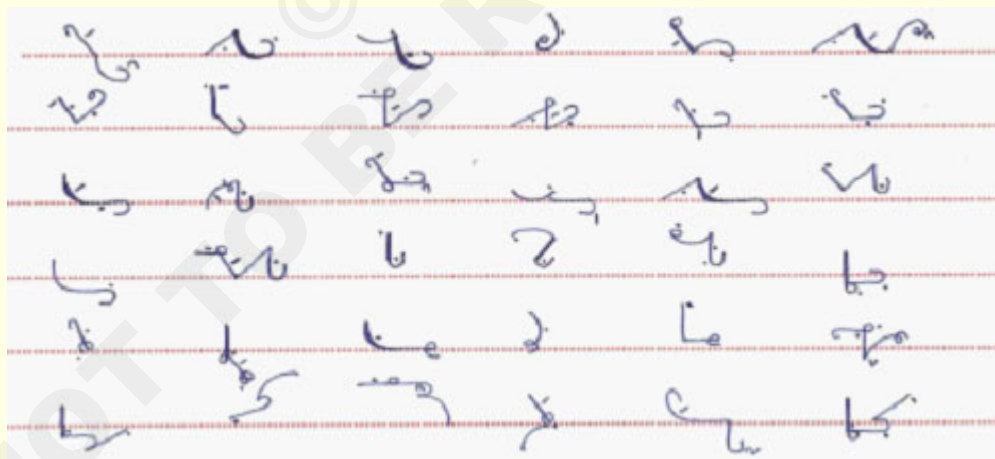
— — — — —

TASK 5: Read the following outlines and write correct words/phrases, verify them with the 'key' and practise them, at least five lines each.



— — — — —

Key to TASK 4



— — — — —

Key to TASK 5

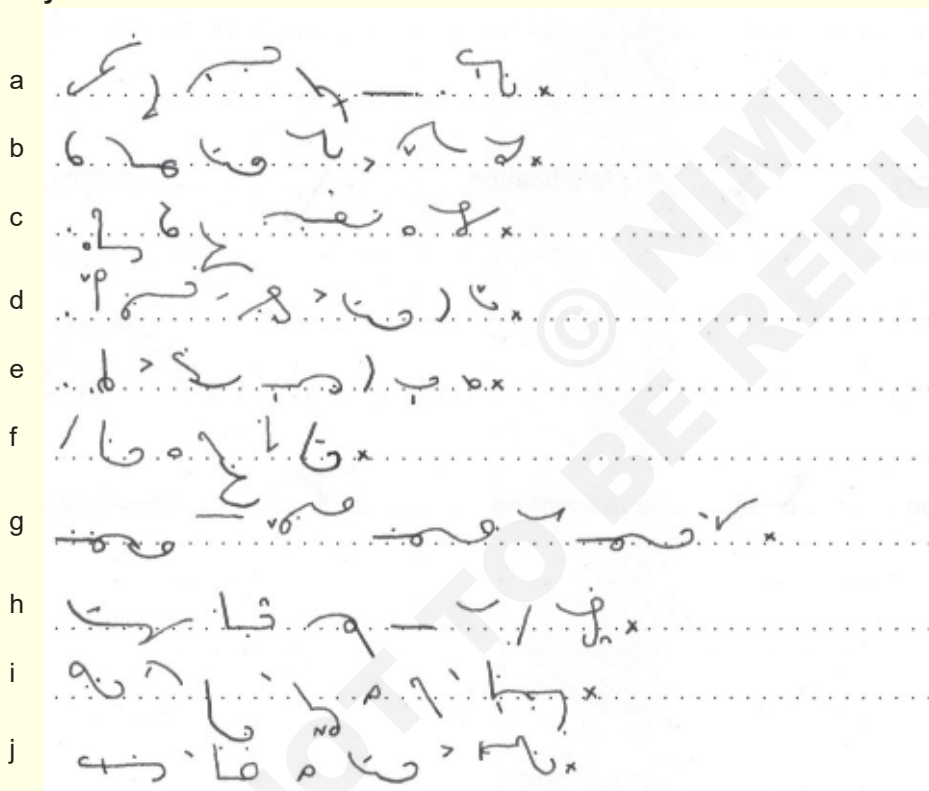
- 1 intimation, examinations, relations, submission, devotion, mention
- 2 portions, extractions, prediction, expression, destination, abstention
- 3 avocation, migration, transaction, exclusion, verification, deputation
- 4 pacification, presentation, gradation, flotations, enumeration, calculation
- 5 deposition, expositions, authorisation, musicians, indecision, polarisation
- 6 educational, operational, petitioners, tuition, superannuation, punctuation

— — — — —

TASK 6: Test your knowledge, skill and speed by taking down dictation of the following. Verify with the key for error. Practise correct outlines

- a We will see the location before giving the quotation.
- b This organisation functions in addition to the Life Insurance.
- c The direction of this film magazine is unsatisfactory.
- d The site selection and reception of the function was fine.
- e The decision of the Planning Commission was known to us.
- f Much tension is prevailing at the junction.
- g Examiners can silence examinees in the Examination Hall.
- h Vocational education must be given in each institution.
- i Separation or Division of powers is the principle of democracy.
- j Collection of taxes is the function of the Corporation.

Key to TASK 6



(E.C.)

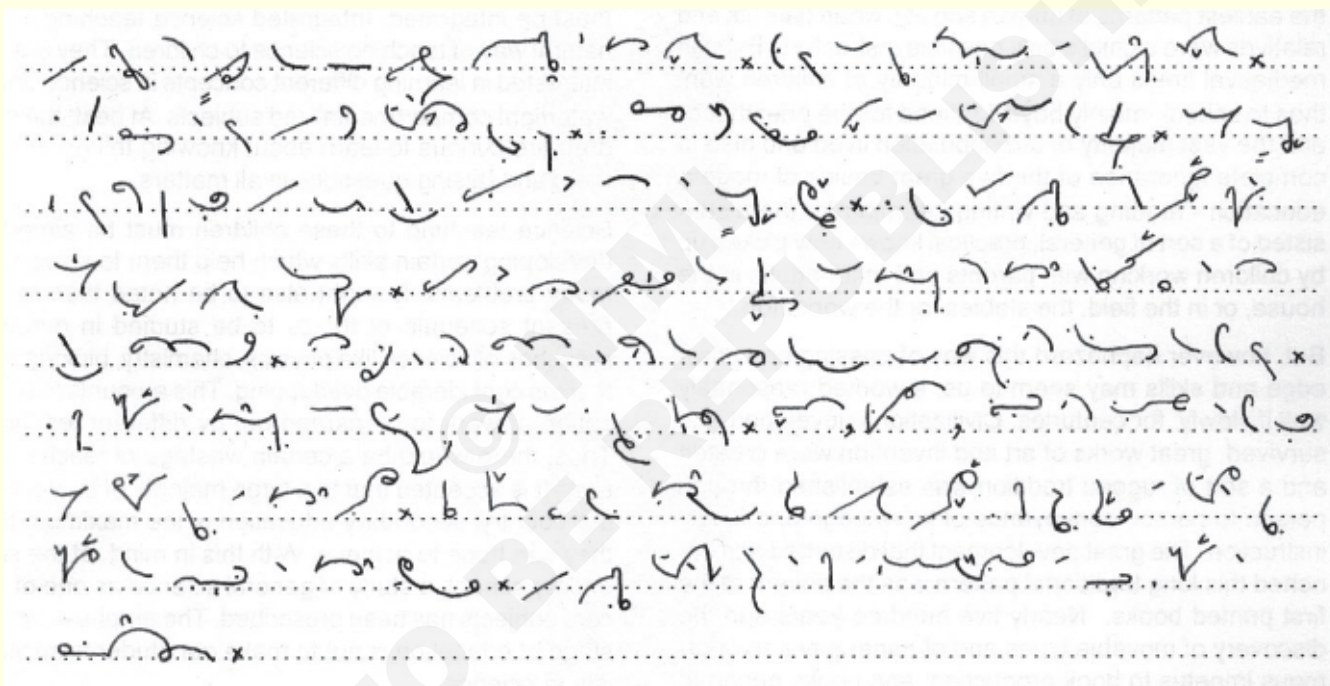
.....

— — — — —

TASK 7: Write in Shorthand at 40 w.p.m. and again at 60 w.p.m. Check your transcript by comparing it with the key given below

Our Priests or Rishis have given useful lectures on human life. They believed in peace / harmony and purity of life. A large section of people are their followers even today. // The significance of their blessings lie in following them generously. Not only Indians, but people /// from different nations are now becoming aware of the importance of Indian civilization. The vision (1) of our leaders can be realised truly only if we live affectionately. One of the / main reasons for the decline in humanity or human behaviour is of man becoming more // and more selfish. Man wishes to earn more and more to store for himself having /// no sympathy or affection for the other people. The true ideal of humanity can flourish (2) only in a peaceful atmosphere. Crime, terrorism, aggression or annexation of other nations only spoil/ peace and human relations. it is time when every human being on this earth realises // the truth of these sayings and follow these ideals for mitigation of human sufferings. Our /// leaders followed the path of truth and non-violence and gave the ideal of secularism. (3)

Key to TASK 7

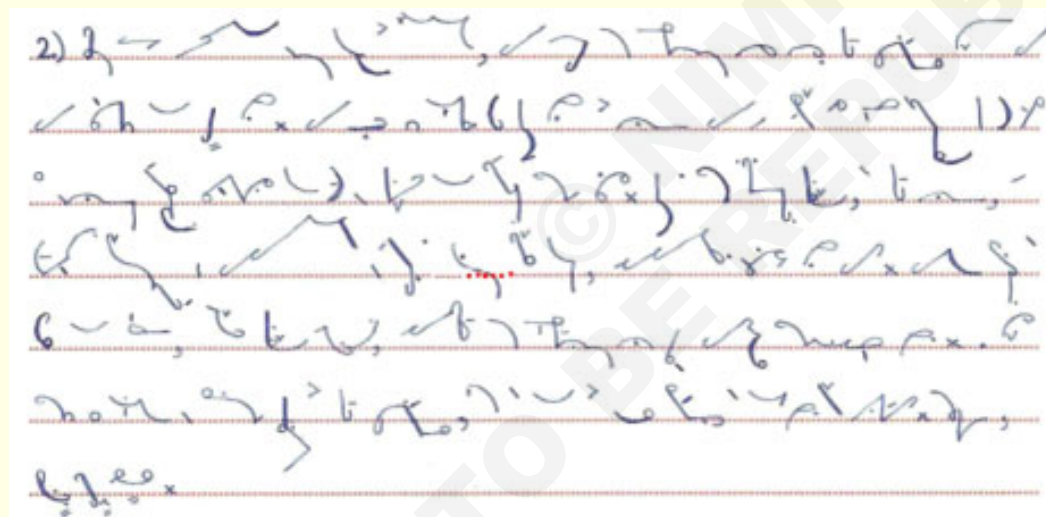
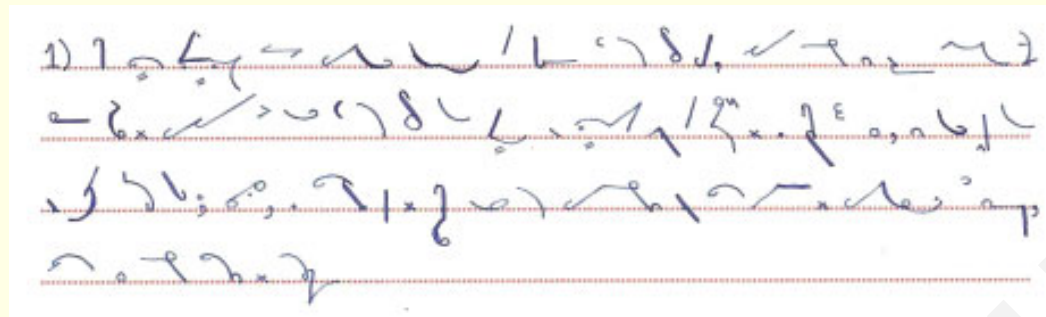


TASK 8: Take down dictation and transcribe. Check with the key and correct mistakes by repeated practice

- 1 Dear Mr. Jaganath, We-have-been having much difficulty with your balance generally , and-we expected you to-call and-inform us-the signifinance of were of-the opinion that your balances for January to March should The trouble with-you is, you have-been out for too much-pleasure on behalf; hence, the remarkable difference. During-this next year we more regular. We-have-seen what you-can-do, and-more is expected from Yours truly.

2 Dear-Sir: Referring to-your favour of the nineth, we imagine your customer must mean tough steel-box like one we sold you in June last. We gave you notice then it was-the last of-the make we should supply, as-the cost of-producing it was such as to-make-it positively hopeless for us to-derive any profit from the sales. It very attractive design, of tough make, and thoroughly fireproof; but we to obtain a fair price for-it, and-we-were-pleased to-sell-you-the last one. We plenty of others in stock, of-fine design and-finish, and-we-trust your customer may choose one-of-these from-the-enclosed list. The line from you is enough to secure the dispatch of the tough steel-box, or of any of-the things spoken of in return. Yours-truly, Steven Brown and-Sons.

Key to TASK 8



Computer - Evaluate speed typing on computer

Objectives: At the end of this exercise you shall be able to

- evaluate typing speed by applying
 - qualifying marks
 - qualifying Penalty Marks
 - errors admissible
 - penalty for errors
 - calculate net speed.
-

TASK 1: Type the passage and mark the errors committed

Sir, my friends have talked about Master Plan and Delhi's Master Plan has been objected to. We can have differences/ on the details of the Master Plan but one thing I must say and I repeat that if Delhi has/ been saved today it is because of the Master Plan, it is because the land uses have been determined./ it is because we had decided that the town would expand in a certain way that we did not find a/ factory coming up next to Parliament House. In the Master Plan we did not find, for instance, somebody putting up (100) a mandir near the India Gate. The Master

Plan is only a pattern of growth. Therefore, there is nothing wrong/ with the Master Plan as such. Master Plan should be there not only for Delhi but as I said for/ everywhere. I might say that we have decided to reappraise the Delhi Master Plan keeping in view the changed circumstances/ the experience so far gained and the need to envisage a broad pattern of development upto the year 2,000. Moreover/ the future of Delhi's development is to be conceived in the overall context of National Capital Region 200 words.

TASK 2: Type the passage and find the errors admissible (15% of total words)

While preparing the Master Plan, we will also taken into account the date that/ has become available as a result of the recent census; the population projection, the density pattern, the zonal regulation etc. / will be subjected to fresh look with a view to evolving the most suitable and equitable pattern of development consistent/ with our clear that reappraisal does not mean large/ scale amendment of the Master Plan which has been prepared after careful analysis of the relevant factors, nor does (300) involve regularization will mean that the Plan will be made more comprehensive, more scientific/ and more compatible with our economic and social aspirations in keeping with the changing perspective.

So far as unauthorized colonies/ are concerned, I might say, in this context, that a very big number of these colonies have been- regularized. Regarding/ those unauthorized colonies which have not yet been regularized but which are still to be looked into, a machinery has/

been set in motion to give a second look, but this can be done only if we are in a (400) position to assure that the unauthorized constructions do not continue as they continue now. That is why I propose to/ bring forward before this Parliament in.(Total words 205)

Answer the following questions

- 1 How many strokes constitute the above passage?
.....
- 2 What is the percentage of Penalty for errors admissible?
.....
- 3 What is the error admissible in words for the above passage?
.....

TASK 3: Type the following passage and calculate net speed

Sir,

This year our Independence Day on the 15th August assumes a new significance not only because it is the silver jubilee year of our independence but also has a new meaning of independence has been created by the emergence of Bangladesh. I want to report that the emergence of Bangladesh created a new situation and a new future for the whole of the Indian sub-continent and for the resurrection of our lost soul. Our Government has been preparing some programmers for the observance of the silver jubilee of our independence. I want to remind you that during the last 25 years, our people might have enjoyed political freedom but it is a fact that economic freedom of the common masses of our people is still far from being achieved; it is far beyond reach. It may sound as hyperbolic political propaganda if I say that during the last 25 years the rich communities have become poorer. This is not my observation this had been borne out by facts and I shall give you those facts now. The total national income of our country from 1960 to 1969 was Rs. 1.6 lakhs of crores. Again these twenty percent at the top who constitute the rich community, their share has been

Rs. 1.26 lakhs crores. And only 54 lakh crores have gone to 80 percent of our people- only 17/ percent of our national income has gone to 60 percent but 83 percent to highest echelon of 40 percent of our people. Sir, these are not my figures. This is a figure calculated from the data given by last four Plan documents. This figure is borne in recent statistics that has been brought forth by Mr. Minhas, a Member of the Planning Commission and also the National Council of Applied Economics.(300)

Formula for calculation of Net Speed

Net speed = $\frac{GW \text{ (Gross words)} - PE}{T \text{ (Time)}}$ = w.p.m. (words per minute)

Example: If GW is 300; EC = 15; the Net speed calculation will be

Net speed = $\frac{GW(300) - PE (2 \times 5)}{10} = \frac{300 - 10}{10} = 29 \text{ wpm}$ - Time 10 min.

(PE - 15 words admissible for GW of 300)

Instructor may assign similar tasks to the trainees.

Office Administration and Facility Management Exercise 1.3.36 & 1.3.37
Stenographer Secretarial Assistant (English) - Speed Developing Exercises
& English Language Skills

Demonstrate halving principle in words and sentences

Objectives: At the end of this exercise you shall be able to

- practice halving of light and heavy strokes for adding T or D
- apply halving principle to hooked strokes.

TASK 1: Copy the outlines in the three lines below and practise 20 times each in your notebook

a \ pat \ pit ʋ fight ʋ fate ʋ fit ʋ tight

b ʃ plate ʃ played ʃ create ʃ created ʃ plot

c ʃ plotted ʃ blade ʃ blood ʃ bloody ʃ bright

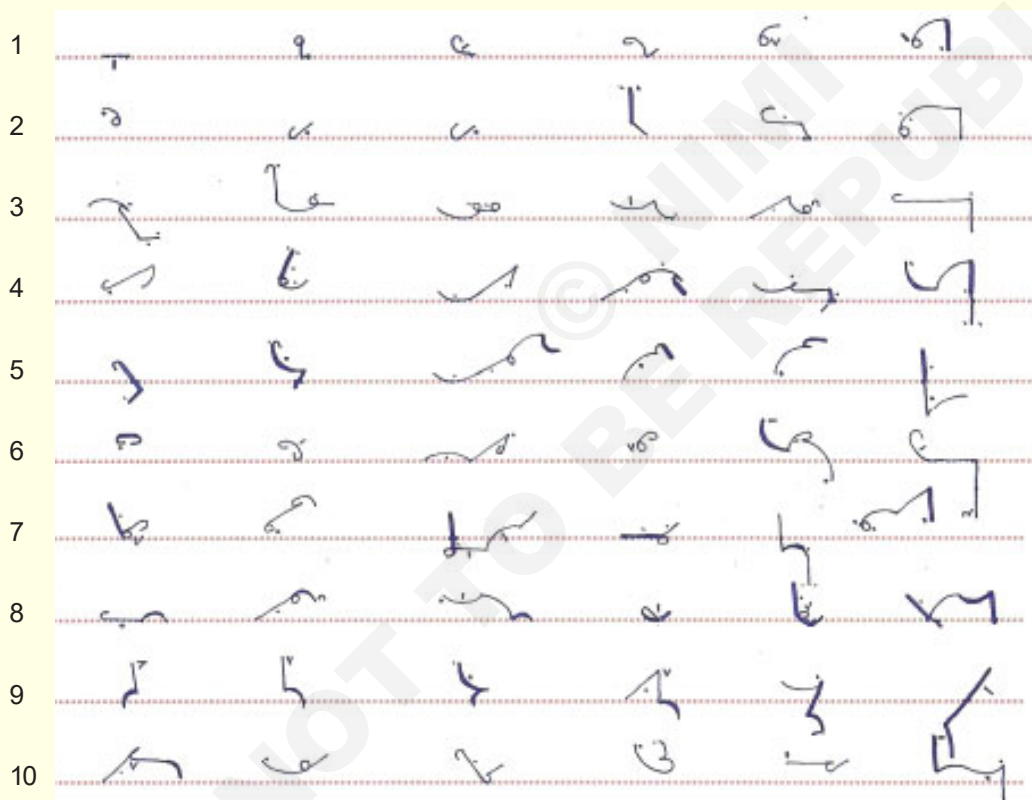
d ʃ greed ʃ greet ʃ bride ʃ broad ʃ brought

e ʃ god ʃ got ʃ rapid ʃ rabbit ʃ packed

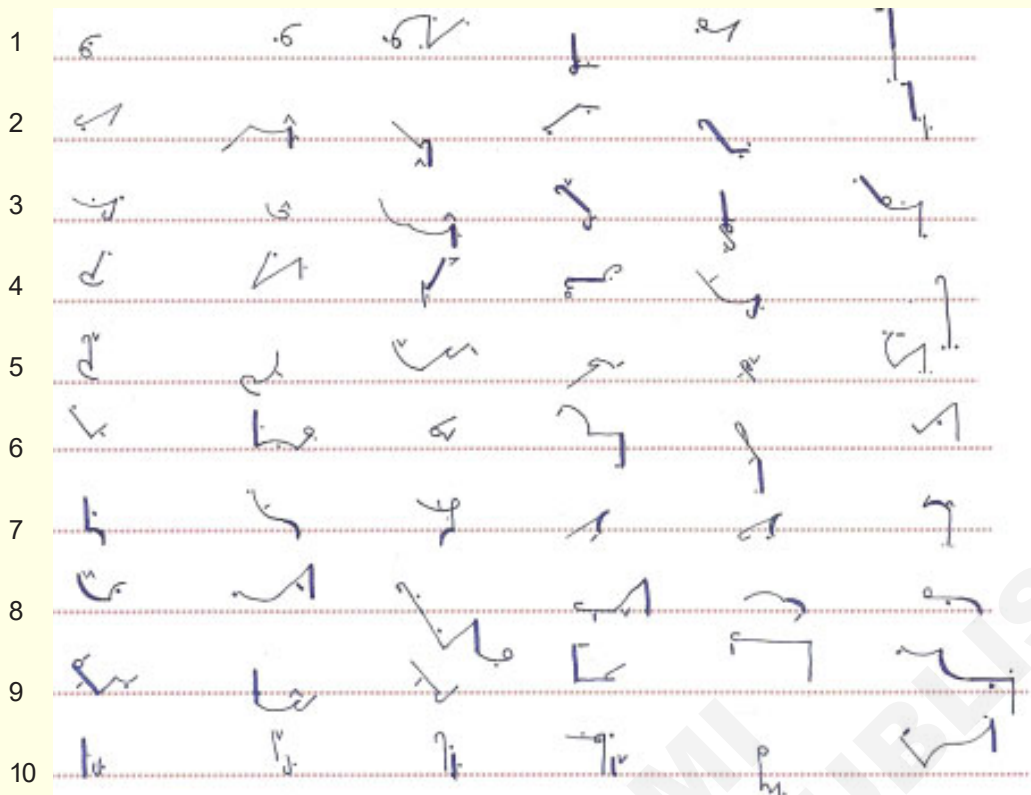
TASK 2: Write outlines for the following words, verify them with the KEY' and practice them at least five lines each

- 1 coat, street, float, fruit, slight, solid
- 2 arts, wait, wheat, adapt, equipped, select
- 3 implicate, transact, insects, unfit, refutes, clicked
- 4 washed, adjacent, enriched, resembled, included, validity
- 5 bridged, averaged, unsolved, labored, lagged,,detail
- 6 grant, front, merchant, silent, volunteer, fluctuate
- 7 behind, hammered, discoloured, exert, timidity, salaried
- 8 claimed, resumed, unarmed, stunned, designed, belonged
- 9 toiled, tired, availed, retired, injured, judged
- 10 required, answered, preferred, fashionist, awkward, dominate

Key to TASK 2: Verify the outlines written by you with this 'key', and practise them at least five lines each



TASK 3: Decipher the following outlines and write correct words/phrases, verify them with the 'key' and practice them, at least five lines each



Key to TASK 3: Decipher the following outlines and write correct words/phrases, verify them with the 'key' and practise them five times each

- 1 slate, salt, solitary, dissect, snatched, audit
- 2 watched, rounded, powdered, racket, brigade, audited
- 3 enchant, found, founded, brightened, disciplined, absentee
- 4 channeled, charted, jointed, garland, pungent, treaty
- 5 trifled, shuffled, firewood, rumoured, supplied, authority
- 6 parrot, demerits, height, orchid, stupid, irate
- 7 dared, afford, unsettled, ruled, yield, humidity
- 8 violate, narrowed, preparedness, chloride, moored, scared
- 9 subordinate, downward, upward, dockyard, clocked, navigate
- 10 detained, tightened, traded, extradite, situated, polished

— — — — —





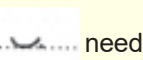
Halving of other compound consonants and applying it on computer


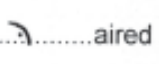
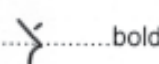

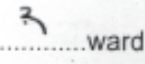
Objectives: At the end of this exercise you shall be able to

- halve & thicken M, N, L and R (down) for 'D'
- halve hooked MP/MB & NG for T/D.

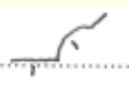
TASK 1: Copy the outlines in the three lines below and practise 20 times each in your notebook. While doing so, bear in mind the following rules





- Halve & thicken m, n, l, r (down) for d and hooked strokes mp/mb and ng for t or d
- Join strokes of unequal length only when there is difference in thickness or when there is angle between strokes. If not, halving is not done. Full strokes are written.
- Do not halve a stroke when a vowel follows T or D.

a  mud  end  muddy  needy  need

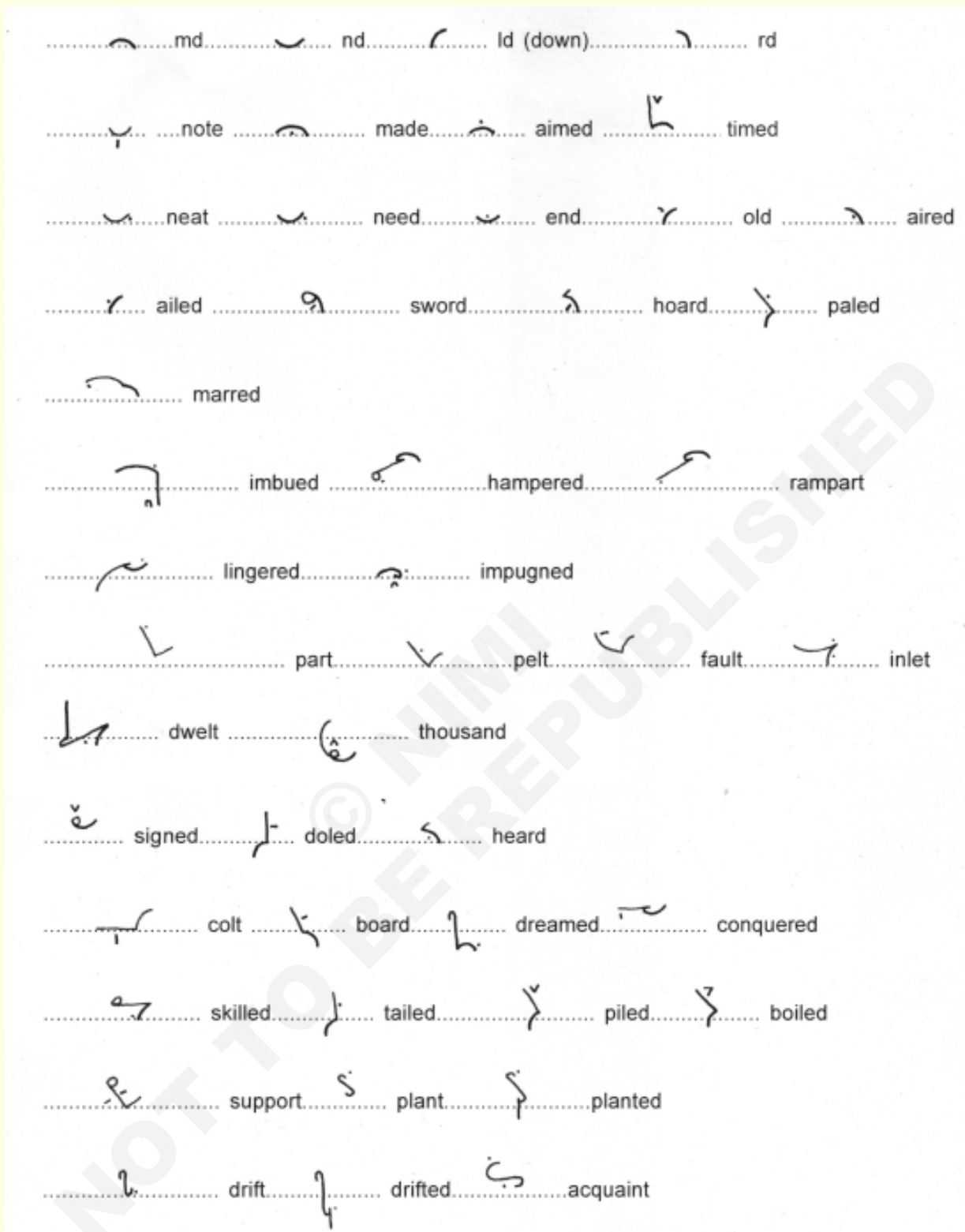
b  old  aired  bold  bored  ward

c  attitude  tightness  treated  credited




d  coloured  preferred  afford  insured

e  minute  select  affect  locate

Copy the outlines in the three lines below and practise 20 times each in your notebook



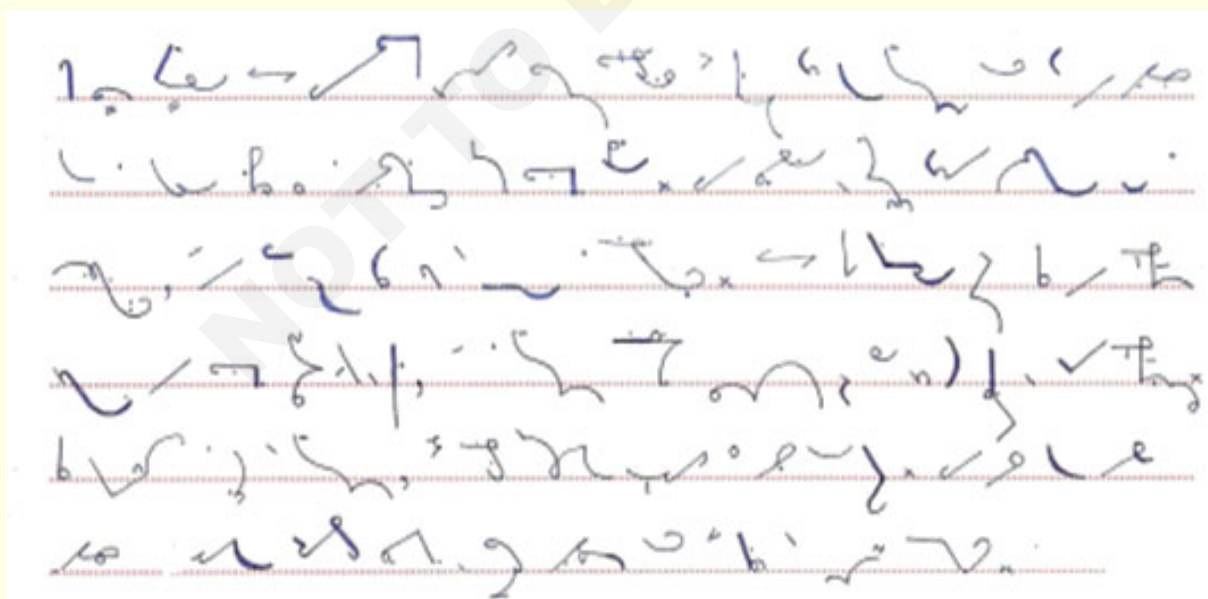
TASK 2: Practice grammalogues in your note book till you are familiar

						
quite	could	accord-ing	cared	guard	great	called
						
equalled	cold	gold	that	without	wished	cannot
						
gentleman	gentlemen	particular	opportunity	child	build-ing	told
						
tried	trade	toward	towards	hand	under	chaired
						
cheered	sent	third	short	spirit	yard	word
						
school	schooled					

TASK 3 (a): Take down dictation and transcribe. Check with the key and correct mistakes by repeated practice

Dear Mr. Johnson, We-regret to-learn from-your correspondence of you have formed-the opinion that our request for a financial statement is a reflection on-your credit standing. We hasten to assure-you that-you-are laboring under a misapprehension, and are glad to-have this opportunity of giving an explanation. At-the beginning of-each-year it-is our custom to-bring our credit files up to date, and a form exactly similar to-that sent to-you was dispatched to all customers. It-is purely an issue of form, and-with-the exception of has raised any objection. We ourselves have received requests and we been happy to furnish-the required information on-the basis of mutual co-operation.

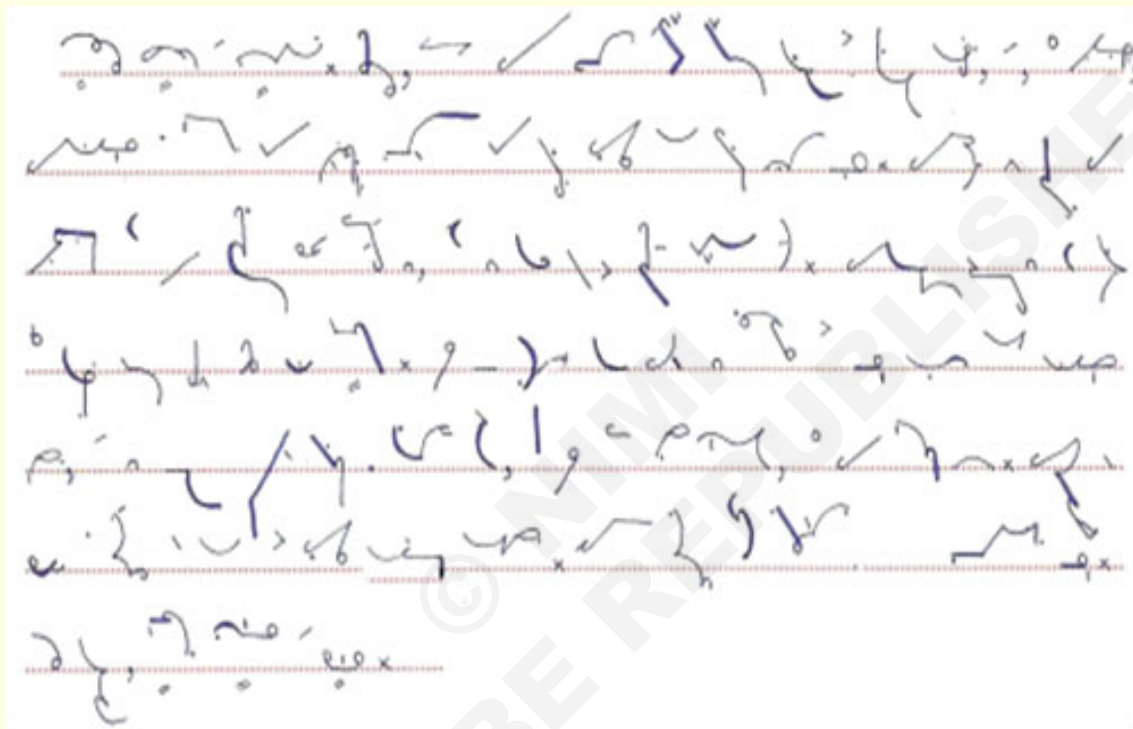
Key to TASK 3(a)



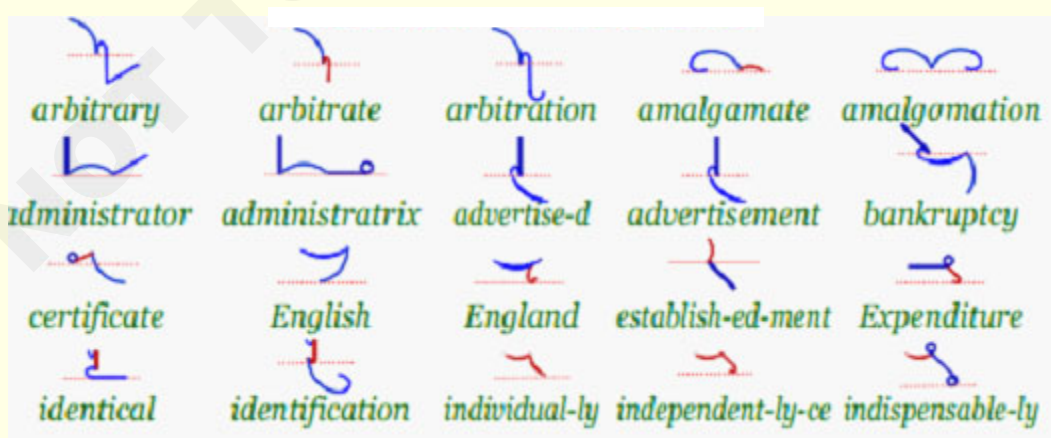
TASK 3(b)

Messrs. Stamford and Martin. Dear-Sirs, We-are greatly obliged by of-the 10th instant, and, as requested, we-enclose a copy of-our illustrated catalogue of-our patent watches in plated metal cases. We-cannot-say how deeply we regret that our traveler has-not-yet called-upon you, and-that-you have-been put to trouble of-writing us. We-have-told-him to-call-upon you without fail on your town towards-the end of-October. He could easily have shown you samples of the goods named in-the enclosed list, and you could-have judged better the value of them, had he called last month, as we ordered him. We-shall-be-pleased to you an assortment of any of-the watches included in-the-list, and we can assure you that-they-are absolutely guaranteed goods. Yours faithfully, Godgree Maddox & Sons

Key to TASK 3 (b)



TASK 4: Practice Phrases and contractions in your note book



TASK 5: Type the following words on computer

Exercise 1

Pat, pit, tight, plate create, white, packed, halt, lot, weight, aged, died, glowed, Vowed, grade, grades, credit, debit, applied, honoured, greet, greed, coated, Tend/tent, meant/mend, bought, body, god, got, blood, blot, rent, rifts, hunts, print, Pound, friends, inclined, doubled, lent, lands, afraid, residents, Awakened, secret, Sacred, regret, regard, hotel, mental, motto, labeled, disappoints, Extent, fortunate, Accident, correspondence, result, About, happened, between, unavoidable,

Exercise 2

Prevents, quit, could, accord, according, cared, guard, great, Called, equaled, cold, gold, That, without, wished, Cannot, gentleman, gentlemen, particular, opportunity, Child, Build/building, told, tried, trade/toward, towards, Hand, under,

Optical, vertical, lightly lately, witness, Military, artificial, tint, bid, foot, fat, accurate, Unfortunate, occurred, rafts, ancient, acquainted, doubt, debt, metal, model, heat, Maintained, settled, demand, October, admit, accounts, street, exactly, certain,

Made, aimed, timed, ailed, sword, hoard, paled, marred, hampered, impugned, lingered, Thousand, signed, heard, board, mad, need, end, old, aired, bold, ward, drift, conquered, Fault, dwelt, skilled, support.

Exercise 3

Sold, styled, belonged, twilight, coloured, preferred

Afford, named, cooked, fact, looked, attitude, credited

Aptness, hesitatingly, coated, graded, you may not

I will not, we would be, this word, at all times, able to make

Claimed, seemed, annoyed, pilot, answered, select, worried

Dictated, doubted, edited, likened sunlight, borrowed, collide.

— — — — —

TASK 6: Type the passages as many times based on halving principle (bold letter words are to be written together in shorthand)

1 **It-is-now more-than three-months** since your old bills works out to Rs.2 lakhs due payment. **In-the-mean-time, we-have** written **to-you** twice for cheque in settlement but **inspite-of-this we-have-heard** nothing from you. Because **of-present** circumstances, when all of us are faced with difficulties and sometimes with **we-have-tried** to assist you by **allowing-you-the** benefit of extra time. As, however, you have neglected to inform us your intentions in **respect-of** these bills we insist upon your taking some definite action **in-this** issue. We-have **place-the** account in other hands, but unless this debt is discharged within ten days, or at any rate a sizeable proportion of it, **we-shall-be** forced to do so.

During-the past few days, your requirements for extra goods have handled promptly irrespective **of-your** overdue account, but no additional requirements **will-be** fulfilled until a more satisfactory **state-of-affairs** exists. The essence of successful business is friendly **co-operation between-the** relevant parties, and your failure **in-this-respect** is regrettable.

Yours faithfully,

- 2 **It-was** pretty late **in-the** autumn **of-the-year**, **when-the** declining sun, struggling **through-the** mist which had obscured it all day, looked brightly down upon a little Wiltshire village, within an easy journey **of-the** fair old town of Salisbury. Like a sudden flash **of-memory** or spirit kindling **up-the** mind of an old man it shed a glory **upon-the** scene **in-which** wet grass sparkled **in-the-light**; the scanty patches of verdure **in-the** hedges where a few green leaves yet stood bravely, withstanding **to-the-last** the tyranny **of-cold** and early frosts took heart and brightened up; the stream, which **had-been** dull and sullen all day long, broke out into a cheerful smile; the birds began to chirp on the bare boughs, as though hopeful creatures half **believed-that** cold had gone by, and spring h The vane **upon-the** tall spire **of-the** old church sparkled from its lofty station in sympathy **with-the** general gladness; and **from-the** ivy-**shaded** windows such gleams **of-light** shone back **upon-the** sky that **it-seemed as-if-the** quiet buildings were storehouse of-many summers, and **all-their** ruddiness and warmth were stored within.

Even those tokens **of-the** season which emphatically whispered o approach of chill graced the landscape, **and-for-the** moment, tinged its brighter facets with no oppressive air of sadness.

Yours truly,

- 3 Dear Mr. Johnson, **We-regret to-learn from-your** correspondence of you have **formed-the** opinion that our request for a financial statement is a reflection **on-your** credit standing. We hasten to **assure-you that-you-are** laboring under a misapprehension, and are glad **to-have** this opportunity of giving an explanation. **At-the** beginning **of-each-year it-is** our custom **to-bring** our credit files up to date, and a form exactly similar **to-that** sent **to-you** was dispatched to all customers. **It-is** purely an issue of form, **and-with-the** exception of has raised any objection. We ourselves have received requests and we been happy to furnish-the required information on-the basis of mutual **co-operation**.

We-can assure-you that-we look upon you as a valued customer. Such an assurance is, in fact, unnecessary as **you-will-find** that during our business relationship you have-**been** allowed more or less unlimited credit while all requirements **have-been** carefully and promptly **dealt-with**. If, on reflection, you still consider that our request for a financial statement from unreasonable one, **we-shall** respect your point **of-view**. It-will make no difference in **our-business** relations, **and-we-shall** keep on to fulfill your requirements with same careful attention as **in-the** past.

Yours very-truly,

- 4 Messrs. Stamford and Martin. **Dear-Sirs**, We-are greatly obliged by **of-the** 10th instant, and, as requested, we-enclose a copy **of-our** illustrated catalogue **of-our** patent watches in plated metal cases. **We-cannot-say** how deeply we regret that our traveler has-not-**yet** called-upon you, **and-that-you have-been** put to trouble **of-writing** us. **We-have-told-him to-call-upon** you without fail on your town towards-**the** end **of-October**. He could easily have shown you samples of the goods named **in-the** enclosed list, and you **could-have** judged better the value of them, had he called last month, as we ordered him. **We-shall-be-pleased** to you an assortment of any **of-the** watches included **in-the-list**, **and that-they-are** absolutely guaranteed goods.




Yours faithfully,






Practice of pairs of words confused and misused

Objectives: At the end of this exercise you shall be able to

- distinguish between similar looking strokes
- use the right word while transcribing
- write correct spelling of the word and the meanings they represent
- check strokes with same outline but with different meaning.

TASK 1: Practise grammalogues and contractions as under






a  called  could  equalled  schooled  did

b  chaired  cheered  told  remarked  cared

c  gentlemen  opportunity  particular  cold

d  child  hand  under  wished

e  yard  word  short  third  great

f  accord,  build, building  that  without  quite

g immediate understand understood underline

h undergo undergone understanding

A Practise reading phrases from exercises. Take dictation at 80 w.p.m. from the book and check errors.

TASK 2: Test your knowledge, skill and practical application of rules by writing the following Exercise. Verify with the key and note down errors. Practise the correct outlines

- Gentlemen are particular about their behaviour towards ladies.
- We should learn and use Hindi proudly, in our daily life.
- I was told the other day that our old friend was murdered in the night by his servants.
- According to our Vedas, God lives there where woman or Goddess is worshipped.
- I do not understand why he sent his children to the hostel.
- The Government has approved our plan of a multi-storeyed building on this land.
- I met my aunt, wished her and showed great love.
- Indu's attitude towards me has dramatically changed.
- Mamta was the only witness to the accident that took place.
- The immediate need underlying this task has to be realised first.

Key to TASK 2

a
b
c
d
e
f
g
h
i
j

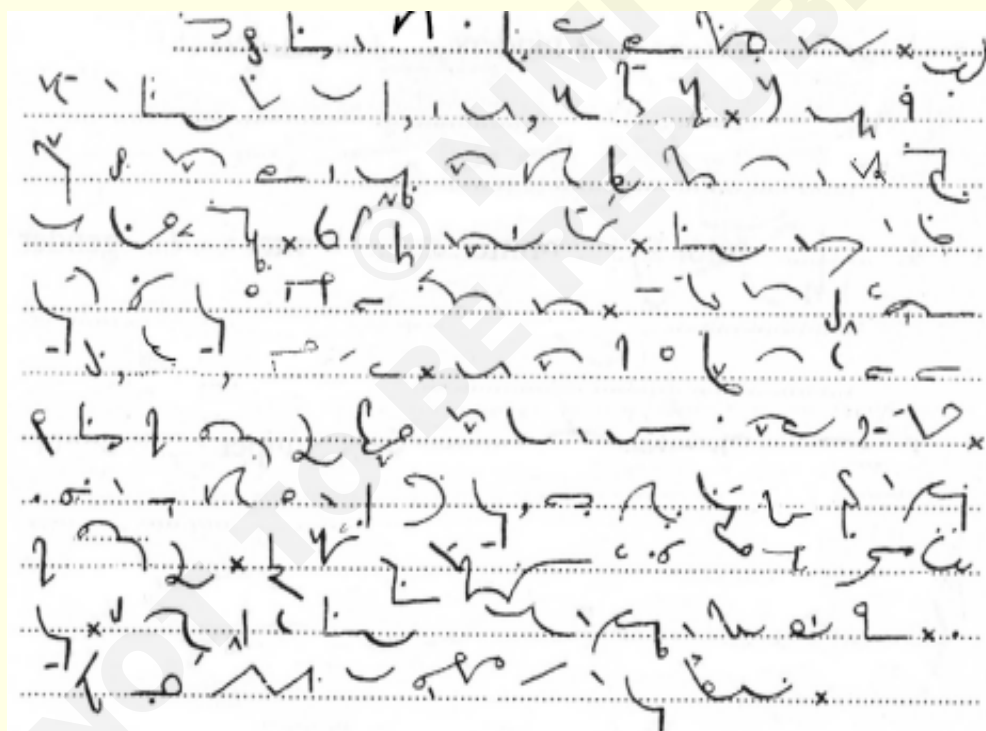
(E . C .)
.....

— — — — —

TASK 3: Write in Shorthand at 60 w.p.m

Action has been taken to hold a debate in our school premises tomorrow. Initially, I / thought of taking part in it, but now, I have dropped the idea. I was // no doubt considered a bright student of my school but now-a-days my health /// does nto permit me to participate actively in the various activities. This is largely due (1) to my own fault. Taking too much of fast food or stale food has caused / great harm to me. Quite often, I am down with stomach pain, fever, cough and // cold. Now, my doctor has advised me that great care has to be taken during. /// the summer season otherwise I might have to undergo a minor throat operation. The secret (2) of good health is to eat fresh food, green leafy vegetables and drink plenty of / liquid during the summer season. It would be ideal to take butter-milk with salt // instead of sugar along with food. Do not move out without taking enough of liquids /// to prevent sunstroke. The large number of cases reported in hospitals are of food poisoning. (3) (180 words)

Key to TASK 3



(E.C.)
.....
.....
.....

— — — — —

Words that share the same spelling and the same pronunciation but have different meanings. Ex: bear = animal, bear = tolerate

Words that have different spelling and different meaning but the same pronunciation. Ex: farmer = peasant; former = previous

TASK 4: Fill in the blanks with the correct word given in brackets

- a The bridegroom tied the----(not, knot) round her neck
- b India won the Gold----(meddle, medal) in rifle shooting.
- c Do not ----(middle, meddle) in the affairs of others.
- d This morning, I woke up to find the grass all wet with----(dew, due)
- e Sam's plane is----(due, due) soon, so I need to get to the airport.
- f The bus hit a----(stationary, stationery) lorry and came to a grinding halt.
- g He hired a----(maid, made) to clean the room.
- h Losing ----(wait, weight) is very difficult.
- i There is a----(holy, wholly) shrine in this village.
- j If you want to reap the harvest, you have to----(sew, so, sow) the seeds.
- k In the end, he lost his----(patients, patience) and shouted at her.
- l May the ----(soul, sole) of the departed leader rest in peace.
- m Raghu has no----(principle, principal) in life.
- n ----(Accept, Except, Expect) nothing from any one if you want to be happy.
- o ----(Accept, Except, Expect) Gopi, all the others have written the examination.

TASK 5: Choose one word from the left column which matches with the outline in the right column

Pale, pail	
Tail, tale	
Loose, lose	
Toe, tow	
Night, knight	
Affect, effect	
Compliment, complement	
Council, counsel	
Practice, practise	
Cease, seize	
Plane, plain	
Male, mail	
Miner, minor	
Morale, moral	

Office Administration and Facility Management Exercise 1.3.39 & 1.3.40
Stenographer Secretarial Assistant (English) - Speed Developing Exercises
& English Language Skills

Demonstrate - Doubling principles, doubling of other consonants and develop speed

Objectives: At the end of this exercise you shall be able to

- double stroke for the addition of tr, dr, THr, or ture
- double MP/MB and NG for the addition of - er and kr/gr
- use alternative forms for MPR/MBR and NG-KR/NG-GR
- use doubling principle in phrases.

TASK 1: Copy the outlines in the three lines below and practise 20 times each in your notebook

a fighters finder voters metre/meter

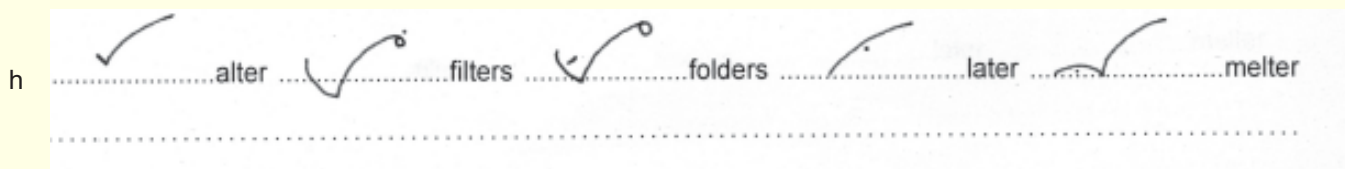
b tractors director doubter captor

c renders hinders surrenders tenders

d tutor printer hunter gender

e Chamber hamper bumper tamper

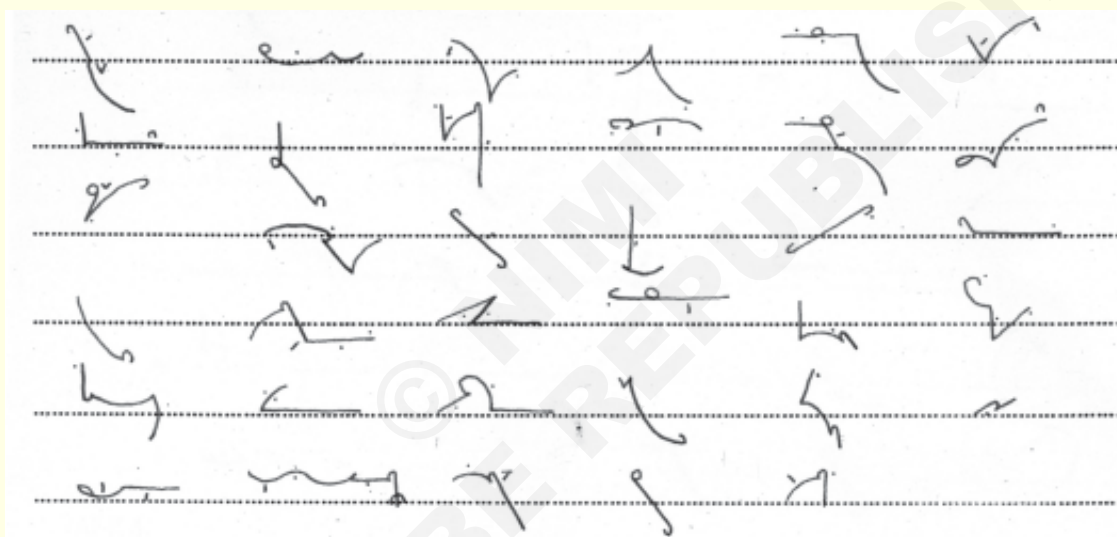
g alter filters folders later melter



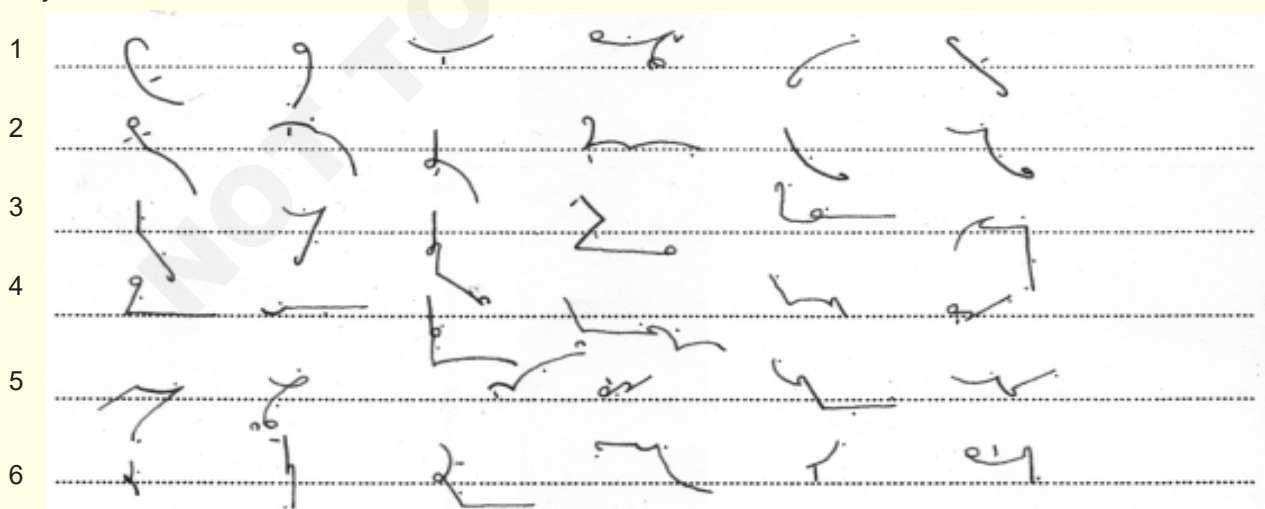
TASK 2: Write outlines for the following words, verify them with the 'key' and practise them at least 15 times

1	floaters	sister	another	centralisation	wilder	blunder
2	supporter	importer	disorder	thermo-meter	venture	inventors
3	dependers	engenders	distributors	objectors	transactors	liquidators
4	hector	indicator	distemper	Picture-frame	pampered	secondary
5	ring-leader	insulators	modulators	surrendered	fabricator	inventory
6	tendered	auditor	suspector	grand-father	shattered	sundry

TASK 3: Decipher the following outlines and write correct words/phrases, verify them with the 'key' and practise them, at least three lines each



Key to TASK 2



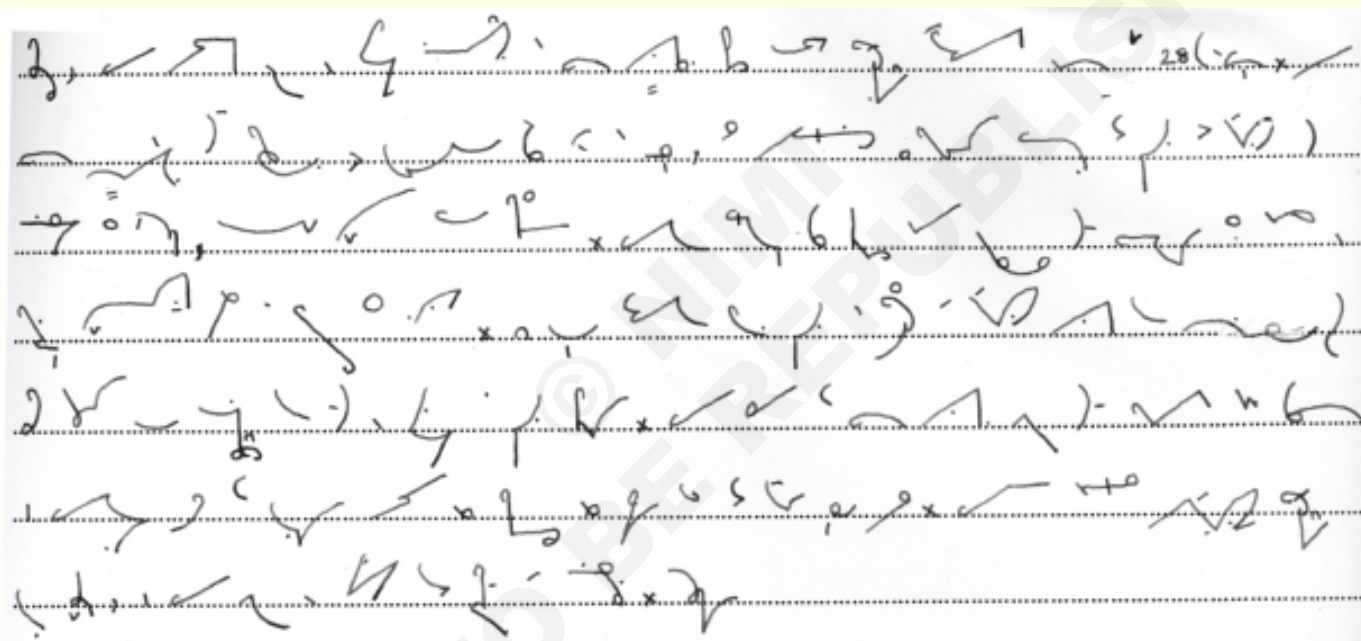
Key to TASK 3

Verify your deciphered words with this 'key', correct and them, at least three lines each.

1	provider	centering	orderly	Shifter	excavator	polluter
2	educator	disputer	adulterator	grand-mother	exporter	stimulator
3	high-lander	imponderable	blunder	tendering	winter	predictor
4	future	lubricator	rejector	glass-cutter	timbered	flattery
5	adventurous	elector	reflector	I have been there	chartered	rendered
6	stone-cutter	nomenclature	embroider	has been there	ultra	

TASK 4

Transcribe the following verify with 'key', correct it and practise the script, as many times, as you can.



Key to TASK 4

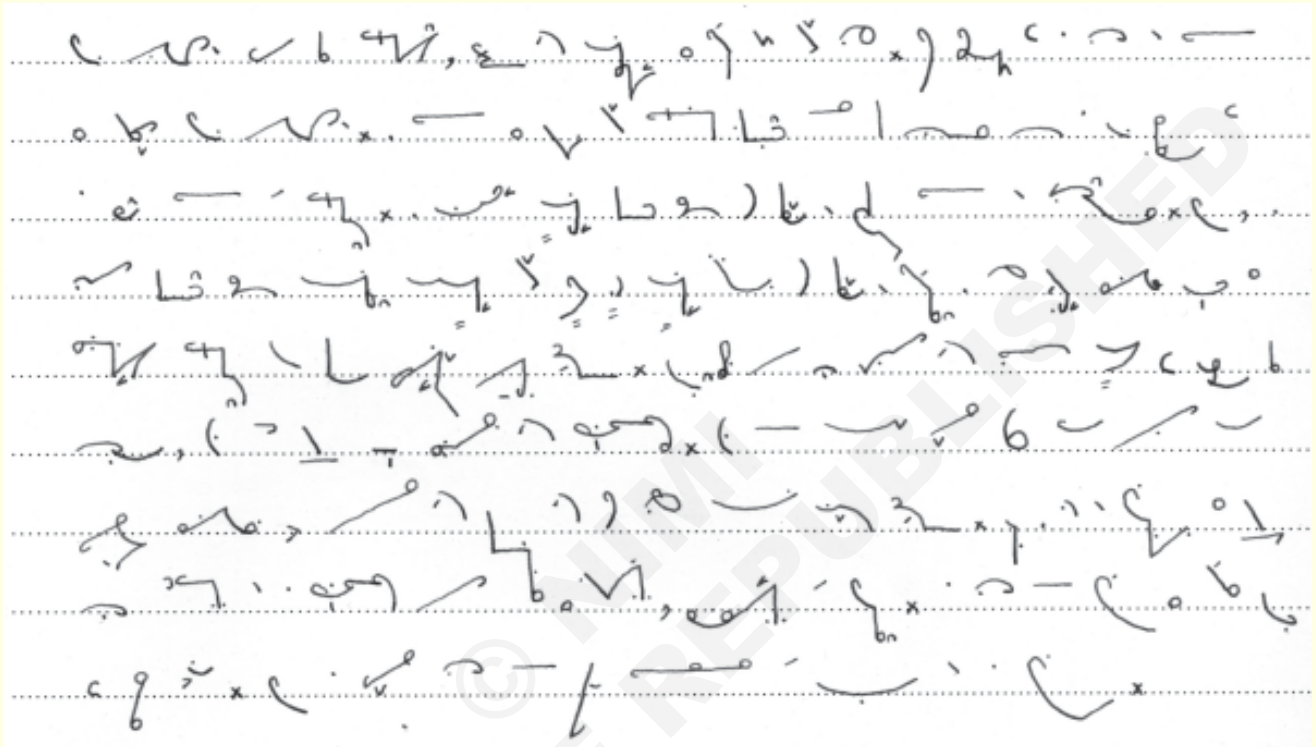
Dear Sirs, We regret to have to challenge the accuracy of Mr. Reddy's statement in regard to the furniture forwarded to him on the 28th ultimo. Our Mr. Murthy saw personally to the finishing of this lot of goods, and his recollection is perfectly clear that the shade of the polish was exactly as ordered, neither lighter nor darker. We have cultivated this department of our business so carefully as almost to preclude likelihood of such a blunder as is alleged. You know that we have every shade of varnish and polish ready for mixing, so that there is absolutely no inducement for us to change a shade deliberately. We are sorry that Mr. Reddy should be so much perturbed about this matter; but we feel sure that if he will refer to his directions to us he will find that the fault is not ours. We can, of course, repolish the furniture if desired; but we should have to charge for the trouble and expense. Yours truly,

TASK 5: Write in shourthand at 60 w.p.m

Every revolution whether it is cultural, political or industrial is brought about by the masses. /Therefore, there is no doubt that a man of character is behind every revolution. The //character is built by correct education because it makes him a fit citizen with a /// sound character and culture. The ancient Indian education system was designed to develop the

character (1) of human beings. However, the modern education system introduced in India by the British East/India company was designed to produce the most obedient servants known as secretarial culture for // doing stereotype routine work. If students are made to learn or cram English without understanding /// its meaning, they cannot become good secretaries or Stenographers. They can neither rise themselves, nor (2) render any useful service to the writers or dictators or their masters in their entire/work. Today the art of flattery has become the main quality of a stenographer rather than his ability, sincerity and virtues. A man can flatter his boss even when he /// is annoyed. However, a wise man can judge the characteristics and nature of a flatterer. (3) (180 words)

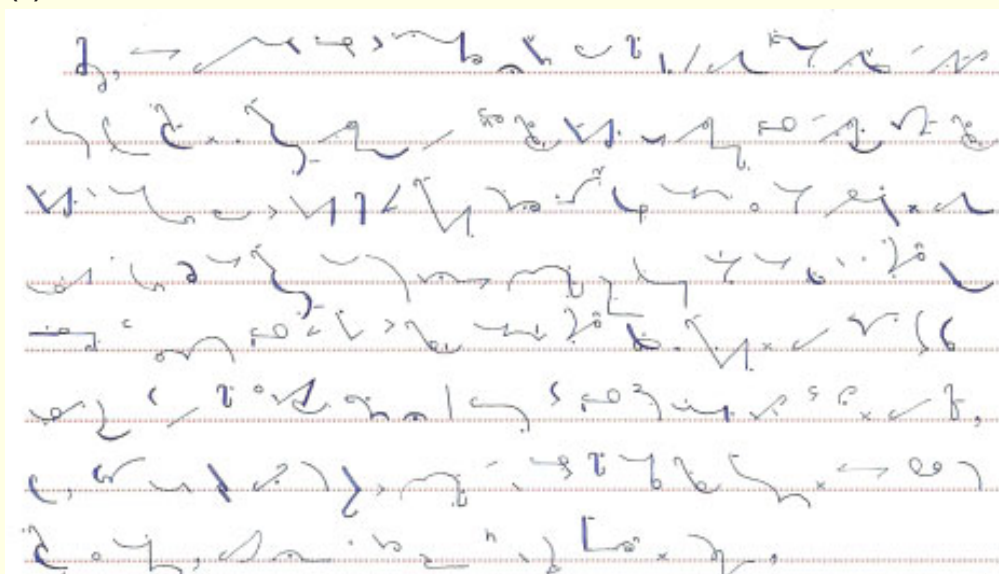
Key to Task 5



TASK 6 (a): Take dictation and transcribe the following script into longhand on computer, verify with 'key', correct it and practice the script, as many times, as you can

Dear-Sirs, We-are-unable-to accept all-the amendments made by you in your draft deed, which we-have accordingly revised and return for-your further approval. The proviso restricting our client's personal burden under-the restrictive clauses and restraining also-the personal burden of any-future owner to-the period during which the property remains actually vested in-him is only reasonable. We have inserted a few words in-the proviso in order to-make-the limitation to-take effect only in the event of an assurance being executed with similar clauses on-the part of- the person in-whom- the assurance vests the property. We hardly think this necessary seeing that our draft as originally framed made it clear that-the clauses were intended to run with-the land. We trust, however, that-you-will now be-able-to waive your objection to-the limitation and to accept-the draft in-its present form. As-soon-as your approval is intimated, we-shall make an appointment to call on you to see the documents. Yours-truly,

Key to TASK 6 (a)

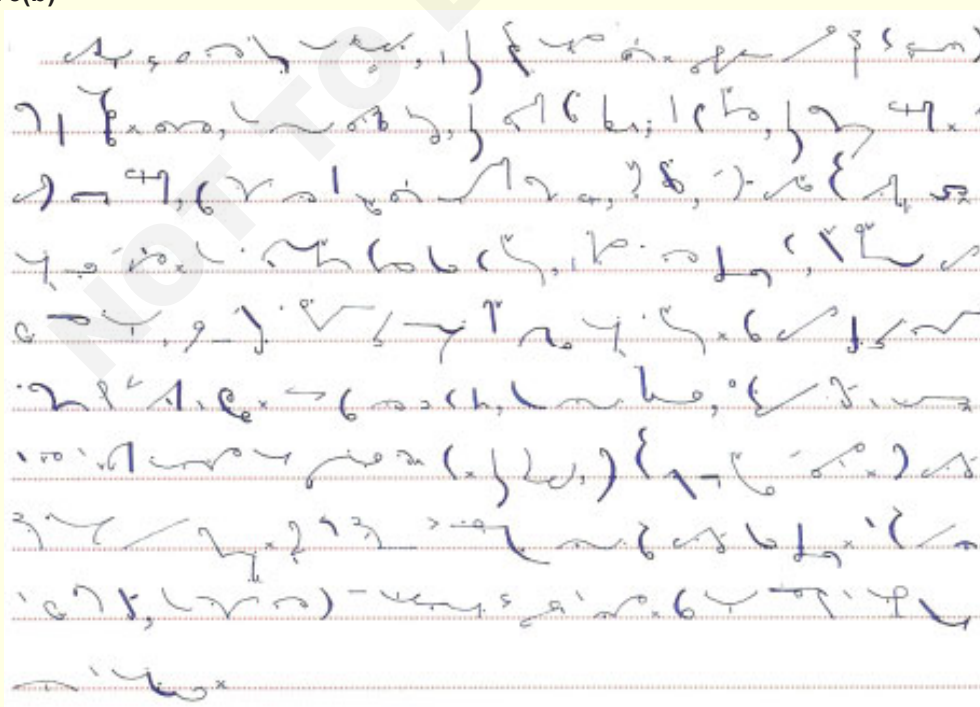


TASK 6(b):

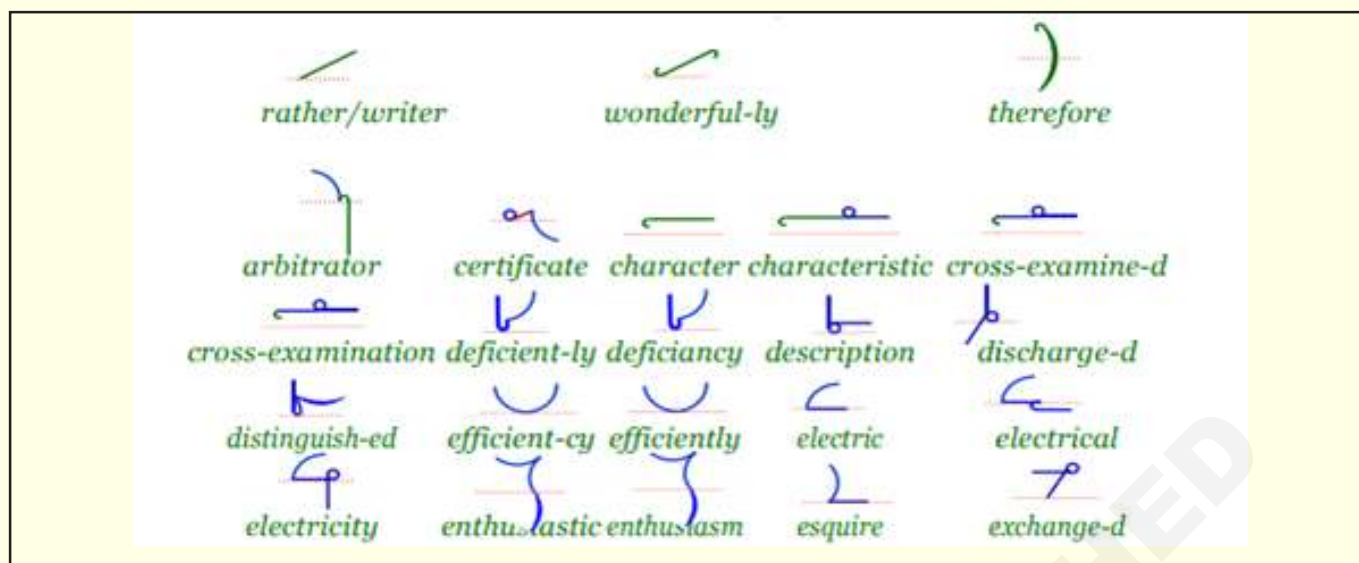
We-do-not-know when-the first man appeared in Norway, but it possibly in-the-last summer. Historical writers point-out that-the climate was very different in-those-days. Some-times, for many hundreds of-years, it than it-is-now; at other times, it-was very-much colder. As-the weather grew colder, these early men had to find some shelter from-the cold, icy blasts, and so we that-they retreated underground into caves and holes. For a longhave-been without fire, but at-last a man discovered that, by striking one flint against another, he could obtain a spark which-would kindle dry leaves into a fire. This wonderful discovery marks a very-important step on-the road to civilization.

These men would, without doubt, have many adventures, as they prone to encounter all kinds of wild animals in-the wilderness around them. It essential, therefore, that-they should-be good fighters and hunters. Their weapons were naturally rather primitive. Through-the hard work of-the excavator many of these weapons have-been discovered. All of-them are made of flint or bone, for early man was quite unacquainted with-the use of metals. This-is another example of necessity being-the mother of invention.

Key to TASK 6(b)



TASK 7: Copy the grammalogues and phrases in the lines below and practice each one of them in your notebook



TASK 8: Type the following words on computer

Fighter, finder, voter, metre/meter, enter, another, lighter, moulder, father, mother, Timber, motor, nature, central, future, tractor, tender, sector, tamper, bumper, Umber, chamber, cumber, surrender, hamper, slumber, sinker, anchor/anger, hung, Alter, leather, signature, pictures, render, ponder, filter, folder, latter, hinders, gender, Wonder, tutor, neither, winter, bidder, wondered, louder, slander, founder, elector, Malingered, holders

Builder, temper, inventor, spider, flattery, importer, secondary, pondered, angry, Tenders, matter, enterprising, conquer, auditor, neuter, centralization, entered, property, chaired, cheered, sent, third, short, spirit, yard, word, rather/writer, wonderful/wonderfully, therefore, school, schooled, I know there is, take their way has to be there, upon their, I can be there, in their.

TASK 9: Type the passages as many times based on the Doubling Principles(bold letter words are to be written together in Shorthand)

1 M/s. Border & Slumber: Dear-Sirs, **With-reference to-your** instant regarding Messrs. Anderson and Chambers, **we-are** happy to report most favourably **of-our** friends. The firm is a thoroughly well **They-are** inventors **of-the well-known** automatic knitter which bears their name, and **in-which they-had** a big business as exporters. **They-are** also patentees of equipment for **letter-press** printers and type moulders. Mr. Anderson is a share holder in a builders and decorators supply stores, in Chennai. Mr. Chambers is a part proprietor **of-the** immense wharf **on-the river-side** here. The signature of either of them is good enough for far **more-than** you name. **We-have** seldom encountered any type of problem **with-these** people

Yours faithfully,

2 **We-do-not-know when-the** first man appeared in Norway, but it **possibly -the-last** summer. Historical writers **point-out that-the** climate was very different **in-those-days**. **Some-times**, for many hundreds **of-years**, it than **it-is-now**; at other times, **it-was very-much** colder. **As-the** weather grew colder, these early men had to find some shelter **from-the** cold, icy blasts, and so we **that-they** retreated underground into caves and holes. For a long **have-been** without fire, but at-last a man discovered that, by striking one flint against another, he could obtain a spark **which-would** kindle dry leaves into a fire. This wonderful discovery marks a **very-important** step **on-the** road to civilization. These men would, without doubt, have many adventures, as they prone to encounter all kinds of wild animals **in-the** wilderness around them. It essential, therefore, **that-they should-be** good fighters and hunters. Their weapons were naturally rather primitive. **Through-the** hard work **of-the** excavator many of these weapons have-been discovered. All of-them are made of flint or bone, for early man was quite unacquainted **with-the** use of metals. **This-is** another example of necessity **being-the** mother of invention.

3 Dear Sirs,

We regret **to-have** to **challenge-the** accuracy of Mr. Reddy's statement in regard to-the furniture forwarded to-him on the 28th ultimo. Our Mr. Murthy saw personally to-the finishing **of-this** lot **of-goods**, and-his recollection is perfectly clear **that-the** shade **of-the** polish was exactly as ordered, neither lighter nor darker. **We-have** cultivated this department **of-our** business so carefully as almost to preclude likelihood of-such a blunder **as-is** alleged. You know that shade of varnish and polish ready for mixing, **so-that there-is** absolutely no inducement for us to change a shade deliberately. We-are sorry that Mr. Reddy **should-be so-much** perturbed about **this-matter**; **but-we-feel** sure that if **to-his** directions **to-us he-will-find that-the** fault **is-not** ours. **We-can**, of **polish-the** furniture if desired; but we **should-have** to charge for the trouble and expense

Yours-truly.

4 **Dear-Sirs, We-are-unable-to** accept **all-the** amendments made by draft deed, which we-have accordingly revised and return **for-your** further approval. The proviso restricts our client's personal burden **under-the** restrictive restraining **also-the** personal burden of **any-future** owner **to-the** period during which the property remains actually vested **in-him** is only reasonable. We few words in the proviso in order **to-make-the** limitation **to-take** effect only in event of an assurance being executed with similar clauses **on-the** part of **in-whom-the** assurance vests the property. We hardly think this necessary seeing that our draft as originally framed made it clear **that-the** clauses were intended to run with-the land. We trust, however, **that-you-will** now **be-able-to** waive your objection **to-the** limitation and to **accept-the** draft **in-its** present form. **As-soon-as** your approval is intimated, we-shall make an appointment to on you to see the documents.

Yours-truly,

Office Administration and Facility Management Stenographer Secretarial Assistant (English) - Speed Developing Exercises & English Language Skills	Exercise 1.3.41
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Practice of one word substitution for groups of words

Objectives: At the end of this exercise you shall be able to

- **give a lot of information clearly and in a few words**
 - **improve your vocabulary.**
-

TASK 1: Choose the word that means

- | | |
|---|--|
| <p>1 Study of ancient societies
a History b Archaeology
c Anthropology d Etymology</p> <p>2 That which cannot be read
a Eligible b Illegible
c Corrigible d Incurable</p> <p>3 The Government wing responsible for making rules
a Judiciary b Legislature
c Executive d Court</p> <p>4 A Government by the Nobles
a Democracy b Bureaucracy
c Aristocracy d Autocracy</p> <p>5 Person who speaks many languages
a Multilingual b Linguist
c Bilingual d Grammar</p> <p>6 A person who sacrifices his life for a cause
a Soldier b Revolutionary
c Martyr d Patriot</p> <p>7 A geometrical figure with eight sides
a Parallelogram b Pentagon
c Hexagon d Octagon</p> <p>8 An instrument to measure temperature
a Thermometer b Barometer
c Manometer d Microscope</p> <p>9 Something easily broken
a Futile b Fertile
c Fragile d Docile</p> <p>10 Fear of confined places
a Claustrophobia b Packophobia
c Altophobia d Aerophobia</p> | <p>11 A nursery where children are cared for while their parents are at work
a Home b Creche
c School d Fleche</p> <p>12 A person employed to drive a private or hired car
a Transporter b Courier
c Chauffeur d Owner</p> <p>13 A book that contains information on various subjects
a Dictionary b Novel
c Thesaurus d Encyclopaedia</p> <p>14 A place where dead bodies are kept for identification
a Hospital b Morgue
c Dispensary d Clinic</p> <p>15 A person who does not eat meat
A Herbivore b Vegetarian
c Non-vegetarian d Carnivore</p> <p>16 The act of intentionally killing oneself
a Homicide b Genocide
c Regicide d Suicide</p> <p>17 A person who travels on foot
a Traveller b Pilgrim
c Pedestrian d Jogger</p> <p>18 A home for children without parents
a Homage b Orphanage
c Residence d Nursery</p> <p>19 An event causing sudden damage or suffering
a Anastrophe b Apostrophe
c Catastrophe d Autistrophe</p> <p>20 A place where one lives permanently
a Homicide b Domicile
c Reconcile d Docile</p> |
|---|--|

21 A speech delivered without any previous preparation

- a Dialogue b Extemporaneous
c Elocution d Dialect

22 A Government run by a dictator

- a Democracy b Autocracy
c Bureaucracy d Aristocracy

23 One who does not take any alcoholic drink

- a Vegetarian b Forestaller
c Teetotaler d Saint

24 Something that can be carried easily

- a Relatable b Cartable
c Potable d Portable

25 One who collects stamps

- a Biblist b Philatelist
c Dualist d Vocalist

26 Study of evolution of mankind

- a Topology b Chronology
c Anthropology d Analogy

TASK 2: Substitute the following with one word

1	One who is not sure about God's existence	
2	A person who deliberately sets fire to a building	
3	One who does a thing for pleasure and not as a profession	
4	One who can use either hand with ease	
5	A person who believes in or tries to bring about a state of lawlessness	
6	A person who has changed his faith	
7	One who does not believe in the existence of God	
8	A person appointed by two parties to solve a dispute	
9	One who is filled with excessive enthusiasm in religious matters	
10	Conferred as an honour	
11	An arrangement of flowers that is usually given as a present	
12	A group of worshippers	
13	A small growth of trees without underbrush	
14	A community of people smaller than a village	
15	A group of cattle or sheep or other domestic mammals	
16	A person who is trained to travel in a spacecraft	
17	A person employed to drive a private or hired car	
18	A person who sells and arranges cut flowers	
19	The art or practice of garden cultivation and management	
20	One who presents a radio programme	
21	An artist who makes sculptures.	
22	A building containing tanks of live fish of different species	

23	A large bedroom for a number of people in a school or institution	
24	A storehouse for threshed grain	
25	A place where coins, medals, or tokens are made	
26	Large natural or artificial lake used as a source of water supply	
27	A large, tall cupboard in which clothes may be hung or stored	
28	Government not connected with religious or spiritual matters	
29	Killing of a large group of people	
30	A news article that reports the recent death of a person	

— — — — —

TASK 3: Fill in the blanks with suitable words given in brackets

- 1 A Government tax on goods made within a country is called _____. (excise/customs)
- 2 A person who keeps himself to himself is known as _____. (extrovert/introvert)
- 3 _____ refers to plants and vegetation in a particular area. (fauna/flora)
- 4 _____ is the word we use to change a law in order to improve it. (amend/emend)
- 5 A man whose wife has died is a _____. (widow/widower)
- 6 _____ means "to rise in value". (depreciate/appreciate)
- 7 He is my _____. He is equal to me in rank. (peer/subordinate)
- 8 _____ is allowance paid to wife or husband on legal separation. (Palimony/Alimony)
- 9 _____ is a person who hates mankind. (Philanthropist/Misanthropist/Misogynist)
- 10 _____ is a person who is present everywhere. (Omnipotent/Omnipresent/Omniscient)
- 11 _____ is the period between childhood and adulthood. (Juvenile/Adolescence)
- 12 _____ means loss of sleep. (Asphyxia/Analgesia/Insomnia)
- 13 A long narrative poem is called _____. (epic/elegy/epistle)
- 14 Things of same nature are referred to as _____. (heterogeneous/homogeneous)
- 15 To increase the intensity of a disease is to _____. (aggravate/deteriorate)
- 16 The court has _____ (acquitted/exonerated) him from all charges.
- 17 To _____ (discard/eradicate) malaria from our country is not very easy.
- 18 Tumour which is dangerous or may cause death is called _____ (malignant/benign) tumour.
- 19 _____ (Euphoria/Dysphoria) prevails in the party after the landslide victory in the elections.
- 20 Birds _____ (immigrate/migrate) during winter to far-off places.
- 21 Glass is _____ (sturdy/fragile). It should be handled with care.
- 22 P.V. Narasimha Rao knows several languages. He is a _____. (philologist/linguist)
- 23 _____ (Amnesia/Euthanasia) gives painless death for those suffering from incurable diseases.
- 24 _____ (Catalogue/Agenda) should be prepared well in advance of a meeting.
- 25 Owls are _____ (nocturnal/diurnal) in habit.
- 26 As they could not get justice, the frustrated people resorted to _____. (terrorism/vandalism)

— — — — —

TASK 4: Match the following groups of words in column 'A' with the word in column 'B'

No.	'A'	'B'
1	A person who looks at the bright side of things	PESSIMIST F
2	An office without work but salary	FACSIMILE Q
3	A position in an office without salary	SINECURE C
4	Fertile spot in a desert	OPTIMIST A
5	A medicine that destroys the effect of poison	HONORARY C
6	A person who looks at the dark side of things	AUDIENCE i
7	A school for small children	Abbreviation j
8	A student who has left school or college without permission	OASIS D
9	An assembly of hearers at a lecture or concert	ANTIDOTE E
10	Shortened form of a word or phrase	OMNIVOROUS Y
11	A medical examination of a dead body	HOSTAGE m
12	An animal that lives both in land and in water	NAP n
13	A person who is held prisoner by someone else illegally	TRUANT H
14	Short sleep during daytime	POSTMORTEM K
15	An animal that lives in water	AMPHIBIAN L
16	A person who forcibly seizes control of a bus or an aircraft	KINDERGARTEN G
17	An exact copy	AQUATIC O
18	Belonging to the same period of time	CONTEMPORARY R
19	That through which light cannot pass	TRANSLUCENT X
20	Disease which is spread by contact	EPIDEMIC u
21	Widespread outbreak of an infectious disease	CONTAGIOUS T
22	A flesh eating animal	HERBIVOROUS W
23	A grass eating animal	sCARNIVOROUS V
24	That through which light can partly pass	OPAQUE S
25	An animal that eats any kind of food	HIJACKER P
26	A Government tax on goods produced within the country	EXCISE Z

TASK 5: Check and correct spelling mistakes, if any

A.	B.	C.	D.
a Dormitary	Corraborater	Abbattoir	Acedamic
b Collition	Anachranistic	anarchy	Divorced
c Octagenarian	Etiquete	Curater	Colleague
d Idiology	Hypocrite	Fascimile	Matrimany
e Consartium	Itinerary	Concert	Adolescence
f Bibliography	Synonim	Auditer	Partial

Key to TASK 1

1 b	6 c	11 b	16 d	21 d	26 c
2 b	7 d	12 c	17 c	22 b	
3 b	8 a	13 d	18 b	23 c	
4 c	9 c	14 b	19 c	24 d	
5 a	10 a	15 b	20 b	25 b	

— — — — —

Key to TASK 2

1 Agnostic	6 Apostate	11 Bouquet	16 Astronaut	21 Sculptor	26 Reservoir
2 Arsonist	7 Atheist	12 Congregation	17 Chauffeur	22 Aquarium	27 Wardrobe
3 Amateur	8 Arbitrator	13 Grove	18 Florist	23 Dormitory	28 Secular
4 Ambidextrous	9 Fanatic	14 Hamlet	19 Horticulture	24 Granary	29 Genocide
5 Anarchist	10 Honorary	15 Herd	20 Radio Jockey	25 Mint	30 Obituary

— — — — —

Key to TASK 3

1 Excise	6 Appreciate	11 Juvenile	16 Exonerated	21 Fragile	26 Vandalism
2 Introvert	7 Peer	12 Insomnia	17 Eradicate	22 Linguist	
3 Flora	8 Palimony	13 Epic	18 Malignant	23 Euthanasia	
4 Amend	9 Misanthropist	14 Homogeneous	19 Euphoria	24 Agenda	
5 Widower	10 Omnipresent	15 Aggravate	20 Migrate	25 Nocturnal	

— — — — —

Key to TASK 5

A.	B.	C.	D.
a Dormitory	Corroborator	Abattoir	Academic
b Colition	Anachronistic	Anarchy	Divorced
c Octogenarian	Etiquette	Curator	Colleague
d Ideology	Hypocrite	Facsimile	Matrimony
e Consortium	Itinerary	Concert	Adolescence
f Bibliography	Synonym	Auditor	Partial

— — — — —

Office Administration and Facility Management Exercise 1.4.42 & 1.4.43 Stenographer Secretarial Assistant (English) - Speed Enhancing Techniques

Practice of prefix and their representative strokes and apply on sentences

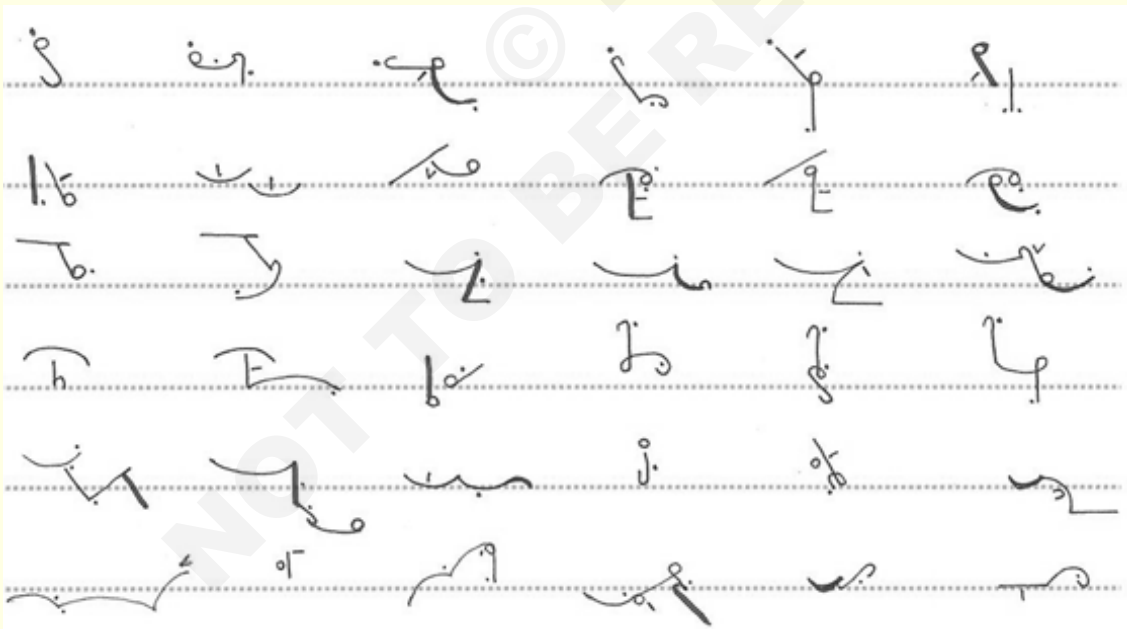
Objectives: At the end of this exercise you shall be able to

- write and read prefixes of words
- use prefix in - before str, skr and H
- represent negative words with prefixes il, im, in, ir, - and u
- use prefixes in speed dictation
- take down dictation rapidly by employing prefixes.

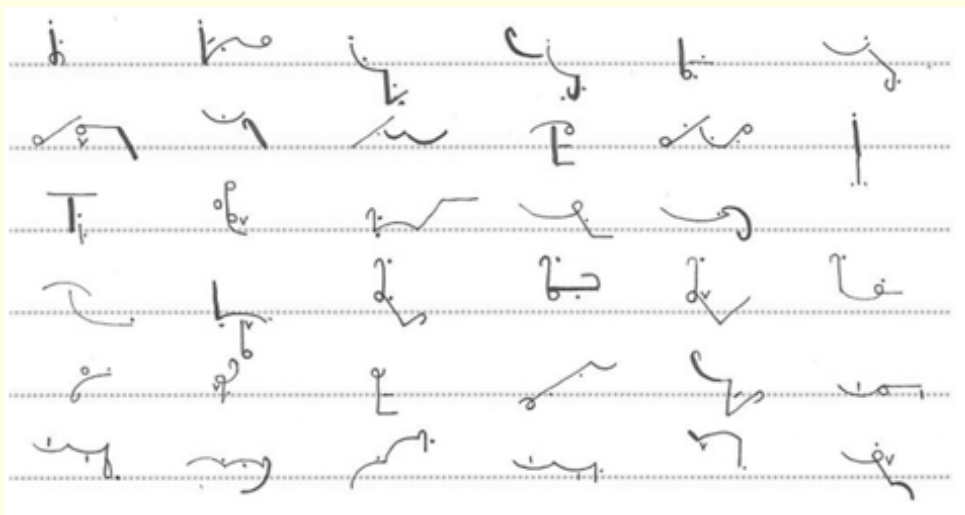
TASK 1: Write outlines for the following words, verify them with the 'key' and practise them at least 20 times each

1	conception	concentrate	conclusive	compliment	composite	sub-committee
2	decompose	uncommon	recognise	misconduct	reconstruct	mis-conceive
3	accomplice	accomplisher	interject	interviewed	interlock	enterprising
4	magnitude	magnetometer	disconcert	transmission	transplant	transit
5	incomparable	interdependence	unnamed	self-contained	self-position	underwork
6	immaterial	self-taught	illicit	inhospitable	underwent	commission

Key to TASK 1



TASK 2: Decipher the following outlines verify them with the 'key' and practise them, at least 20 times each.



Key to TASK 2

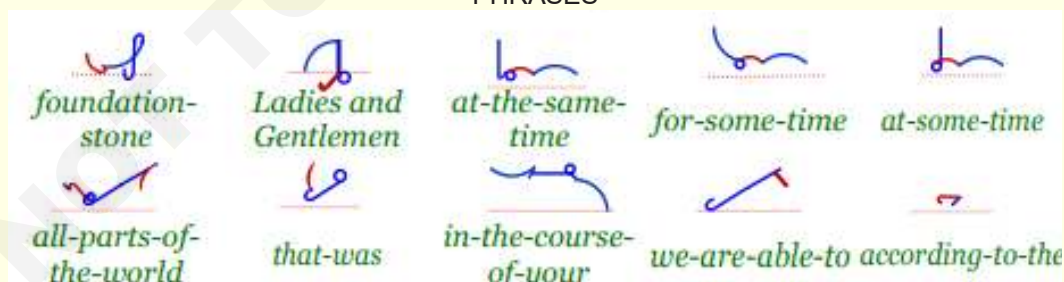
a	condensation	condolence	confederate	overconfident	disconnect	incompetent
b	circumscribe	encumber	recommending	mis-conduct	circumference	commodity
c	accommodated	self-satisfied	trademark	introspect	introversion	interval
d	magnific	demagnetise	transparent	transgression	transpire	transact
e	self-will	shortsighted	instruct	inherent	overturn	unscrew
f	unnoticed	immeasure	illiterate	unnoted	almighty	inspired

TASK 3: Write logograms for the grammalogues given

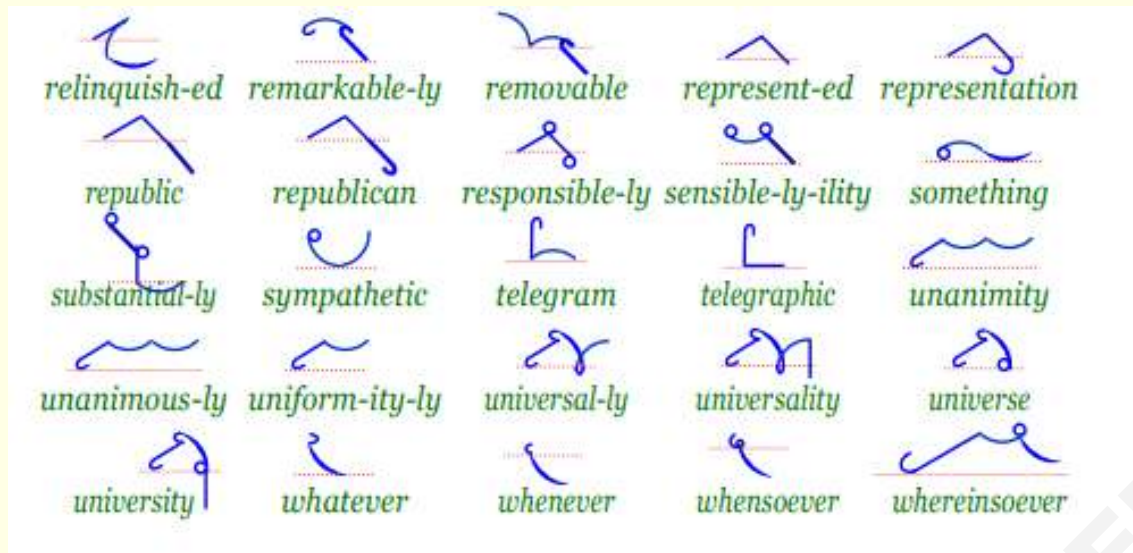
GRAMMALOGUES



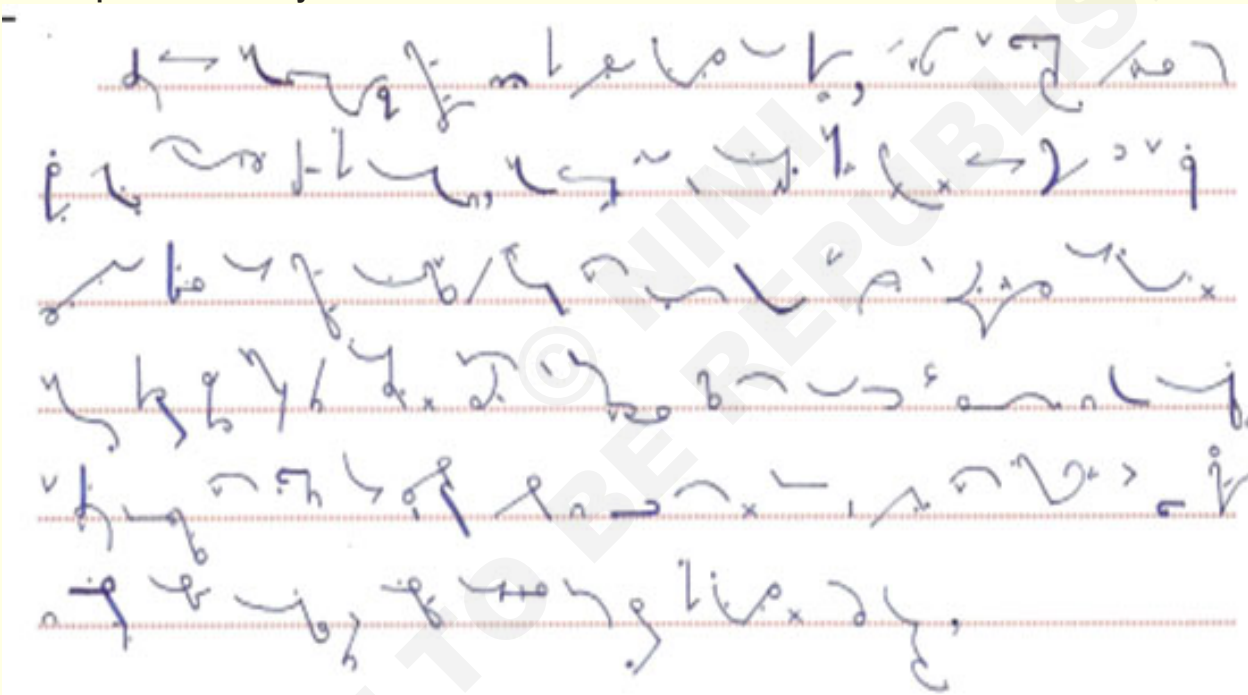
PHRASES



CONTRACTIONS



TASK 4: Read the following shorthand passages and transcribe it on computer, verify them with 'key' and practice as many times



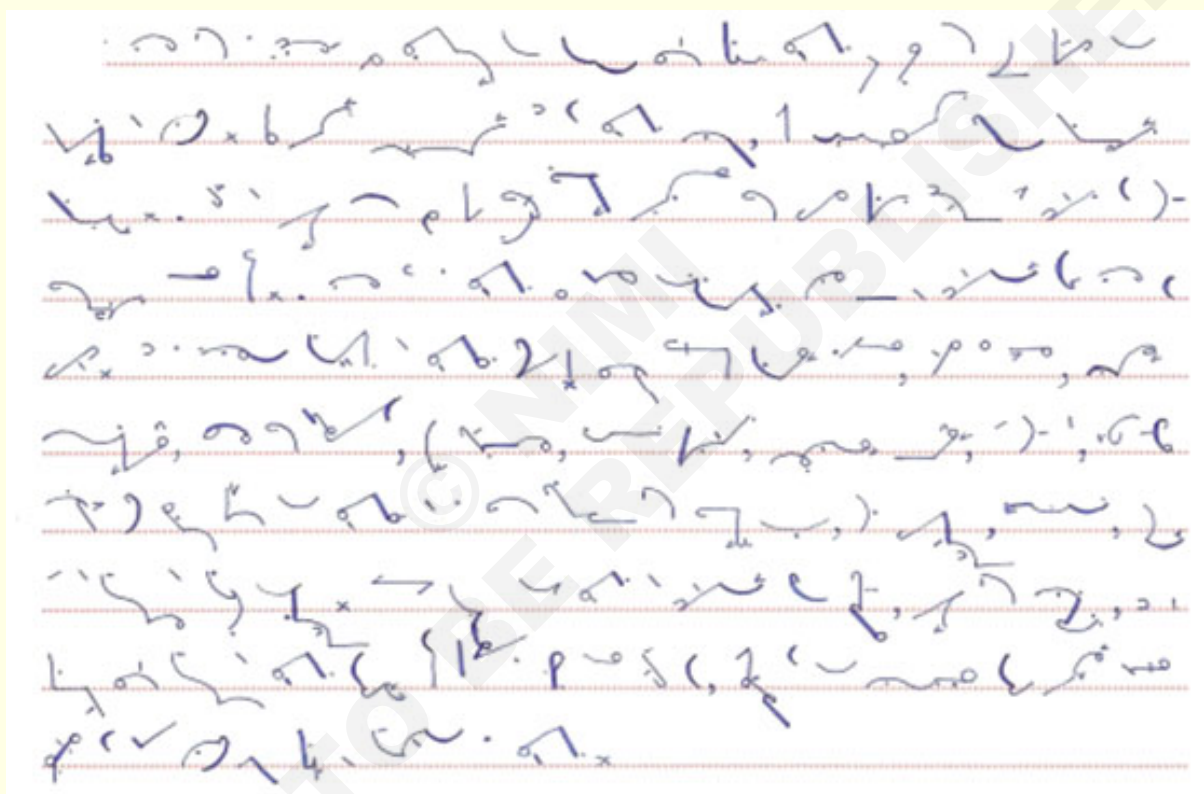
Key to TASK 4

Dear Sir, I-have-carefully-considered-the proposal you made at the recent-conference in Delhi, and while I gratefully recognize your considerate and even magnanimous tone at-the interview, I have concluded not to entertain-the idea further. There-are what I consider inherent defects in-the-proposed enterprise which forbid my name being on-the list of shareholders in the company. I-fear it-will-not-be-the instrument of-profit which you anticipate. I-am-conscious of all your-kindness towards me in connection with-the scheme you have introduced. I-desire to-express my gratitude for the hospitable respect you gave me. I-can but repeat my appreciation of the great self-control you exhibited inspite-of-the interruptions to which you exposed in-the-course-of-your speech at-the conference. Yours faithfully,

TASK 5: Write the following passages in shorthand in your shorthand notebook, verify them with 'key' and practise the scripts, as many times

A man or a woman is-the happier for having some definite hobby to-which he or she-can turn in periods of leisure. It-is really immaterial what that hobby may be, and it need-not-necessarily brings pecuniary benefit. The point of real importance is-that it-should furnish agreeable relaxation from one's daily work and-the worry that so frequently goes with it. The man with a hobby is almost invariably less given to worrying than the man without one. What an amazing variety of hobbies there Some-people collect various articles, such as coins, medallions, mi stamps from all-parts-of-the-world, theatre programmes, antique jewellery, miscellaneous curios, and so on, while others employ their spare time in hobbies of a more practical or creative nature, say woodwork, drawing, gardening, sewing and all forms of fancy needlework. If-those who-are in-the habit of worrying over troubles, real or imaginary, would but take-up some form of hobby they-would had a steady influence upon them, and-it-is-possible that in many cases they-would -find that-it had a steady influence upon them, and-it-is-possible that in many cases they-would realize of-course suggested that all-our leisure should be devoted to following a hobby.

Key to TASK 5



TASK 6: Type the following words with proper spacing and punctuation marks

A Combine, comence, connection, compassion, confession, welcoming, uncontrolled. recognize, I am compelled, discontinue, on the committee, of the committee

Accommodation, accomplish, accommodate, introduced, introspect, introduced, magnificent, magnetize, magnanimity, translate, transport, transmitter, transcend

Transfer, self-defence, self-made, self-confident, instrument, inscriber, inhabit, inhumanity, instructed, resolute, resistible, irresistible. illimitable, immoral, illegal

Innecessary, radiance, irradiance, almost, understand

Congratulate, concession, commission, conceal, consul, circumference, conversation, by consent, recommendation, commerce, accompany, introspection, introduce, common, compare

Constant, conductor, accompanying, self-possession, inhospitable, inhabitant, inhale, inseparable, unnoticed, irrelevant, unknown, trade-mark, already, immortal, incomplete.

TASK 7: Type the passage with proper space and punctuation marks

- a Sirs, We thank you for your communication dated 15th July 2018. You have given instruction regarding the conductors for your company. We are pleased to inform you that your letter has removed the misunderstanding that we had held earlier on. Your recommendations shall surely be considered. We have no doubt that you will find our latest inscription to your entire satisfaction. May we suggest for your consideration that it would be instructive and useful to have a translation? Hope you will not consider us selfish if we display a photograph of the function along with our name as contractors for the work. This will give the public attending the ceremony an opportunity to appreciate our work which will, in turn, boost our spirits.
- b Those engaged in trade should be conversant with the innumerable terms associated with trade. These terms are used in practically every transaction. One would be considered incompetent if he did not understand them. A man of reasonable self-reliance and self-control will be able to master these significant terms easily. An enterprising man need not entertain a moment's doubt as to his ability to learn these terms. A lot of preparation needs to go into the transmission of goods. Documents have to be prepared to ensure the transfer of the goods without unnecessary as a common matter of daily routine. One would feel uncomfortable if he were ignorant of these little but essential things.
- c Ladies-and-Gentlemen, It-gives-me-great-pleasure in taking part in Annual Day Celebrations of Gandhi Memorial Hospital this evening. I foundation-stone for-this institution was laid by-me ten-years-ago. made an appeal for donation of-land and money for-this noble purpose. number-of buildings constructed with-the liberal donations from-the public and some of-the latest medical equipments are also provided here, and are making use of-these facilities. Before attending this function, I-was taken round-the hospital, and I discussion with-the management and-the medical officers about-the activities of institution, and also about-the future programme for expansion. One thing that impressed me was that-the entire place is kept clean, and-the medical officers and staff are kind and courteous to-the patients. With regard to-the fees charged for tests conducted, and-for-the medical services rendered, I- am-told they But, at-the-same-time, the quality-of-service rendered here is excellent. While I appreciate-the good work done by-the Trust in-this request them to-extend their activities in regard to-the preventive side extent possible. I-congratulate all-those-who-have worked for-the development of the hospital and thank-you for-the opportunity. With-these few-words, I conclude my speech.
- d Letter from Messrs. Ganesh Leasing Company Limited, Madurai, Ramdas Transport Company, Kakinada. Dear Sirs, We-are-in receipt of-your-letter dated the 5th instant requesting us to provide-you financial assistance under-the Hire Purchase Scheme for purchasing two lorries. We-enclose a booklet containing-the terms and-conditions together application form. On receipt of-the application duly filled in, we-shall do what we in-the-matter. In-this-connection, we-have to remind you that in regard to made by us for-the purchase of five buses for-your transport, installments for last-two-months are still due from-you. We hope-you-will send your remittance without any further delay. We-shall advise you to-be prompt in-the payment of monthly installments before-the due date as per-the Hire Purchase Agree interest of good business relationship.

Yours faithfully,

— — — — —

Office Administration and Facility Management Exercise 1.4.44 & 1.4.45 Stenographer Secretarial Assistant (English) - Speed Enhancing Techniques

Practice of suffixes and their representative strokes and develop the word

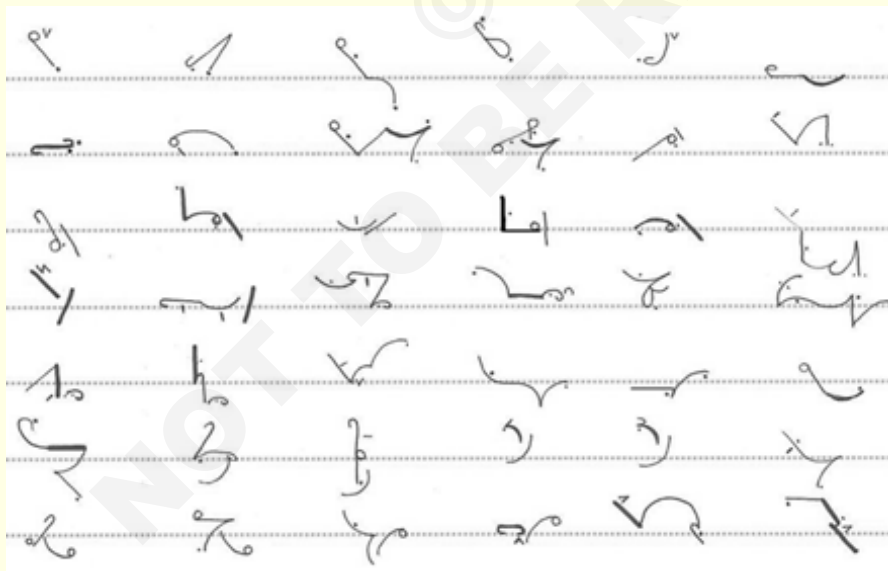
Objectives: At the end of this exercise you shall be able to

- write and read various suffixes (word ending)
- write suffixes in speed dictation
- take down dictation rapidly by employing suffixes.

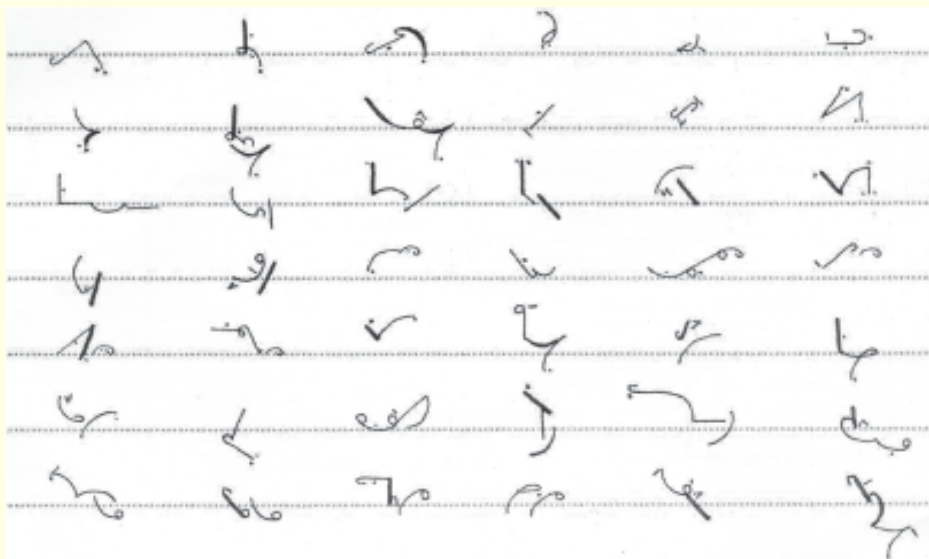
TASK 1: Write outlines for the following words, verify them with the 'key', and practise them at least three lines each

a	spying	watching	sparing	plastering	shining	schooling
b	grieving	smothering	sparingly	hesitatingly	rinsings	polity
c	principality	admissibility	unreality	dexterity	impossibility	potentiality
d	biological/ly	chronological/ly	encroachment	argument	enlistment	elemental
e	rudimental	detrimental	politely	fairly	keenly	spring
f	flagship	chairmanship	trusteeship	hardship	wardship	openly
g	cheerfulness	skillfulness	faithlessness	groundlessness	boilerplate	cabinboy

Key to TASK 1



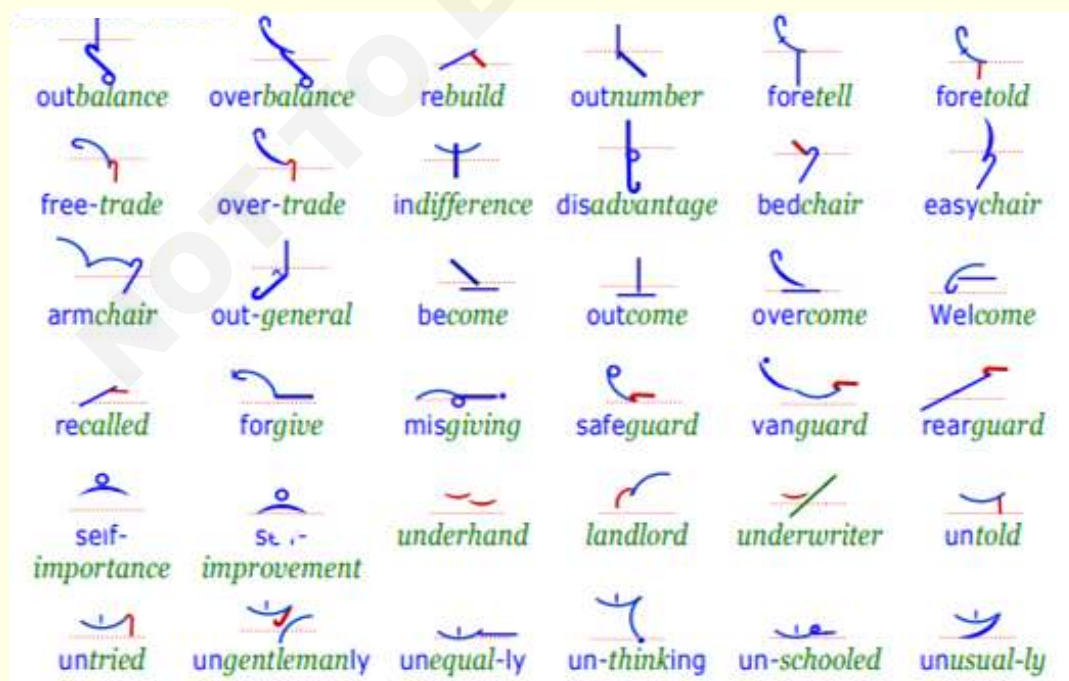
TASK 2: Decipher the following outlines and write correct words/phrases, verify them with the 'key' and practise them, at least three lines each



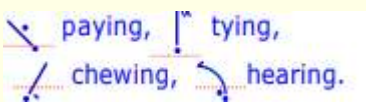




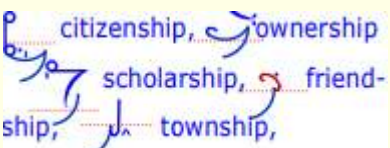

Key to TASK 2

1	weeping	deserting	wavering	assisting	shunting	occasioning
2	fielding	disputingly	bouncingly	etchings	windings	charity
3	technicality	futility	admiralty	adaptability	liability	ability
4	theological/ly	sociological	lament	pavement	enhancement	ornamental
5	regimental	experimental	badly	strongly	jointly	densely
6	finely	cheaply	censorship	battleship	clerkship	Doubtfulness
7	harmfulness	blissfulness	credulousness	listlessness	office boy	brother-in-law


TASK 3: Practice logograms joined or disjoined used as suffixes in your note book 20 times each



TASK 4: Practice employment of suffixes

Final ing-	
-ings	
-ality, -ility,	
-logical and -logically	
-ment	
-ship	
-ward,	

TASK 5: Write strokes for the compound words in your note book and practice

hereto		whereto		thereto	
hereof		whereof		thereof	
herewith		wherewith		therewith	
herein		wherein		therein	
hereon		whereon		thereon	
hereat		whereat		thereat	

TASK 6: Type the following words related to suffixes

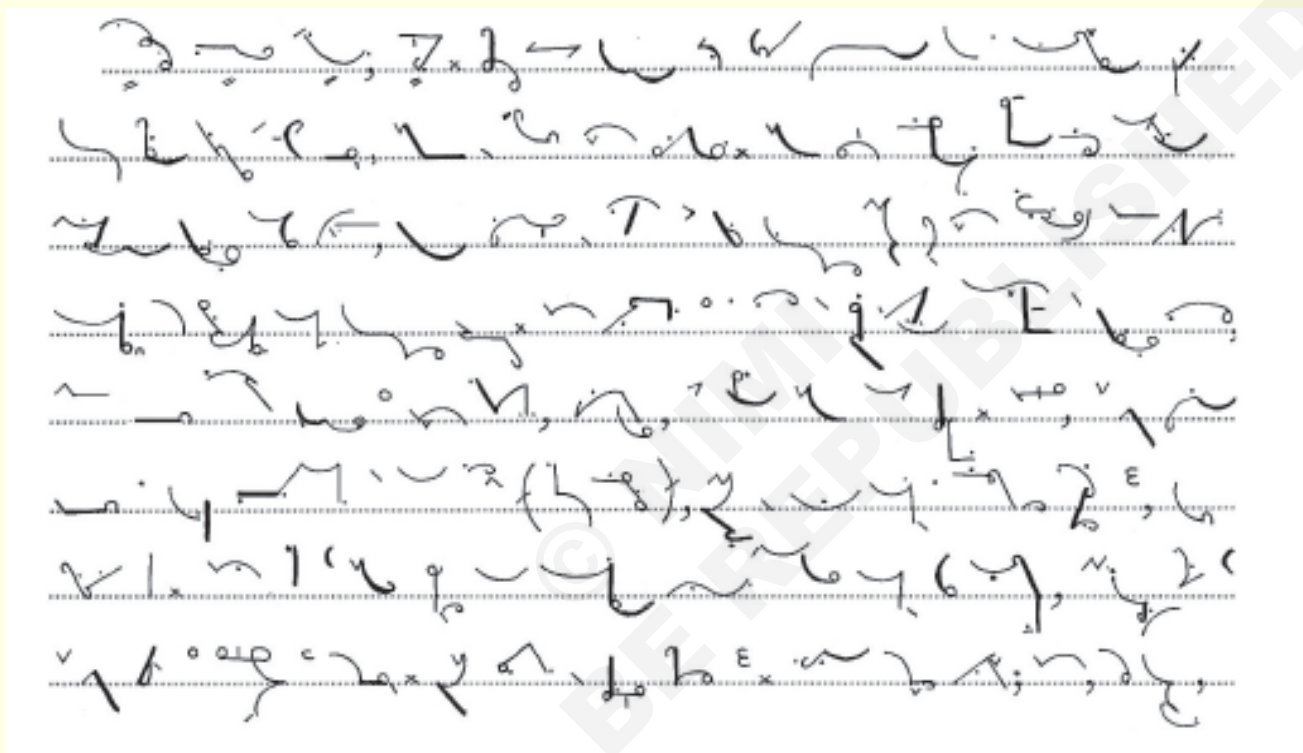
paying, stitching, ageing, shining, promoting, feasibility, fielding, joining
 matting, thanking, muttering, deserving, admiringly, rinsing, etchings
 sweepings, surrounding, speaking, possibility, legibility, minority
 mythological/ly, achievement, refinement, monumental, absolutely
 urgently, editorship, heedfulness, lawfulness, forward, backyard
 permitting, frankly, chairmanship, playfulness, exhaustively, scholarship,
 solubility, majority, novelty, usefulness, gratefulness, stalwart

TASK 3

Write the following passages in shorthand in your shorthand notebook, verify them with 'key' and practise the scripts, as many times as you can.

- a Messrs. Kannan & Company, Cochin. Dear Sirs, Having heard that-you-are looking for an enterprising agent for your tracing papers and other goods, I-beg to offer-you my services. I have some exceedingly strong-connections in-the-printing and engineering businesses in-this locality, being well-known to majority of-the best firms, and-I-think-that through my acquaintanceship I could readily introduce your specialities into-the firms to call upon. I-am regarded as a man of considerable originality into the firms to-call-upon. I-am regarded as a man of considerable originality in-my ability, helpfulness, and-the standing I-have in-the district. Ofcourse, I should-be willing to-give-you a fidelity guarantee of any amount (at-your expense), and-I-shall-be-glad to enter into an experimental arrangement with-you, if-you prefer it. I-may add that I-have-been instrumental in introducing many novelties into this neighbourhood, and-I confidently assert that I should-be just as successful with your-goods. I-shall-be happy to discuss terms with you. Awaiting your-kind reply; I-am, Yours faithfully,

Key to TASK 3(a)

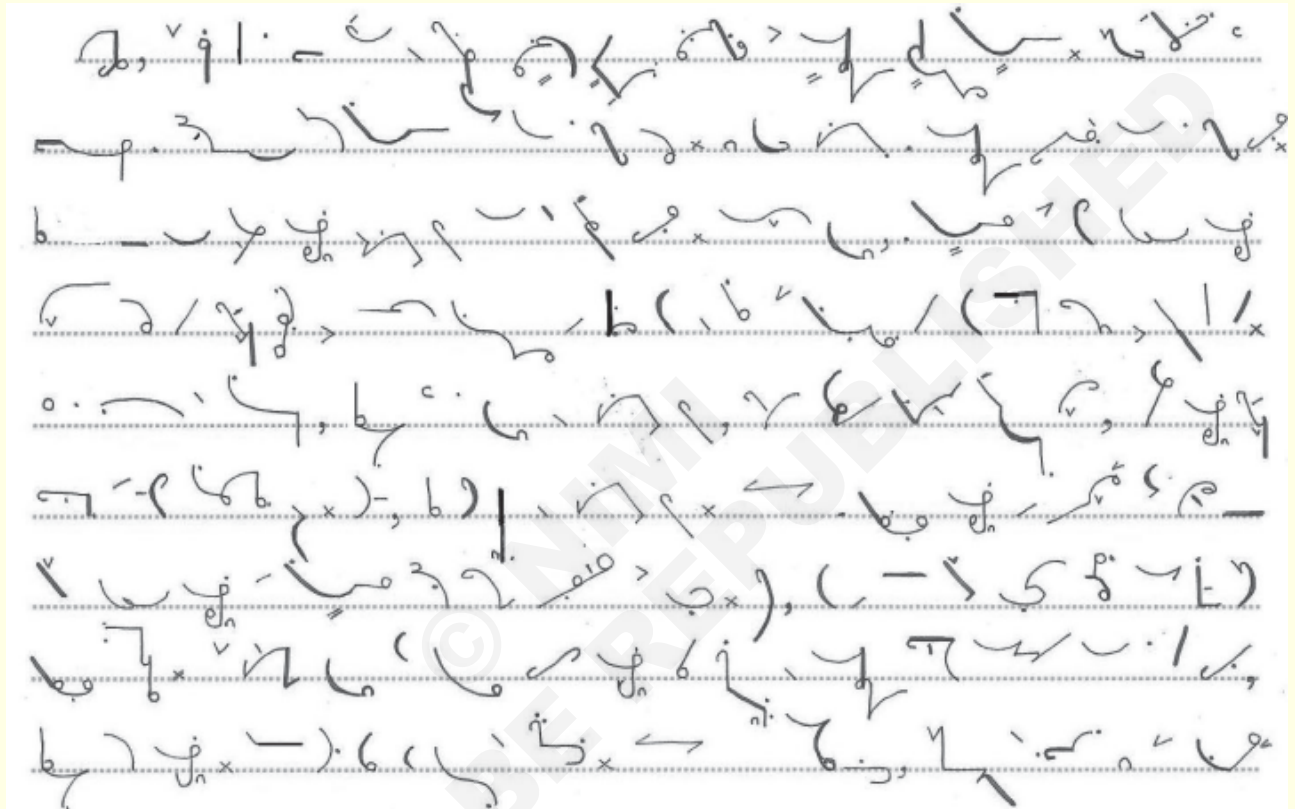


- b Ladies-and-Gentlemen, I consider it a great honour to preside-over-the Silver Jubilee Celebrations of-the Industrial Development Bank. I-have-been observing with great-working of-your Bank for a number-of-years. You have-been helping the industrial units in a number-of ways. It-is a good thing for-such institutions to-help-the people in all possible ways. In-my view, the Banks and-the other financial institutions like yours which-provide assistance to-the commercial firms should-demand them to pass on-the benefits which they get from-you to-the public at large. As a matter of fact, it-is-only with a view to help-the people, particularly those-who-are below-the poverty line, that-such institutions provide credit and other facilities to-them. So, it-is their duty to help-the people.

The business institutions should realise that the loans given by financial institutions and Banks were from the resources of the nation. Therefore, they should go by the national standards in the conduct of their business activities. I hold the view that if there is one institution which has contributed to industrial growth in the country in a large way, it is only your institution. I can say this without fear of contradiction.

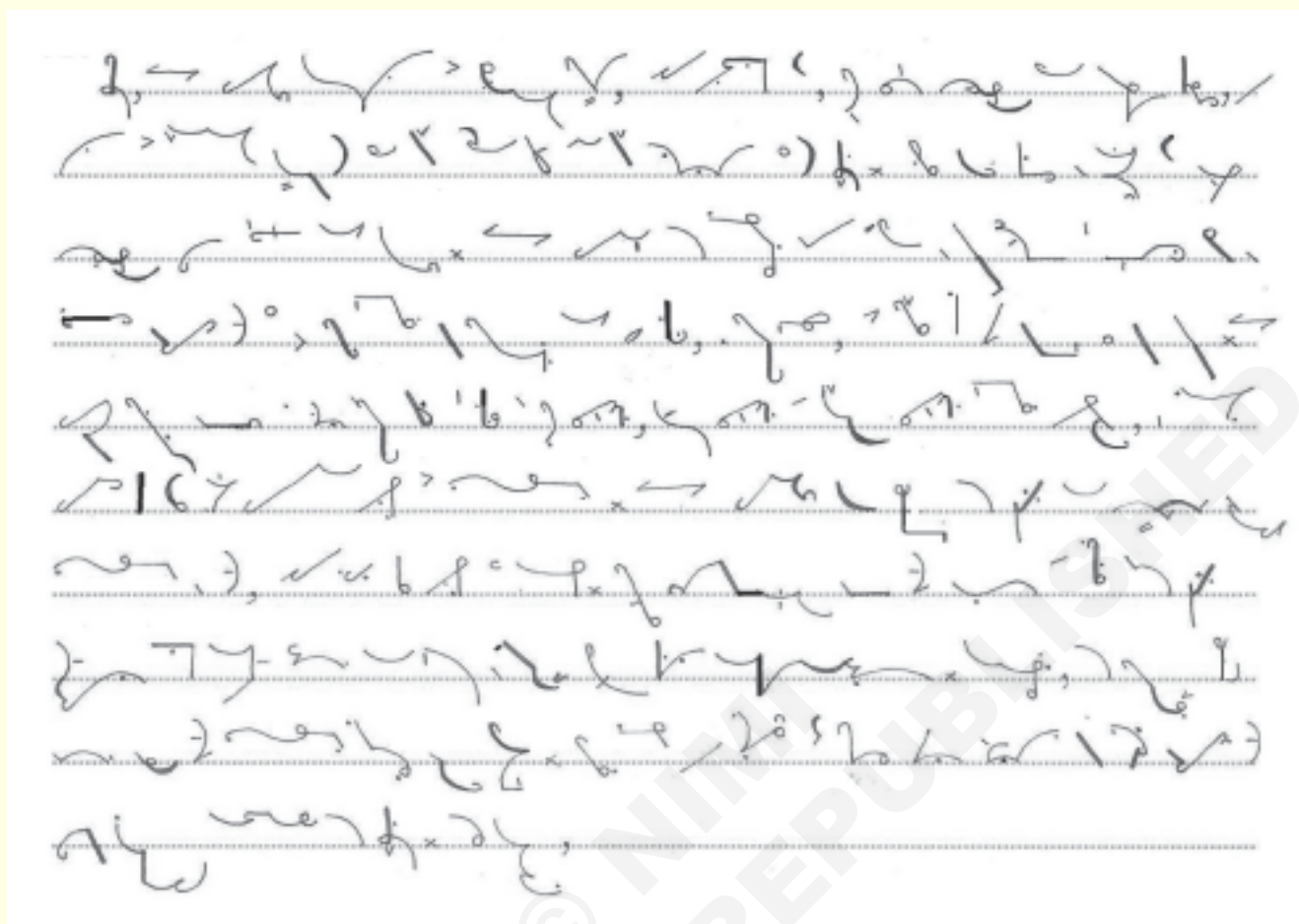
In this connection, I take the liberty of congratulating you on the various steps you have taken to help the sick units. Today we see a number of industries becoming sick due to various reasons and many of them have been taken care of by you. The small industries should consider you as their friend. With these words, I wish you more years of useful service in the cause of industrial development in this State.

Key to TASK 3(b)



TASK 4

Transcribe and write the following script into longhand, verify with 'key', correct it and practise the script, as many times, as you can.



Key to TASK 4

Dear-Sir, We-thank-you for-your-letter of-the 7th April, and we regret that, through some misunderstanding in-our postal department, our letter of-the 9th February was sent by ordinary post and-not by airmail as was desired. Steps have-been taken to ensure that no-such misunderstanding will occur in-the future.

We-note your acceptance of-our offer to publish-the work on commission subject to agreement between us as to-the copies to-be printed in-the first edition, the production costs, and the price at which-the book is to-be published.

We-shall-be prepared to-give-you an estimate of production costs based on editions of 300, 400 and 500 copies respectively, but naturally we-cannot do this until we-are-in receipt of manuscript.

We-note-that-you have instructed your agent in Mumbai to forward-the manuscript to us, and-we await its receipt with interest. Perhaps you-will-be-good-enough to-give us-the name and address of-your agent so-that-we-may get in-touch with-him in order to obviate further delay in-dealing-with-the-matter. For-instance, your previous instruction to-him to-send us-the manuscript appears to have-been overlooked. Please accept our assurance that-the terms which-may ultimately be arranged between us will-be confidential in-accordance with your desire. Yours faithfully,

— — — — —



































Monetary units and round figures and use them in sentences

Objectives: At the end of this exercise you shall be able to

- write monetary units and round figures in shorthand
- no. 8 (eight) is not represented by stroke.

TASK 1: Practise figures in shorthand

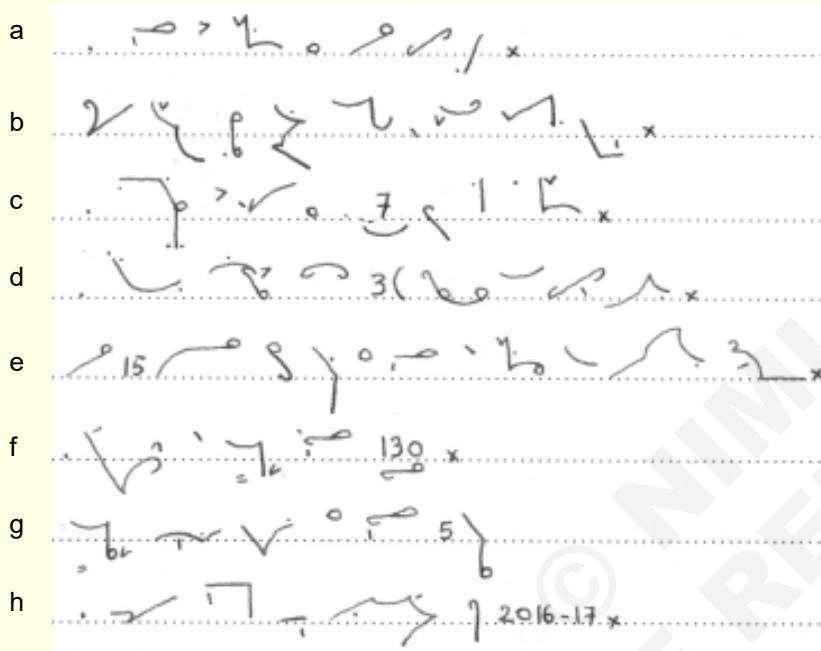
Figures in shorthand are represented in the following way. The figures one to seven and nine are represented by shorthand outlines, when standing alone. Other numbers, except round numbers are represented by the ordinary Arabic numerals.

Figure	Represented by	Figure	Represented by
1		700	
2		700	
3		Thousand/thousandth	(or 
4		5,000	5 
5		£ 2,000	2 
6		300,000	
7		Million	
8	8	4,000,000	
9		200,000,000	
10	10	Billion	
11	11	Two billions	2 
12	12	Dollar	
13	13	Two billion dollars2. 
14	14	Rupees	
15	15	Lakh-s	 or 
20	20	Crore-s	 or 
100 (hundred) or hundredth		Rs.200	200 
percent		Rs.Twenty lakhs	 20 
23.5 percent	23.5 	Rs.Thirty crores	 30 

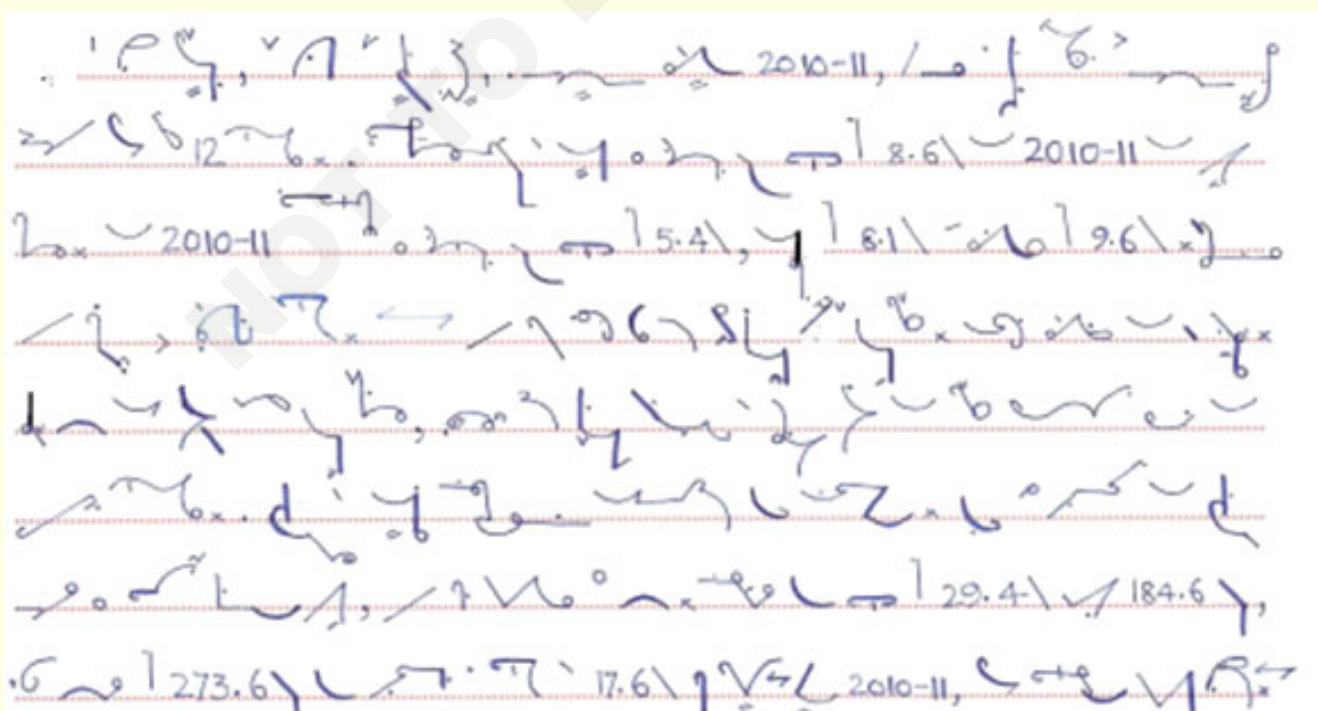
TASK 2: Write shorthand outlines and compare with key. Repeat till you familiarize

- a The cost of the item is rupees one each.
- b There are five seats available in addition to nine already booked.
- c The capacity of the hall is seven hundred people at a time.
- d The company employs more than three thousand persons in one shift.
- e Rupees fifteen lakhs has been paid as cost of items for relief work.
- f The population of India crossed one hundred thirty crores.
- g India's import bill has crossed five billion dollars.
- h The country got good rainfall during two thousand sixteen - two thousand seventeen

Key to TASK 2



TASK 3: Read shorthand outline and transcribe on computer. Compare with key and find out mistakes. Repeat till you famaliarise



Key to TASK 3

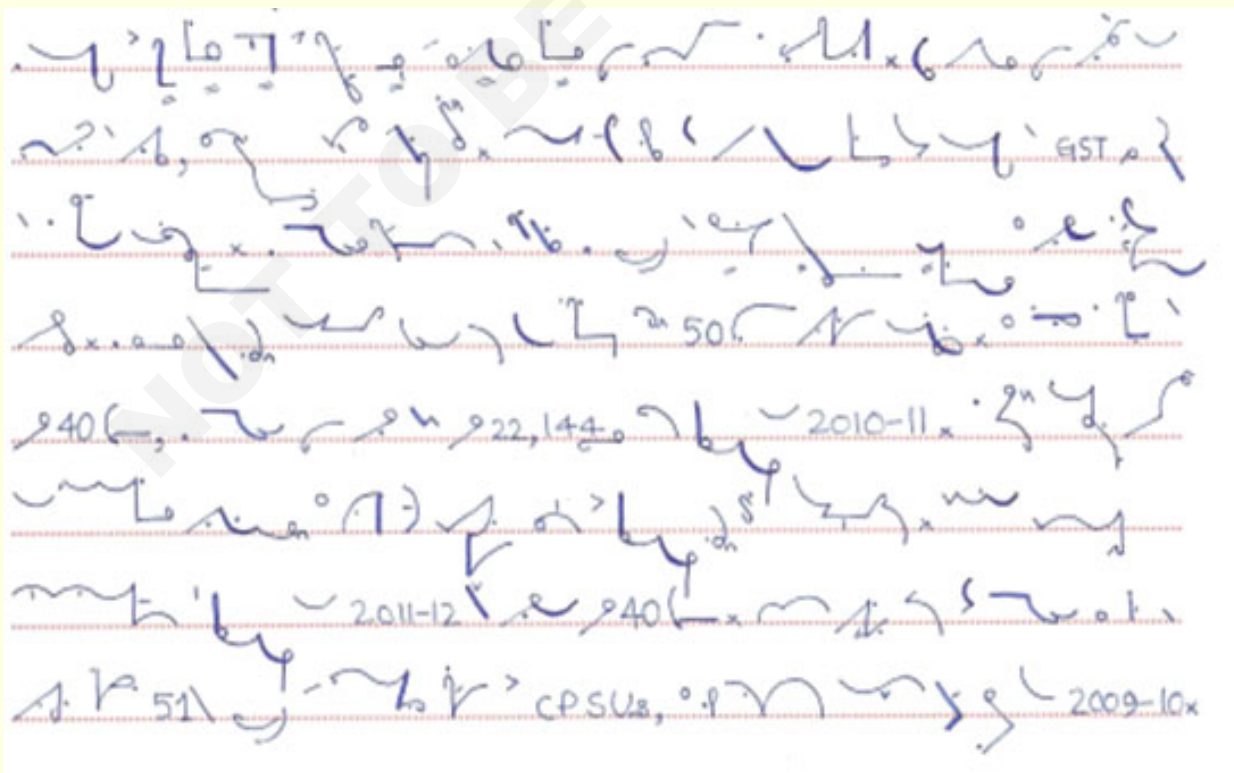
On last Friday, I laid on-the-Table of-the-House, the Economic Survey 2010-11, which gives a detailed analysis of-the economic situation of-the country over-the past 12 months. The Gross-Domestic product of India is estimated to-have grown at 8.6 per cent in 2010-11 in real terms. In 2010-11 agriculture is estimated to-have-grown at 5.4 per cent, industry at 8.1 per cent and services at 9.6 per cent. All-three-sectors are contributing to-the consolidation of-growth. Our principal concern this year has-been-the continued high food prices. Inflation surfaced in two distinct episodes. Despite improvement in the availability of-most food items, consumers were denied the benefit of seasonal fall in prices normally seen in winter months. The developments on India's external-sector in-the current-year have-been encouraging. Even as-the recovery in developed countries is gradually taking root, our trade performance has improved. Exports have grown at 29.4 per cent to reach \$184.6 billion dollar, while imports at \$273.6 billion dollar have recorded a growth of 17.6 per cent during April-January 2010-11, over-the corresponding period last-year.

— — — — —

TASK 4: Take down dictation and transcribe it on computer. Compare with key and correct mistakes if any. Repeat it till you familiarize

The introduction of-the Direct Taxes Code and-the proposed Goods and Services Tax will mark a watershed. These reforms will result in moderation of rates, simplification of-laws and-better compliance. Among the the other steps that are being taken for-the introduction of GST is establishment of a strong IT infrastructure. The Government's programme to broad base the ownership of Central Public-Sector Undertakings has received an overwhelming response. The six public issues in financial year have attracted around 50 lakh retail investors. As a target of Rs.40,000 crore, the Government will raise about Rs 22,144 crores from disinvestment in 2010-11. A higher-than anticipated realisation in tax revenues has led us to-reschedule some of-the divestment issues planned for-the-current-year. I-intend to-maintain-the momentum on disinvestment in 2011-12 by raising Rs 40,000 crore. Let-me reiterate here that-the Government is committed to-retain at-least 51 per cent ownership and management control of-the CPSUs, as stated earlier in my Budget speech for 2009-10.

Key to TASK 4

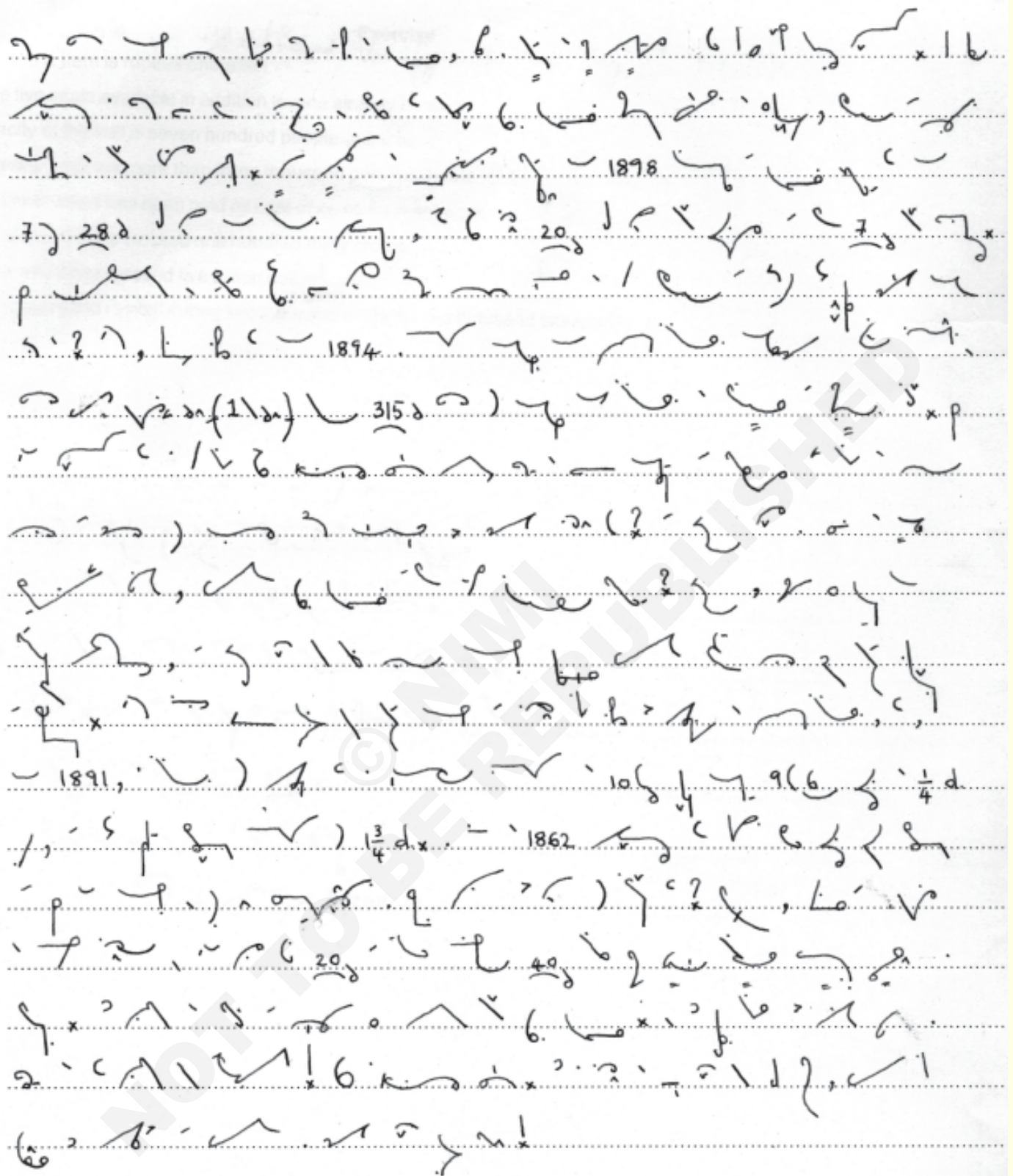


— — — — —

TASK 5

Write the following passages in shorthand in your shorthand notebook, verify them with 'key' and practise the scripts, as many times as you can.

Very - much more interest may be derived from - the study of figures, such as - the Board of Trade Returns, than at first sight appears likely. It does not require a very great effort of imagination to suppose that behind these figures there - may-be stories of self- denial. suffering and misery. undreamt of by-the thoughtless reader. Lord Russell of Killowen produced in 1898 facts and figures to prove that in seven years £ 28,000,000 had been lost in company liquidation, and that of this amount £ 20,000,000 had been lost by share holders and over £ 7,000,000 by creditors. Is it unreasonable to suppose that- these great -losses were- the immediate cause of much suffering and hardship that - the outside world never heard of? Or, take- the statement that in 1894 the capital invested in limited companies in this country alone amounted to more than £1,000,000,000, being £315,000,000 more than was invested in- the companies of France and Germany combined. Is -it not likely that a large part of- this enormous sum represented the fruit of care, industry, and perseverance on- the part of- many men-and-women whose names were unknown to -the world around them? And herein lies the secret of England's superior wealth, whereof-these figures offer such convincing proof? Herein, surely, is food for profitable reflection, and hereon might be based many interesting discourses wherewith thoughtful men would - be both edified and instructed, or again who can fail to be both interested and amused at- the statement of the Registrar of Limited Companies, that, in 1891, a company was registered with a nominal capital of £10,000 divided into 9,600,000 shares of 1/4d each, and that - the total subscribed capital was 1 3/4 d? The Act of 1862 requires that at least seven shares shall be subscribed, and is - it not interesting to see how scrupulously the strict letter of the law was complied with? Further, cheques and bills of exchange amounting to not less than £ 20,000,000 and often exceeding £ 40,000,000 pass through the London Banker's Clearing House every day. What labour of brain and muscle is represented by these figures. To what distant parts of the earth will the fruits of that labour be forwarded! This is an enormous sum. What an amount of good might be done therewith, whereat thousands would rejoice , and whereof the world might feel proud!



Office Administration and Facility Management Exercise 1.4.47 & 1.4.48

Stenographer Secretarial Assistant (English) - Speed Enhancing Techniques

Contractions- formation and uses - essential vowels in note taking - dictation

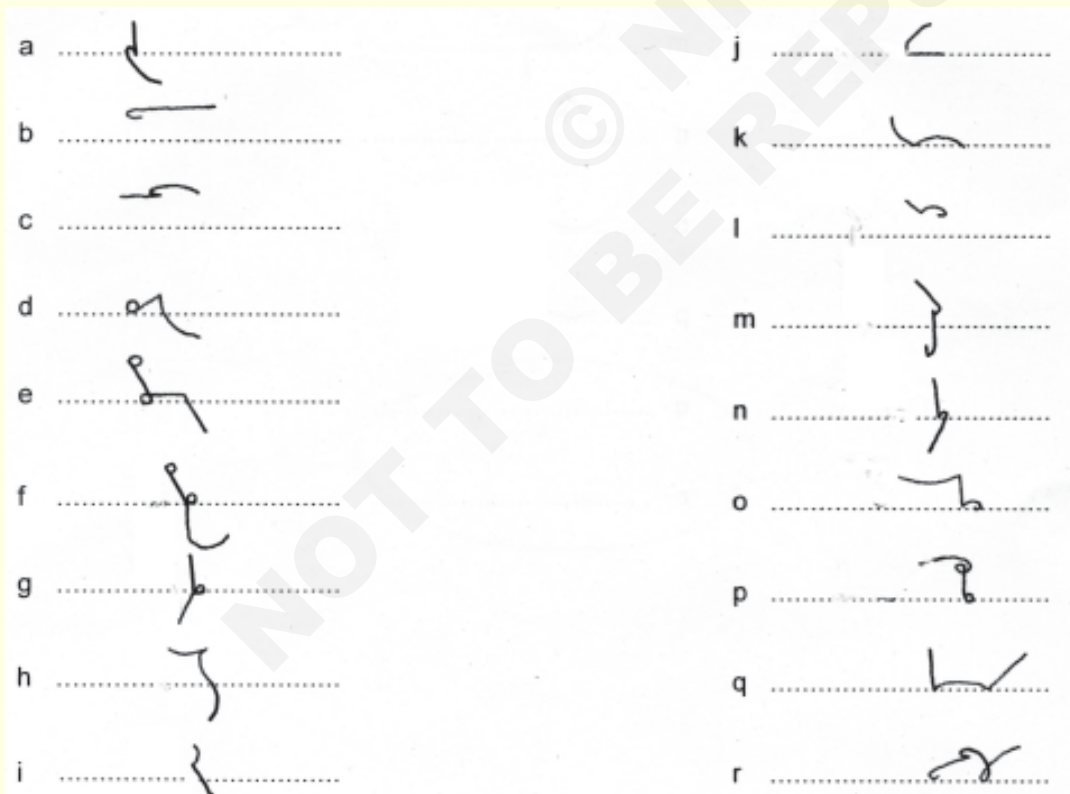
Objectives: At the end of this exercise you shall be able to

- use contractions in note-taking
- use essential vowels in note-taking
- differentiate between contractions and their derivatives.

TASK 1: Form contractions and use in sentence formation

a advertise	j electric
b character	k familiar
c commercial	l appointment
d certify	m abandon
e subscribe	n danger
f substantial	o entertainment
g discharge	p monstrous
h enthusiasm	q administrator
i establish	r universal

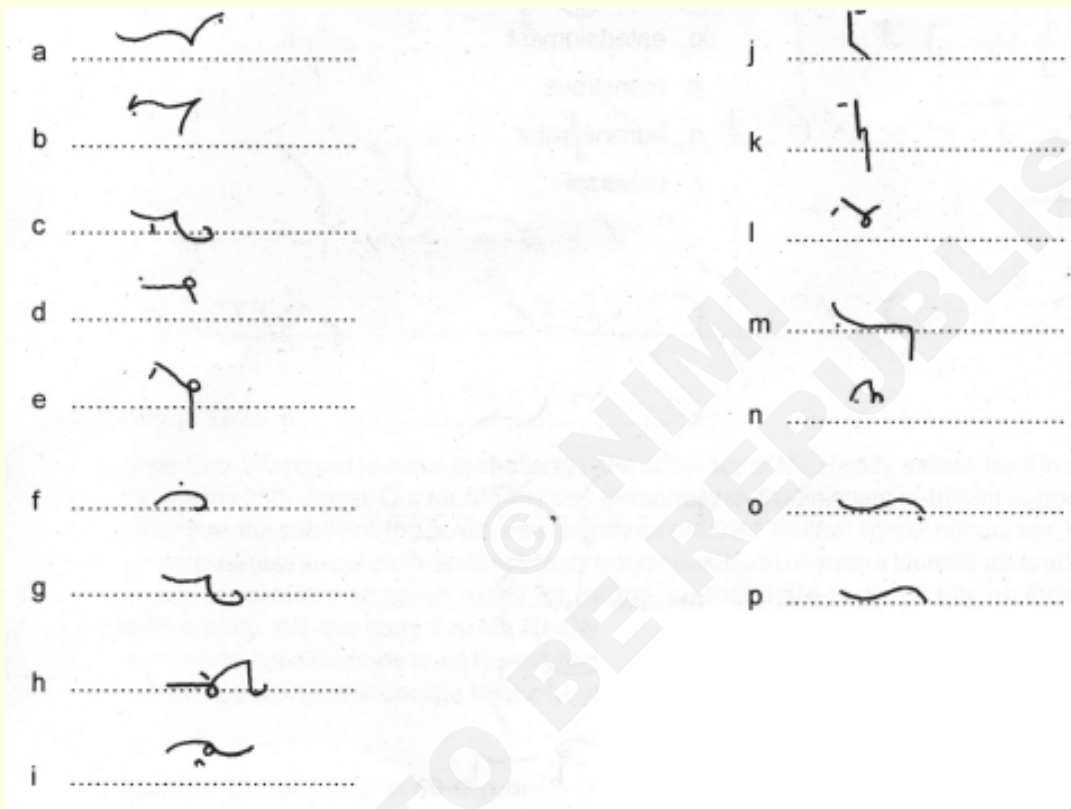
Key to TASK 1



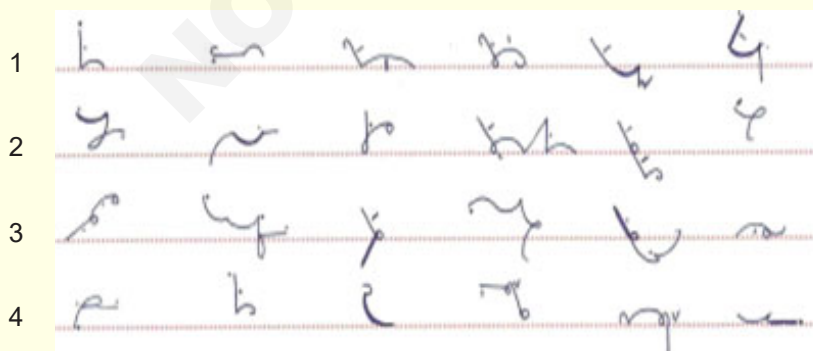
TASK 2: Write the following words in shorthand, insert vowels (essential vowels) where necessary (with key)

- | | |
|--------------|------------|
| a anomaly | i amusing |
| b humanly | j adopt |
| c innovation | k auditor |
| d accept | l obsolete |
| e opposite | m effect |
| f emotion | n latitude |
| g invasion | o enemy |
| h exaltation | p name |

Key to TASK 2



TASK 3: Decipher the following outlines and write correct words/phrases, verify them with the 'key' and practise them, at least five lines each



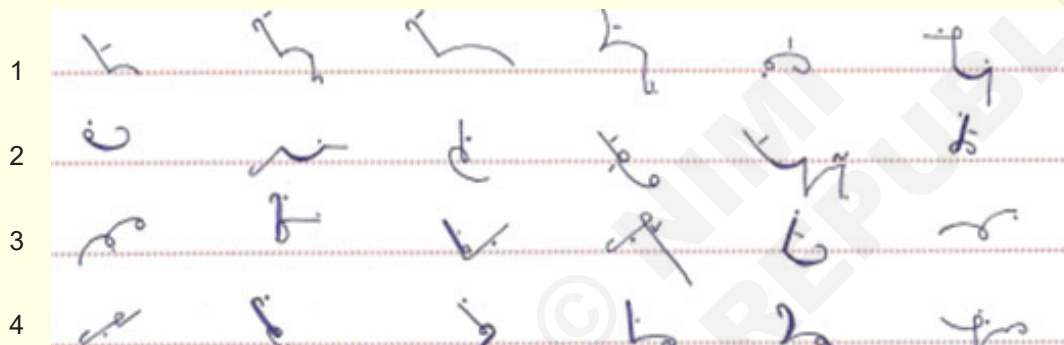
Key to TASK 3

- 1 contempt, clamped, promoter, presumption, punctuate, adjunct
 - 2 anxiously, linked, tasteless, postmortem, postponement, honestly
 - 3 restless, fantastic, postage, manifestly, best-finish, must-not
 - 4 elastic, attainment, whatever, cost-price, you-must-try, neglecting
- — — — —

TASK 4: Write shorthand outlines/phrases for the following words. Check them with the key. Correct the outlines written wrongly

- 1pumped.....promptitude.....prompter.....assumptive.....consumption.....extinct
- 2 sanction..... winked..... Tasteful..... postoffice..... punctuality.....adjustment
- 3listless..... drastic..... Bestway..... wastepipe..... Conjunctionmostly
- 4westward..... blastfurnace..... Passenge demonstrat..... there must be..... instalment

Key to TASK 4



TASK 5: Type the following words related to contractions

Tempt, postponement, trumpeter, adjunct, blanket, , honest, tasteful, institute, consumption, important, your last letter, drastic, distinction

exemption, resumption, extinction, sanction, adjustment,, sanctuary, postmaster, optimist, stamped, distinct, wasteful, mostly, textbook, listless , Prompt, banked, exemption, trumpet, extinction, , mistake, there must be, plastic, elastic

Jumped, assumption, temptation, function, anxiety Anguish, pessimistic, substitute, testimony, postage stamp, Trustworthy, dishonest, contempt, punctual, postscript.

Approximate, absolute, auditor, accept, across, affect, altitude, opposite, far, latitude, Amazing, innovation, commissioner, humanly, humanely, invasion, layman, amusing, sulphite, lost, Sun, snow, chilly, manual, manly, anomaly, animal, name, enemy

Passenger, danger, emergency, appointment, entertainment, oneself, assignment

Demonstrate, ministry, manuscript, henceforward, remonstrate

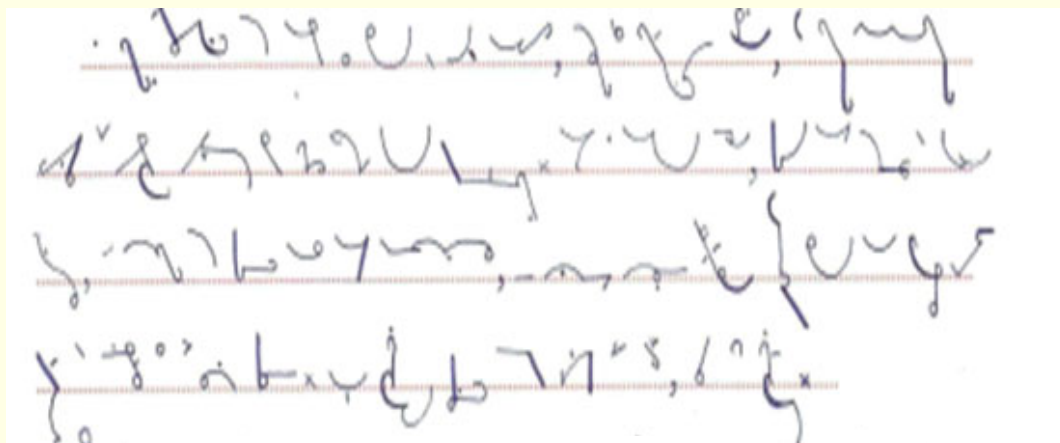
Expect/-ed, inspect/-ed/-ion, respect/-ed, imperfect/-ion/-ly, object/-ed

Perspective, productive, objective, destructive, retrospective, irrespective

Production, introduction, objection, destruction, jurisdiction

— — — — —

TASK 6: Read the shorthand outline and transcribe it on computer. Compare with key and find mistakes committed. Repeat the exercise



Key to TASK 6

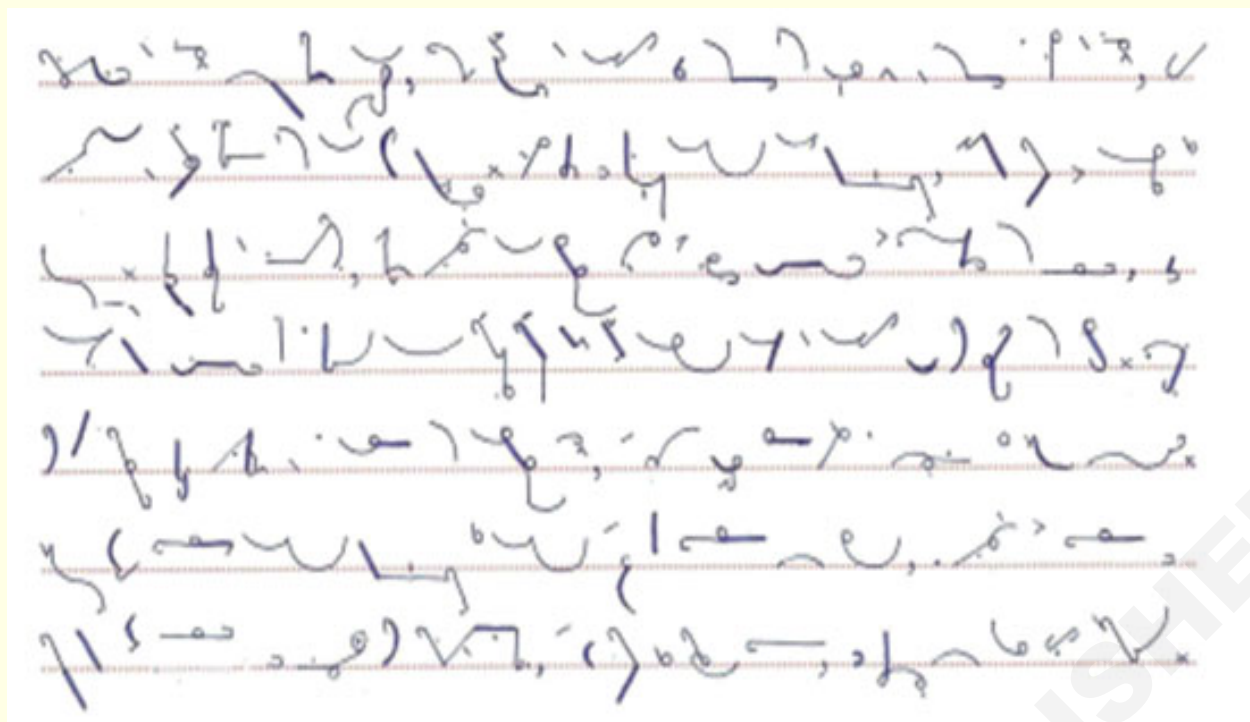
A brief observation or inspection is sufficient to show anyone, irrespective of his professional standing, that productive and non productive wages I respectively require special treatment from the efficient bookkeeper. Only an inefficient accountant, deficient in the organization of financial affairs, and imperfect or defective in his knowledge of commercial matters, could make the mistake of supposing that it would be sufficient in every circumstance to regard both classes of expense as of the same description. No controversial discussion can be held on the point which is beyond controversy.

— — — — —

TASK 7: Take dictation and Verify your deciphered passage with 'key', correct and practice the same, as many times as you can

Preservation of accounts may be unconstitutional, from the point of view of anyone who has organized or knows how to organize a set of accounts, whether relating to passenger traffic or any other business. Such generalization would denote inefficiency in the book-keeper, and would be prejudicial to the interests of his firm. It would be destructive of accuracy, and it might result in substantial loss and the consequent indignation of the management or executive, who would naturally be indignant at a deficiency in their profits brought about by the insufficient knowledge of anyone under their jurisdiction or subjection. Imagine their large prospective dividend reduced to an insignificant or unsubstantial amount, and you will understand the significance of such a mistake as I have mentioned. I fear they will cross-examine the inefficient book-keeper on his inefficiency, and when they had cross-examined him sufficiently, the result of the cross examination would probably be that the executive would exercise their prerogative, and without prejudice to his personal character, would dismiss him for his want of proficiency.

Key to TASK 7



— — — — —

TASK 8: Type the passages related to contractions to enhance typing speed

- A The local candidates of Tamil Nadu are in for disappointment as a large number of candidates from northern states have been appointed for the position of Passenger Superintendent. They are likely to give expression to their grievance in the form of a demonstration. They are up in arms against the monstrous methods of the administration denying the locals their rights. There is a great danger if it provokes a dangerous outburst replacing the present contentment. With great respect to the leaders, we question their objective in interfering with the administration. The introduction of a policy of obstruction or destruction will only result in all-round discontentment.
- B Dear Sir, Thank you for your prompt response to my letter of the 5th instant. I am also grateful to you for your prompt despatch of the syllabus for the Civil Engineering course at your reputed Institution. I am anxious that my younger sister should join on the resumption of the classes. But for her sudden illness she could have attended classes last session itself. It is indeed a misfortune that she lost one session owing to her illness which caused us considerable anxiety. Thankfully she regained her health in time and is anxious to join the course. I shall call upon Professor Ramudu to enquire about the textbooks to be purchased. I convey my sincere thanks to you, Sir, for the invitation to the opening ceremony. I shall certainly make myself available for the function. I may even bring a friend if I am allowed to. If not, perhaps you will kindly send a message to that effect. Yours truly,
- C The race is to the sure and not to the strong. Remember the fable of the feeble tortoise that outstripped the hare. Set apart for study a small portion of each day. Have patience; "Rome was not built in a day." High hills grow less as we ascend them. That which is lightly got is little valued. If you would get gold, you must dig deeply. It is not got on the surface. So if you want to attain a high rate, you must practise the rules again and again till you master them, till you feel fully confident to apply them on all occasions. You should have that 'never say die spirit'. That will carry you through to success. Patience and perseverance will pay you rich dividends. Again, you have to work smart and not hard. Let your strokes be neat and light. Avoid large and heavy letters that will waste your time.

— — — — —

Office Administration and Facility Management

Exercise 1.4.49

Stenographer Secretarial Assistant (English) - Speed Enhancing Techniques

Practise advanced phrases & intersections and take down dictation of simple letters in shorthand and transcribe on computer

Objectives: At the end of this exercise you shall be able to

- use advanced phrases and intersections while taking notes
- take down notes of different letters
- arrange the contents of the letter according to type of letter
- type the letters accurately and speedily in various formats.

TASK 1: Practice advanced phrases regularly in your note book till you famaliarise

Abandonment	Commercial-ly	Electricity	Expenditure
Acknowledge	Contentment	Emergency	Expensive
Administrator	Contingency	England	Extinguish-ed
Admini-stratrix	Cross-examination	English	Falsification
Advertise-d-ment	Cross-examined	Englishman	Familiarity
Altogether	Danger	Enlarger	Familiariza-tion
Amalgamation	Dangerous	Enlarge	Familiarize
Anything	Defective	Enlightenment	February
Appointment	Deficient	Entertainment	Financial-ly
Arbitrary	-ly-cy	Enthusiastic-iasm	Govern-ed
Arbitrate	Demonstrate	Especially	Government
Arbitrator	Denomination-al	Esquire	Henceforward
Arbitration	Description	Establish-ed-ment	Howsoever
Architect-ure-al	Destruction	Everything	Identical
Assignment	Destructive	Exchahnge-d	Identification
Attainment	Destructively	Executive	Immediate
Bankruptcy	Difficulty	Executor	Imperfect-ion-ly
Capable	Discharge-d	Executrix	Imperturbable
Certificate	Distinguish-ed	Exigency	Incandescence
Character	Efficient-ly-cy	Expect-ed	Incandescent
Characteristic	Electrical	Expediency	Inconsiderate
Circumstantial	Electric		

Exercise 1

Write the correct outline (contractions/grammalogues) for the following words and compare them from the above list

Abandonment.....	Contentment.....	England.....	Enlightenment.....
Commercial-y.....	Emergency.....	Extinguish.....	February.....
Electricity.....	Expensive.....	Familiarity.....	Appointment.....
Expenditure.....	Administrator.....	Altogether.....	Entertainment.....
Acknowledge.....	Contingency.....	Danger....	Financial.....
Especial-ly.....	Identification.....	Enlarger.....	Expect-ed.....
Government.....	Bankruptcy.....	Capable.....	Circumstantial
Esquire.....	Difficulty.....	Character.....	Inconsiderate
Henceforward.....	Executive.....	Efficient-ly-cy	
Destruction.....	Immediate.....	Characteristic.....	
		Electrical	

TASK 2: Practice the contractions/grammalogues and write the outlines as in exercise 2

Inconvenience -t-ly	Irrespective	Misfortune	Passenger
Incorporated	Irrespectively	Monstrous	Peculiar-ity
Independence -t-ly	Irresponsible -ility	Mortgage-d	Performance
Indispensable -ly	January	Neglect-ed	Perform-ed
Individual-ly	Jurisdiction	Negligence	Performer
Influential-ly	Knowledge	Never	Perpendicular
Inform-ed	Legislative	Nevertheless	Perspective
Informer	Legislature	Nothing	Practicable
Inspect -ed-ion	Magnetic-ism	Notwith- standing	Practice
Insurance	Manufacture-d	November	Practise-d
Intelligence	Manufacturer	Object-ed	Prejudice -d-ial-ly
Intelligent-ly	Manuscript	Objection	Preliminary
Intelligible-ly	Mathematical -ly	Objectionable	Probable -ly-ility
Interest	Mathe- -matician	Objective	Production
Introduction	Mathematics	Obstruction	Productive
Investigation	Maximum	Obstructive	Proficient -ly-cy
Investment	Mechanical-ly	Oneself	Project-ed
Ironmonger	Messenger	Organization	Proportio nate-ly
Irrecoverable -ly	Metropolitan	Organize-d	Proportion -ed
Irregular	Minimum	Organizer	Prospect
Irremovable -ly	Ministry	Parliamentary	

Exercise 2

Inconvenience-t...	Irrespectively.....	Performance....	Negligence.....
Irrespective.....	Monstrous....	January.....	Influential-ly.....
Misfortune.....	Peculiar.....	Perform.....	Knowledge
Passenger.....	Independence.....	Individual-ly.....	Inform-ed.....
Incorporated	responsible -ility	Jurisdiction.....	Legislative
Nevertheless.....	Notwithstanding	Manufacturer.....	Preliminary.....
Perspective.....	Insurance.....	Object-ed.....	Intelligible-
Informer.....	Manufacture-d....	Intelligent-ly	.Mathematical.....
Practicable ...	November	Manuscript.....	-Objectionable.....
Inspect-ed-ion....	.Intelligence	Objection.....	Probable -ly
Project.....	Organize-d.....	Interest.....	Maximum
Messenger.....	Proportion-ed.....	Objective.....	Proficient -ly.....
Organization.....	Irregular.....	Production.....	Investment.....
Irrecoverable-ly	Minimum	Introduction.....	Mechanical-ly
Metropolitan.....	Organizer.....	Productive.....	Oneself.....
	Prospect	Investigation.....	Ministry.....
		Irremovable-ly.....	Parliamentary

— — — — —

TASK 3: Read and practice the following advanced phrases/contractions and write the outlines in exercise 3

Prospective	Republican	Together	At-all
Prospectus	Respect-ed	Unanimity	At-once
Public	Responsible-ility	Unani-mous-ly	By-all
Publication	Retrospect	Uniform-ity-ly	Did-not
Publish-ed	Retrospection	Universality	Do-not
Publisher	Retrospective	Universal-ly	From-it
Questionable-ly	Satisfactory	Universe	Had-been
Ratepayers	Sensible-ly-ility	University	Had-not
Recoverable	Something	Unprincipled	Have-been
Reform-ed	Stranger	Whatever	If-it
Reformer	Stringency	Whenever	In-order
Regular	Subscribe-d	Whensoever	In-order-to
Relinquish-ed	Subscription	Wherein-soever	In-our
Remarkable-ly	Substantial-ly	Whithersoever	Is-as
Remon-strance	Sufficient-ly-cy	Yesterday	Is-his
Remon-strate	Suspect-ed		May-not
Removable	Sympathetic	PHRASE LOGOGRAMS	Out-of
Represent-ation	Telegram	Able-to	They-are
Represent-ative	Telegraphic	According-to	Till-it
Represent-ed	Thankful-ly	As-has	Which-have
Republic	Thenceforward	As-is	

Exercise 3

Inconvenience-t...	Irrespectively.....	Performance....	Negligence.....
Prospective.....	Unanimity	Publish-ed	universal-ly.....
Republican.....	Responsible.....	.Retrospection	Satisfactory
Together	retrospect.....	Universality.....	Universe.....
Respect-ed.....	Uniform-ity-ly	Publisher.....	University
Sensible-ly-lity.....	Whatever	whatsoever	subscription.....
Unprincipled.....	Have been.....	Subscribe-d	Remarkable-ly.....
Recoverable.....	Stranger.....	Whereinsoever	Substantially.....
Something	Whenever.....	Relinquish-ed	Sufficiently-cy.
Sympathetic	according-to	as-is	Yesterday
Representation.....	Thankful-ly	Had-been.....	Remonstrate.....
Representative.....	Republic.....	Had-not	Suspect-ed.....
Telegraphic.....	Thenceforward	.Have-been.....	Removable.....
In-order-to.....	They-are.....	If-it	which-have
In-our.....	Till-it.....	May-not.....	Is-his.....
Is-as.....		Out-of.....	

— — — — —

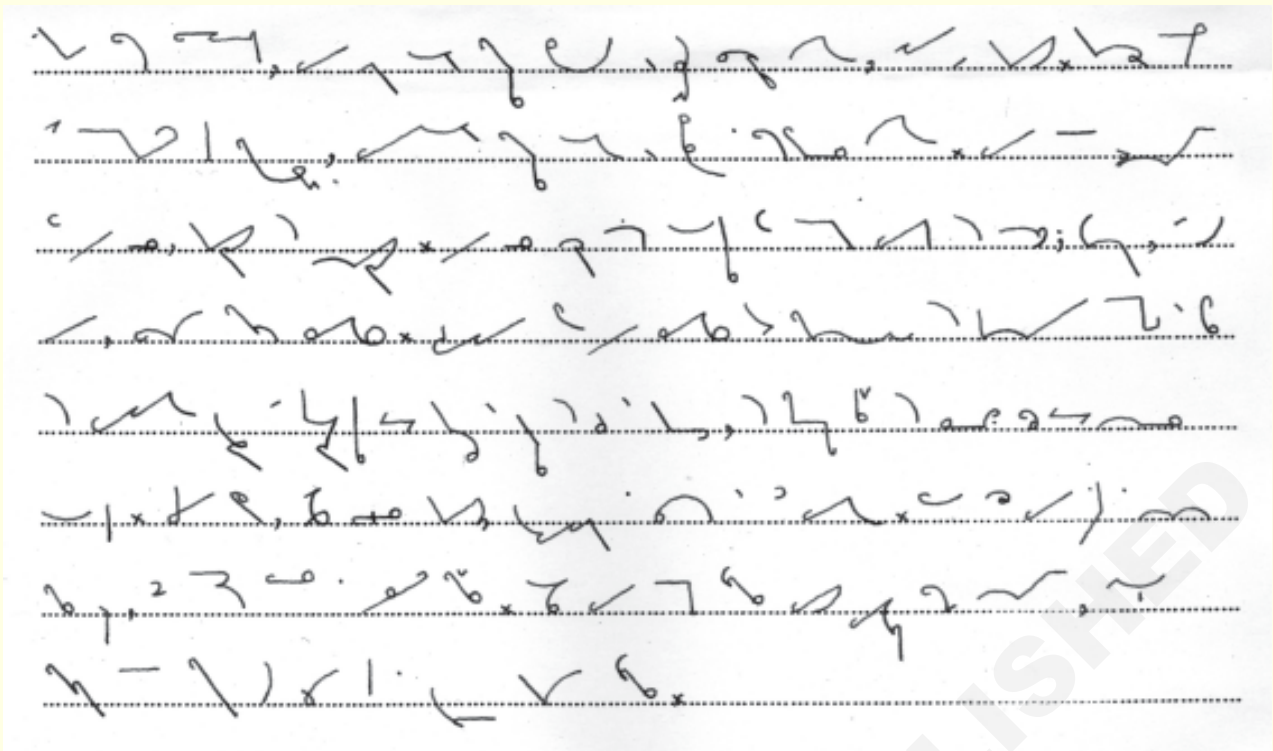
TASK 4: Read and practice intersections in your note book and use it for taking dictation

State Bank of India	bank-note
Syndicate Bank (ST)	banking company
Scheduled Banks	Income-tax Department
Central Bank of India	Health Department
Times Bank	Medical Department
foreign banks	Department of Culture
Oriental Bank of Commerce	Deptt. of Company Affairs
United Commercial Bank	Department of Expenditure
American Bank	Home Minister
Reserve Bank of India	Agriculture Minister
Punjab National Bank	State Minister
Cooperative Bank	Prime Minister
Para-banking Division	Education Minister
Bank guarantee	Law Minister
Bank employees	Labour Minister
Bank Manager	Railway Minister
bank balance	Finance Minister
Hon'ble Minister	Health Minister

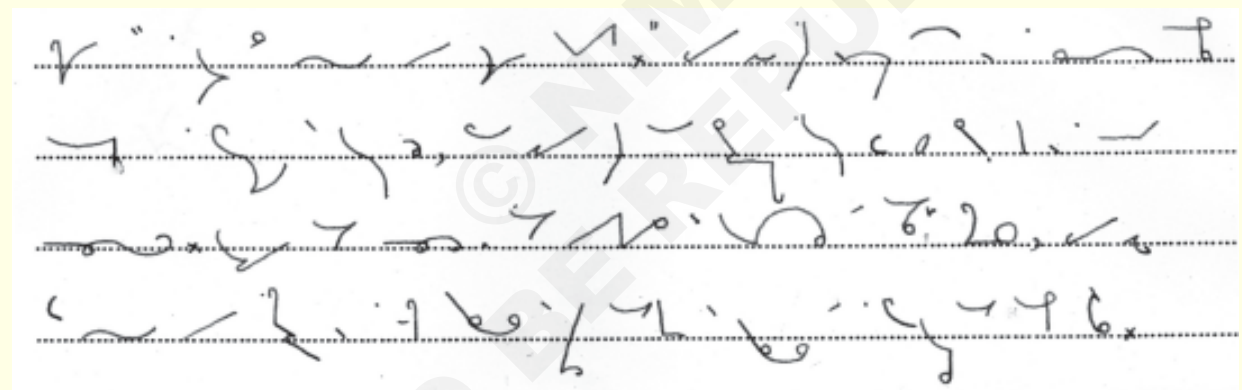
TASK 5: Take down dictation and read back

Apart from agriculture, we should be unable to produce sufficient to sustain the simplest life, and we should perish. By means of exchange and the co-operation it brings about, we are enabled to produce enough to satisfy a very complex life. We go to the market with our goods, perishable or imperishable. Our goods may not be embodied in commodities that can be weighed or measured, they may be and usually are merely proffered services for the permanent or temporary accommodation of others - or whether we have visible and tangible commodities - pairs of boots, or pounds of bacon, or attractive ties, or succulent fruits - makes no difference. It is our supply, and this is the course to pursue if we would be a seller of what we have. In our minds we attach a minimum price to it, what the auctioneer calls a reserve price. Unless we get that price we shall withdraw from the market, and no briber can bribe us to sell at a figure below that price.

Key to TASK 5



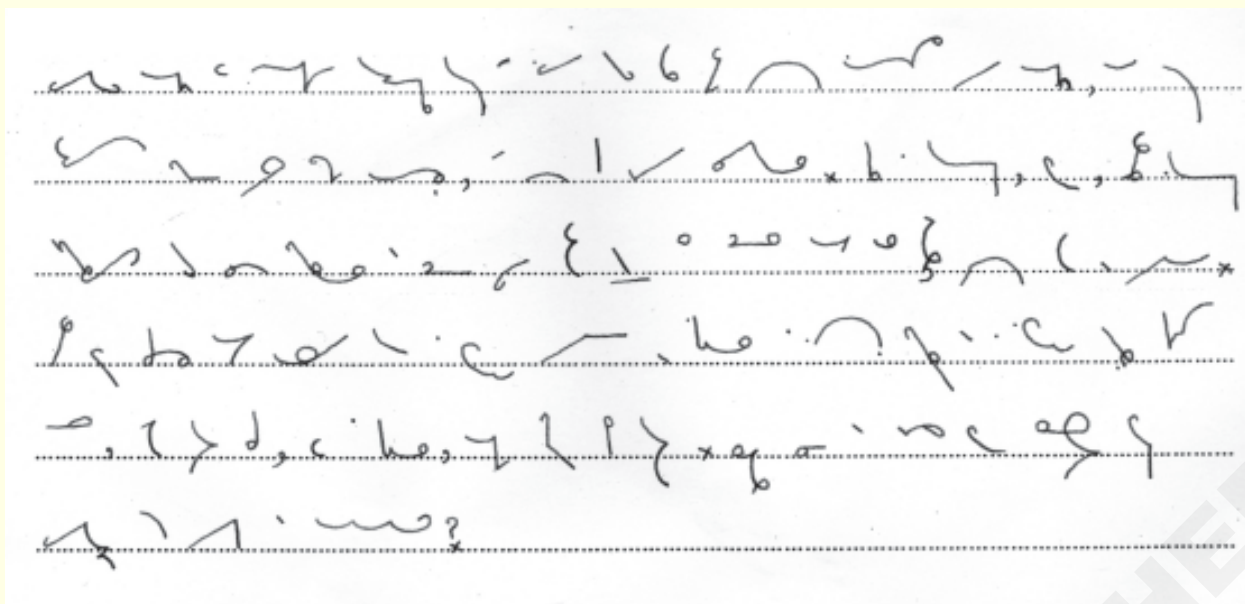
TASK 6: Write in longhand



Key to TASK 6

Truly "A fool and his money are easily parted". We should-not attach too much importance to a scheme because it is introduced with a flourish of fair words, nor should we touch any speculative affair without first subjecting it to an accurate examination. If we only examine the annual returns of failures and analyse their causes, we should find that many are attributable to an utter absence of judgment in the conduct of business and an over confidence in the nicety of others.

TASK 7



Key to TASK 7

We have been endowed with mental faculties far and away above those with which the lower animals are endued in order that we may protect ourselves from our enemies, and may add to our happiness. It is fact, however, that such is the effect of persuasion upon some persons of weak will that they become as mere wax in the hands of those who would lure them to ruin. With such people it seems only necessary for a fluent rogue to advance an alluring prospect of an affluent position at little cost, and they fall at once without a defence into the trap set for them. Is not this the secret of almost every successful fraud we have heard or read of in any nation ?

Practice of simple letter writing in shorthand and transcribe it on computer in proper form

Objectives: At the end of this exercise you shall be able to

- know the different formats of letter writing
- take the dictation of the letters and transcribe them in proper format
- mark the mistakes and correct them in subsequent dictations.

TASK 1: Take down dictation of the following types of letters and transcribe it on computer in the proper form

Exercise 1

Personal letter

Letter dated 19.4.2018 from M. Ravi, 11 IV Cross Street, Shenoy Nagar, Chennai-600 030 to Rajesh Dear Rajesh, I could not believe my ears when your teacher called me yesterday and told me that you had been caught cheating on your Board Examination. She also told me that you would be barred from taking the examinations if you repeat the offence. The news was so distressing that I could not sleep properly last night.

My dear, Rajesh, It is a pity that you have resorted to such dishonest practices to secure good marks. How could you forget that success attained through unfair means is not success at all? By cheating on a test you could perhaps pass but it does not give you any knowledge. This lack of knowledge will ultimately lead to inferiority complex. Remember that in the long run, only honesty and hard-work will pay.

Cheating on a test is a heinous act. You must take a vow that you will not indulge in it again.

Yours friendly,

Personal letter

Address
.....
.....
Date
....., Salutation
.....
.....
.....Body.....
.....
.....
.....
.....
Subscription

Exercise 2

Business letter

To Shoba Manufacturing Company, 18, Motilal Street, New Delhi-110001 phone 26272539

- from Mr. Johnson, Manager, Robert & Company, 64, Ring Road, Chennai-600 021

Dear Sir,

I was so glad to hear from you after a long time. Of course, we can provide you with replacement part of your spray painter.//The warranty of your spray painter was in effect until February 20. For parts ordered upto that time, the only charge would have been for shipping. The current cost of the replacement item is Rs.2,000- including shipping and you will have the replacement within 48 hours. // Call me at 8877654 to authorise shipment and the part will be on its way to you immediately. If I can be of any further assistance, please call me. The current catalogue is enclosed for your use. Yours faithfully, Johnson, Manager.

Business letter

.....Name of firm/co.	
.....Telephone	Address,
.....E-mail,
,

	Date
.....,	
.....,	
.....	
....., Salutation	
Sub:.....	
Ref:.....	
.....	
.....	
.....Body.....	
.....	
.....	
.....,Subscription	
Signature	
(.....)Name	
..... Designation	

Exercise 3

Professional letter

Letter dated 13th May 2018 from K. Joseph, B.E., Engineer, Telephone No.2335287, 19 New Street, Mylapore, Hyderabad 500 034 to Shri Arjun, 20, 50 Feet Road, Giri Nagar, Hyderabad-500 043 - Sir,

Reference Your letter dated 8th May 2018 - Thank you for your letter cited above wherein you have stated that the estimate submitted for construction of the rooms on the first floor of your bungalow is very high.

In this connection, I wish to state that of late, the prices of raw materials have become very expensive, especially the price of good quality cement has gone up by Rs.50/- per bag. Steel has become even costlier. The cost of labour has also increased considerably.

However, I wish to reduce the amount quoted by Rs.25,000/- keeping in view our long standing relationship.

Hope you will appreciate my kind gesture and write a line in reply.

Thanking you,

Yours faithfully

Professional letter

.....(Name in caps), (Degree).,	Telephone:
.....(Name of Profession),
	(Address)

	Date Month Year.
Shri.(Name with initial)	
.....,	
....., (Address with PIN Code)	
.....	
....., (Salutation)	
Ref:	

.....	
.....	
.....	
(Body)	
.....	
.....	
.....	
.....,	
Yours faithfully,	
(Name in caps) (.....)	

Exercise 4

Official letter

Official Letter (from one Govt. Department to another)

Letter Rc.No.5642/K3/2019, dated the 15th March 2018 from Shri S. Ramalingam, M.A., Director of Public Instructions, Education Department, Chennai 600 006 to the Under Secretary to Government, Education Department, Fort St. George, Chennai 600 009 - Sir, Subject - Colleges -Opening of a new college for Women Reference Government Memorandum No.4554/E4/2019, dated the 20th February 2018

With reference to the Government Memorandum cited, I have to submit that there is a compelling need for opening a new college for women in Madurai. As there are as many as 30 higher secondary schools exclusively for women in Madurai alone it becomes all the more necessary to start at least one college in Madurai. May I add that a large number of girls are studying in Boys' Higher Secondary Schools also

The financial implications in respect of the staff will be submitted to Government within a few days.

Yours faithfully,

Official letter

Letter head or Office seal	
No:	Date:
To	
.....	
.....	
.....	
Sir/Madam,	
Sub:	
Ref:	

.....	
.....content of the letter.....	
.....	
Yours faithfully,	
(Name & Designation)	

Exercise 4

D.O. letter

D.O. Letter No.Q-150142/2009, dated 23rd 2014 from M. Venkiah Naidu, Minister of Urban Development, Housing & Urban Poverty Alleviation and Parliamentary Affairs, India Shri Arvind Kejriwal, Leader of Aam Aadmi Party, A-119, Kaushambi, Ghaziabad-201 010

Namasthe, You are aware that the Honourable Prime Minister in his speech on the occasion of 68th Independence Day emphasised the need for cleanliness in the country. He requested the citizens to pay tribute to the Father of the Nation Mahatma Gandhi by taking pledge to make India clean before 2nd October 2019 through people's participation.

In this regard, Government of India is launching a massive public awareness campaign on cleanliness with Swachh Bharat Abhiyan on 2nd October 2014.

I appeal to you to actively contribute in this Clean India Drive and ensure people's participation in full. I also request you to ensure that public properties are not defaced by writing on the walls or putting posters. Looking forward to your active participation and valuable suggestions in making our own country clean by 2nd October 2019.

With regards,

Yours sincerely

.....(Name of Govt.)

.....(Name of Department)

..... (Name in caps) Address,
..... (Designation),

D.O. Letter No..... Dated the(date).....(month).....Year.

Dear Shri.(Name),

Sub:-.....-.....
.....

Ref: (1)-.....
.....

(2)
.....

.....
.....
.....
.....
.....
.....
.....

Yours sincerely,

(Name in caps) (.....)

To
Shri....., I.A.S.,
.....(Designation)
.....(Department)
.....(Place with PIN code)

Application of a job

OA & FM : SSA (English) (NSQF - Revised 2022) - Exercise: 1.4.49

I recently had the opportunity to talk over the phone to customers of a placement company and to provide them with information in a friendly and professional manner. I knew it was important to be cheerful and project a positive image of the company. As a retail salesperson, I would work hard to serve the needs of your customers and make them feel comfortable in the store.

Working in a restaurant also helped me understand the importance of being a team player. In a busy environment, we had to work together to figure out which tasks we had to do first and listen carefully to the manager's instructions. I have been complimented on being a respectful and reliable co-worker who works well in a team.

I would welcome the chance to discuss how my experience fits with the needs of your esteemed company.

Thank you for your time and consideration and I look forward to hearing from you.

Application of a job

From

.....,

.....,

.....,

.....

To

.....,

.....,

.....

.....,(Salutation)

Sub:

Ref:

.....

.....

.....

.....Body.....

.....

.....

.....

.....

.....

....., (Complimentary close)

Signature of applicant

(.....) Name of applicant

.....Place

.....Date

Take down dictation and transcribe the same for speed typing on computer

Objectives: At the end of this exercise you shall be able to

- **take down dictation skillfully on different matters**
 - **transcribe the notes speedily**
 - **rectify mistakes committed (spelling, strokes & punctuation)**
 - **rewrite dictation and read back**
 - **enhance your typing speed.**
-

TASK 1: Take down dictation and transcribe it on computer. Verify with key and note down new words

Dictation 1

Madam, I thank you for giving me this opportunity to draw the attention of the House to a matter of grave concern. Newspapers have reported that there was a rocket attack on the Central Reserve Police Force in Punjab. It is a sad thing that we have come to terms with violence.

I would like the Government to examine what was the cause for this? What is a rocket attack on the Central Reserve Police Force? We must take cognizance (1) of this. This means that there is an upgradation in the kind of weapon system the terrorists have available to them today. What was the Government doing regarding this and the implication it has towards Parliament, the people of this country and particularly the people of the State.

We have repeatedly known that there are weapon systems flowing into the State and the Government did not do anything about it. Pictures have been published in newspapers with terrorists having in (2) their hands weapons like AK-47 machine-guns. Government did not do anything about it. The Home Minister did not make a statement on the floor of the House or give an answer or explanation as to how these are made available to the terrorists. We have got pictures published regarding this issue. No cognizance has been taken of that. Here the police have been attacked by a weapon system beyond their reach or comprehension. This is not (3) fair. It is not just that Members of Parliament sit here and pass bills. This has a direct bearing on the security force, people who are on the spot and who have to come to terms with them and face them. How are our security forces equipped? Are we equipping our security forces with similar weapon systems? Are they having that range and reach with their weapons? No. The terrorists have it, so these things give rise to other questions (4) like the following.

Where are these arms coming from? Has the Government an answer for this? Are they making an effort to learn about it? Will they be able to answer this House about it?

Secondly, what action is the Government taking to stop the inflow of these weapons? Do they have any system by which they are going to buy them?

What is disturbing is that this House had to empower the Government with Article 249.

Find out the new words/phrases for shorthand outlines

1. The first line of the text is a musical staff with a treble clef and a key signature of one flat (B-flat). The melody is written in a simple, flowing style, consisting of eighth and quarter notes. The second line continues the melody, with some rests and a change in rhythm. The third line shows a more complex rhythmic pattern with sixteenth notes. The fourth line features a series of eighth notes, and the fifth line concludes the first section with a final note and a double bar line.

2. The second section of the text begins with a new musical staff, also in treble clef and one flat. The melody is more intricate, featuring a mix of eighth, quarter, and half notes. The second line includes a measure with a triplet of eighth notes. The third line shows a change in the melodic line, with some descending intervals. The fourth line continues the melody with a series of eighth notes. The fifth line features a half note followed by a quarter note. The sixth line shows a more complex rhythmic pattern with sixteenth notes. The seventh line concludes the section with a final note and a double bar line.

3. The third section of the text starts with a new musical staff, continuing the treble clef and one flat key signature. The melody is written in a simple, flowing style, consisting of eighth and quarter notes. The second line continues the melody, with some rests and a change in rhythm. The third line shows a more complex rhythmic pattern with sixteenth notes. The fourth line features a series of eighth notes, and the fifth line concludes the section with a final note and a double bar line.

Dictation 2

Madam Deputy Chairman, at the outset, I would like to thank our Finance Minister, Shri Tiwari for submitting a Budget / which is more “rural oriented”, more “growth oriented” and more “people oriented” than the Budget submitted by our Prime Minister //last year. These concessions, measures and programmes do not amount to say that the Ministry of Finance have been abreast /// with the situation and aware of the needs of the nation. As rightly commented by one economist, Mr. Tiwari’s maiden (1) Budget is a good exercise in public relations but not so good in public finance.

The Budget document has been/ prepared in such a way as to appear that it contains more concessions than tax burdens. Not because the Minister // had dropped the proposal of imposing taxes due to drought but because he had indulged in pre-Budget exercise.

Unfortunately /// for the last few years to mobilise the resources, the Minister of finance is following this unhealthy practice. Owing to (2) this pre-Budget exercise the income to Government has been underestimated. I am not against the mobilisation of revenues / to the Government which is quite essential to implement our plan targets successfully and to introduce new programmes for the // welfare of the country. The methods adopted by the Government are quite unwarranted and irking.

It shows that it has /// no confidence in the Parliament . Contrary to our expectations, our Finance Minister has submitted an astronomically deficit Budget. As far (3) as the States are concerned, they have no right to print currency notes. A State which submits a deficit Budget / ultimately is compelled to overcome the deficit by right means. But in the case of the Centre since it has // a right to print the notes the deficit Budget only fuels the fire of inflation and hike in prices. Unmindful /// of price increase and inflation every year the Centre follows the practice of submitting deficit Budget. The deficit was Rs 6,000 crores in (4) the year 1995-96, Rs 8,000 crores in 1996-97, / Rs 8,000 crores in 1997-98. How are we to overcome this difficulty?

Madam, we speak // much about financial discipline. We ask the State Governments to follow the discipline in financial matters. But as far /// as the Central Government is concerned, it does not follow any principle in the discipline of financial matters.

Find out the new words/phrases for shorthand outlines

۱- در سال ۱۳۹۵، سازمان اسناد و کتابخانه ملی جمهوری اسلامی ایران، با همکاری
 وزارت فرهنگ و ارشاد اسلامی، اقدام به برگزاری دوره کارگاه آموزشی
 «تأسیس و راه اندازی مراکز اسناد و کتابخانه ملی» در تهران نمود.
 این کارگاه در روزهای ۱۳ و ۱۴ خرداد ماه ۱۳۹۵، در محل سالن
 همایش وزارت فرهنگ و ارشاد اسلامی، برگزار گردید. در این
 کارگاه، با حضور اساتید برجسته و صاحب نظران در زمینه اسناد و کتابخانه
 ملی، موضوعات مختلفی مورد بحث و تبادل نظر قرار گرفت.
 در ادامه، با توجه به اهمیت موضوع، تصمیم بر آن شد که
 در سال ۱۳۹۶، دوره کارگاه آموزشی «تأسیس و راه اندازی مراکز
 اسناد و کتابخانه ملی» در مشهد برگزار گردد. این کارگاه
 در روزهای ۱۳ و ۱۴ خرداد ماه ۱۳۹۶، در محل سالن همایش
 وزارت فرهنگ و ارشاد اسلامی، برگزار گردید. در این کارگاه،
 با حضور اساتید برجسته و صاحب نظران در زمینه اسناد و کتابخانه
 ملی، موضوعات مختلفی مورد بحث و تبادل نظر قرار گرفت.
 در ادامه، با توجه به اهمیت موضوع، تصمیم بر آن شد که
 در سال ۱۳۹۷، دوره کارگاه آموزشی «تأسیس و راه اندازی مراکز
 اسناد و کتابخانه ملی» در اصفهان برگزار گردد. این کارگاه
 در روزهای ۱۳ و ۱۴ خرداد ماه ۱۳۹۷، در محل سالن همایش
 وزارت فرهنگ و ارشاد اسلامی، برگزار گردید. در این کارگاه،
 با حضور اساتید برجسته و صاحب نظران در زمینه اسناد و کتابخانه
 ملی، موضوعات مختلفی مورد بحث و تبادل نظر قرار گرفت.

Dictation 3

The purpose of intervention, Mr. Vice-Chairman, is to point out that this year we are celebrating and we have/celebrated 50 years of attainment of freedom. This is the most valuable achievement which must be cherished and strengthened, but // along with this political freedom we have attained in a larger manner economic freedom for all sections of our people, /// particularly for poorer sections of our people. We have attained this and this is unique in the whole world, unique (1) for developing countries. The progress that we have made there has been the parliamentary form of democracy, assuring to every / individual the fundamental right, assuring to every individual the fundamental right to send a representative to this august House, the // right to debate and the right to dissent. And this is unique in the history of the developing countries, unique /// in the history of the world as a whole.

I would like to give the House some of the economic (2) indicators which will show the progress that we have made in the economic field over the last few decades. The / per capita net national product has increased./ That is, the net national product has increased by more than four times // during this period and this has been done by this Government under the Congress policies and with a particularly democratic /// process throughout, ours being one of the most vibrant parliamentary democracies in the world. Under the leadership of our leaders, who (3) incidentally were their leaders, also at some point or the other, I am happy to say this because most of / the members of the opposition have been members of the Indian National Congress at some point or the other.

The // index of industrial production has risen. This has been tremendous progress on the industrial front that we have made in /// just 50 years. The index of agricultural production with which many Members of the Opposition and some of the Members of the (4) ruling party are concerned and rightly so, has increased too. There has been a lot of criticism here that we / are wasting money in revenue expenditure that we are not forming a capital, we are not able to build up / assets. Gross domestic capital formation as percentage of Gross Domestic Product has increased from 10 in 1950 to /// 23 till date. This shows that there is a constant progress in our industrial sector and our agricultural sector.

Find out the new words/phrases for shorthand outlines

50. 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

150. 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

Dictation 4

As far as General Insurance is concerned, I would like to mention here that it does not exactly relate to / the rural insurance. But I must mention here because just yesterday I reviewed this programme of Adults for the cases // of motor vehicle accidents, I know how much hardship sometimes people feel who are victims of these motor vehicle accidents /// have to undergo in order to get some compensation. Now GIC has decided and has already held some (1) Adalats where there is interface and victims are paid immediately and this has created tremendous benefit and we want to / extend this.

Just to give what we have done in this regard between January and August more than 4,000 // complaints of motor vehicle accident cases have been settled by Lok Adalats. From August to December we had kept the /// target of 6000 cases but we have actually settled 16000 cases and thereby paid more than Rs.50 (2) crores by way of disbursement.

But it all depends on the parties to agree to the compensation. If they do/ not agree, they can always go to the court but there is no fixed scale of compensation. It depends on // the nature of accident and circumstances of the case. But going through the rural thrust of general insurance, a group /// insurance scheme for landless agricultural labour all over the country has been created. The entire premium will be borne by (3) the Government of India and if any landless agricultural labourer dies in the course of his work his family straightway / will get Rs 3, 000 without payment of any premium.

I must, however, say that we have several other schemes// for general insurance like cattle, insurance. hut insurance, a new scheme that we have introduced and if the hut of // a landless labourer gets burnt, by accident, immediately he will get some compensation. If his cattle die, he will get compensation. (4) Now I must admit and there I seek the co-operation of all the Hon'ble Members that in respect of many/ of these schemes, there is no awareness as far as potential beneficiaries or target groups are concerned. Now a landless // agricultural labourer, in a village does not know that schemes exist, if he dies, though /// he is entitled to compensation, more often than not, the members of his family are not at all aware of it.

Find out the new words/phrases for shorthand outlines

செய்து கொடுக்கப்பட்டுள்ளதால்
அதன் மூலம் கீழ்க்கண்டவற்றை
பற்றி கீழ்க்கண்டவற்றை
பற்றி கீழ்க்கண்டவற்றை
பற்றி கீழ்க்கண்டவற்றை

பற்றி கீழ்க்கண்டவற்றை
பற்றி கீழ்க்கண்டவற்றை
பற்றி கீழ்க்கண்டவற்றை
பற்றி கீழ்க்கண்டவற்றை
பற்றி கீழ்க்கண்டவற்றை
பற்றி கீழ்க்கண்டவற்றை
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பற்றி கீழ்க்கண்டவற்றை
பற்றி கீழ்க்கண்டவற்றை
பற்றி கீழ்க்கண்டவற்றை
பற்றி கீழ்க்கண்டவற்றை
பற்றி கீழ்க்கண்டவற்றை

Dictation 5

I would like to conclude on this note that we have made substantial progress of which all of us must / be proud. The Governemnt should be proud and the people of this country should be proud of it. The Opposition //also should have deserved a measure of credit because many of their suggestions are taken by us and we will /// continue to do that. Now, we must keep on implementing this and on this implementation, your involvement is necessary. But (1) what is more important is that in the heat of political argument, we should not create a climate of despondency / which is entirely unjustified. We should not reduce the faith of our people in themselves because these are their achievements // and if we face these challenges with confidence, our people will definitely overcome the great challenges ahead and we shall /// succeed.

I am surprised that he should put this type of a question . Let me say this that whatever debt (2) servicing we are honouring is not out of borrowing and it is not 50 percent. It is roughly 20 /per cent of our own money that we earn out of exports, invisibles, tourism and so on and so forth// and this money also if we have borrowed, we have borrowed from the IMF in the earlier period/// up to 1984.

Mr. Verma said that we are borrowing money from abroad and paying it. This is (3) not correct. It is our own money and it has been put to good use. About internal borrowing also, there / is no such question. What are we doing is to create assets. We have to modernise our industry. We have // to improve the lot of our people. And we are doing these. We are borrowing very cautiously and for productive/// purpose. There is no reason why he should have such a thinking.

You know that you have a revenue deficit (4) which is larger than the total deficit. By definition this means that you are going to resort to deficit financing / or borrowing in order to finance your consumption expenditure and not for productive purposes. This is my definition. How do // you convert it.

This is a Government document. I will read out this so that he may not have further /// misgivings about this. This statement is laid on the Table of Rajya Sabha, in reply to a question.

Find out the new words/phrases for shorthand outlines

1954x
 6. -w Lox " / . | 6 p l x - z " 6 x b h e / 1 " l "
 q y : f x

Dictation 6

I am very happy that the Hon'ble Minister has announced various incentives to the farmers. I talked to some of / them. But it seems some confusion is being created sometimes and I give you the example of Tamil Nadu. Our // Hon'ble Member and Congress President of Tamil Nadu. Our // Hon'ble Member and Congress President of Tamil Nadu had gone to Tamil Nadu and he accused Mr. Singh of working /// inside the Government as an agent of the capitalist and imperialist forces and exploiting the situation. And he further said (1) that the last two Budgets, presented by our Prime Minister and the Finance Minister have sought to correct the distortions / and deviations. What I am trying to say is that somebody else presenting the Budget, it is the Congress Budget. // What I would say is that there is a certain direction, whether it is presented by Mr. Singh or by /// somebody else. The essential thing is that it should be beneficial to the people.

I am happy the Hon'ble Minister (2) has introduced various new schemes and he has tried to do his best in the present circumstances. I congratulate him. / I think in his Budget speech, for one and a half hours he was stating about the various incentives and // one hour he devoted to incentives to farmers, to small-scale industry, etc. So, if I have to refer to /// all that, it will take a long time for me to repeat. I am happy that under the present circumstances, he (3) had done so much for the agriculturists.

Finally, I would say that whatever kind of subsidy you give to the/farmer you, have to ensure remunerative prices to him. Unless you give proper price, whatever you do to help him, // will not be of much use. I am sure the agriculture prices and costs commissions will arrive at the proper /// price which should be given to the farmer, and unless a fair price is given to the farmer the lot of (4) the farmers cannot be improved. They have to spend more on inputs, they have to purchase also. Therefore, it is essential that they get a fair price for their produce.

I have one more request to make. It has been said that the export duty on coffee is going to /// cripple the coffee industry in the South. I hope the Honourable Minister will exempt the industry in respect of export duty.

Find out the new words/phrases for shorthand outlines

Dictation 7

The overall indications of economic performance have been better than in any previous year of severe drought. This is because /of the plans and programmes of the Government under the leadership of Shri Rajiv Gandhi, our party President and the // Prime Minister. Hon'ble Finance Minister this time has viewed the grievances of all sectors at all levels and tried to redress// it up to maximum possible levels against all odds of the resources mobilisation and non-plan expenditure besides efforts of (1) the opposition parties for destabilisation of our Government.

I am happy for conceding to our request of extending transport subsidy/ to all hill areas for LPG cylinders by the Hon'ble Finance Minister But I would request that this // subsidy be made applicable for industrial production also.

I appreciate the abolition of taxes on properties and surcharge on (2) wealth tax to mobilise the resources. This policy is a clear indication of a welfare state, which shall raise the / standard of living of the people.

Regarding tax policies I would like to mention for implementation duties leviable and surcharge // as Central excise and customs duty on goods used by 100 per cent export oriented units. The goods of Indian /// origin used by these 100 percent export oriented units may be exempted from surcharges, etc. However, surcharge of 5 (3) per cent on foreign goods used by export oriented units may be levied but full time reimbursement surcharge on auxiliary duty may be exempted so that foreign capital in Indian industry is progressive to have healthy // competition.

Now, I would draw the attention of the Hon'ble Finance Minister to the problem faced by every Indian family /// because of social customs, i.e., presentation of gold jewellery, at marriage ceremony. I would request the Finance Minister (4) to allow relaxation of baggage rules incorporating the free clearance of gold jewellery brought by the / incoming Indian passengers only. To earn revenue Government can impose a very nominal customs duty in foreign exchange on gold / and the Indian passenger and labourers coming from abroad to fulfil their social customs with the facilities provided by the Government.

Find out the new words/phrases for shorthand outlines

Dictation 8

Mr. Vice-Chairman, Sir, First of all, I would like to say that this budget has been well received by / our people and therefore it was interpreted by some people, including the Opposition, as a pre-poll Budget. That means // the Budget wants to attract the people. They have also said that this is a populist Budget . Formerly they used /// to term a / Budget as anti-people, but now it has been termed as populist. I do not know the (1) meaning that they give to that term, but certainly it has tried to appeal to the people. The term pro-farmer / is used because agriculture requires emphasis and greater attention. Therefore, I welcome this Budget.

Just now the previous speaker // made an attack that although the concession given to the farmers have to be noted , yet bigger concessions have gone /// to industrialists. Anyway, if you want to remain ignorant about the actual position, you can make such criticism, but Tiwariji(2) was very careful when he was announcing certain concessions, he said that these are meant against smuggling. Because our polyester / textiles are taxed at 42 to 72 per cent of its cost price, therefore smuggling the excise duty should be reduced. Is it helping the monopoly, or is /// it helping the national industry? Workers are starving because they are unemployed in the textile industry. Immediately afterwards Tiwariji saw (3) to it, Textile Ministry saw to it, the concerned people getting concession were called to Delhi and asked to reduce / the price of the textiles to the extent the concessions were given. Immediately the newspapers had to advertise that the / entire concessions were being passed on to the intermediate producers. The filament yarn or the intermediate raw material which comes /// to the textile mill was taxed at Rs.84 per kilogram of yarn. Now the NTC gets (4) filament yarn by paying only Rs 10 per kilogram. It is a big help to the NTC. Now / if you do not want to look at this reality but condemn the Government, if you do not want to look at this reality but condemn the Government, it shows you have the old// approach. We think that all criticism should be considered properly; /// even if it comes from the opposition, it is welcome. Let us try to hammer out a common economic policy.

Find out the new words/phrases for shorthand outlines

[illegible]

Dictation 9

The Honorable Minister of Banking has said that the Opposition is creating an atmosphere of despondency and it is creating / a misapprehension. Is this misapprehension? I do not like to enter into further arguments with him. But I warn the // Government that it should think about the situation. There are many comments on the debt trap I have mentioned. I /// do not like to read out these comments in order to save my time. In this connection, the question of (1) devaluation comes in and it is a very serious danger to our country's economic self-reliance and economic sovereignty. I / do not have the time to explain. If there is a devaluation, then we will earn less while we export // more in volume and when we import we shall spend more. That is another angle, another factor, of the debt /// trap. As for the unofficial devalued position of our rupee in terms of the SDR, the Indian rupee (2) has got devalued as much as 40 per cent during the last 15 years. Therefore, I have referred to the debt / trap. This is what is happening. The day before yesterday the Honourable Finance Minister asked Professor Lakshman what our // suggestion was regarding a ceiling not only on deficit but also on external debt. I say, yes, there is a /// ceiling. In so far as external borrowing is concerned, there must be a safe limit and this safe limit should (3) not exceed 20 per cent of the export earnings in a year. And this was said by our Hon'ble Finance / Minister of this very Government. Who what person was, I need not take his name. Everybody knows, he was recognized // as the No.2 of Prime Minister's cabinet. He prescribed in this House and in the other House that our /// safe limit on external borrowing should not exceed 20 per cent of the annual export earning. This, I think, was (4) said when the country was debating the IMF loan. And he said that we were certainly prudent, we / are within the safe limit of that. Now according to my calculation - I may be mistaken; I wish I were // mistaken - that limit has reached about 27 percent. Therefore, we have crossed the danger mark. We have crossed /// the red line. Therefore Government should exercise great restraint on this. I have seen how the World Bank assistance is misused. (5/400 words)

Find out the new words/phrases for shorthand outlines

246

Dictation 10

Some of our friends on the other side always complain that adequate resources are not being extended to the States / and Union Territories. In this connection I would like to mention that as per the revised estimate for the current // year, net resources transferred to States and Union / Territories stand at Rs.24000 crore. But as regards the /// Budget estimate for the next year Rs 26000 crores are proposed to be transferred to States and Union (1) Territories. That means, an increase of 5 per cent over the revised estimate and 13 per cent over the Budget / estimate for the current year.

Sir, as regards the percentage of increase over the revised estimate for the current year, // in defence, the increase is 8 per cent, in major subsidies the increase is going to be 19 per cent,/// in social service including education and health, etc., it is proposed to be 9 per cent.

Now, I would like (2) to draw the attention of the House to the fact that when you compare the implementation of the annual progress / under the Sixth Plan and annual progress under the Seventh Plan, you will find a large difference. In the first // year of the Sixth Plan the progress was 13 per cent whereas in the first year of the Seventh Plan /// it was 20 per cent. Similarly in the second year it was 15 per cent and 20 per cent, in (3) the third year it was 16 per cent and 22 per cent and in the fourth year, that is / the next year, whereas in the Sixth Plan the progress was 20 percent. We will be achieving a progress // of 22 per cent in the Seventh Plan. It means, in the final year only 14 per cent of /// the Plan work will have to be done. It means in the Seventh Plan period, we have better implementation and (4) better achievements.

As regards Central Plan outlays by Ministries and Departments I find that in Agriculture as regards Budget Estimates / and Revised Estimates for the current year there is an upward variation of 7 percent. In Agriculture, Research and // Education, there is no variation. In Rural Development it is 5 per cent, but in Health, Education, Civil Aviation, Information /// and Broadcasting and Surface Transport there is a shortfall. The total expenditure of the Government is up to 11 per cent.

Find out the new words/phrases for shorthand outlines

Practice MS Excel and its functions

Objectives: At the end of this exercise you shall be able to

- open a excel program
- identify the names and functions of the excel interface components
- enter data (text, numerical and date)
- align text in excel worksheet
- change alignment in cell values
- create table and change alignment in text and vales
- apply borders in table and remove them
- extend a series with auto fill
- save and name the worksheet.

TASK 1: Open an Excel worksheet


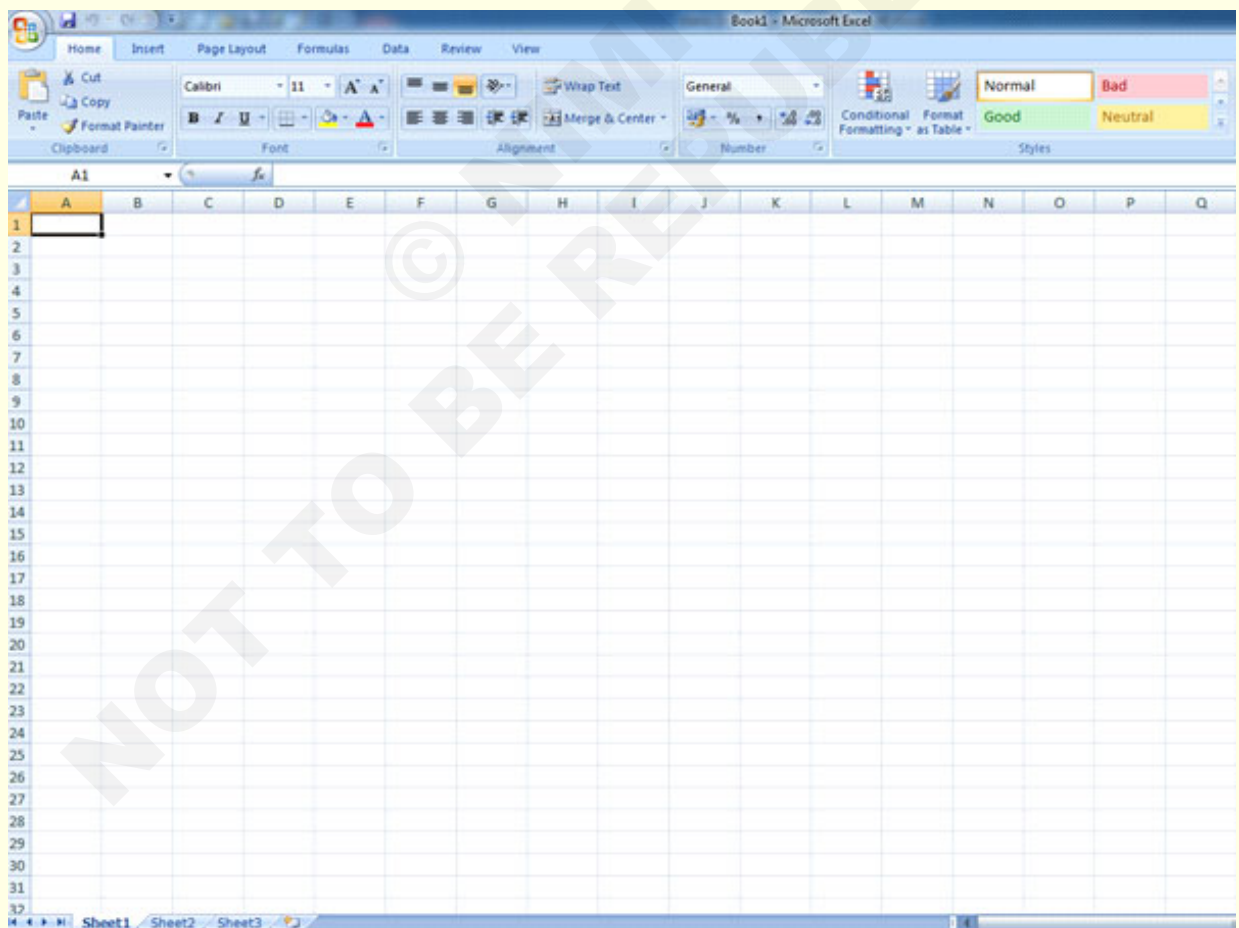
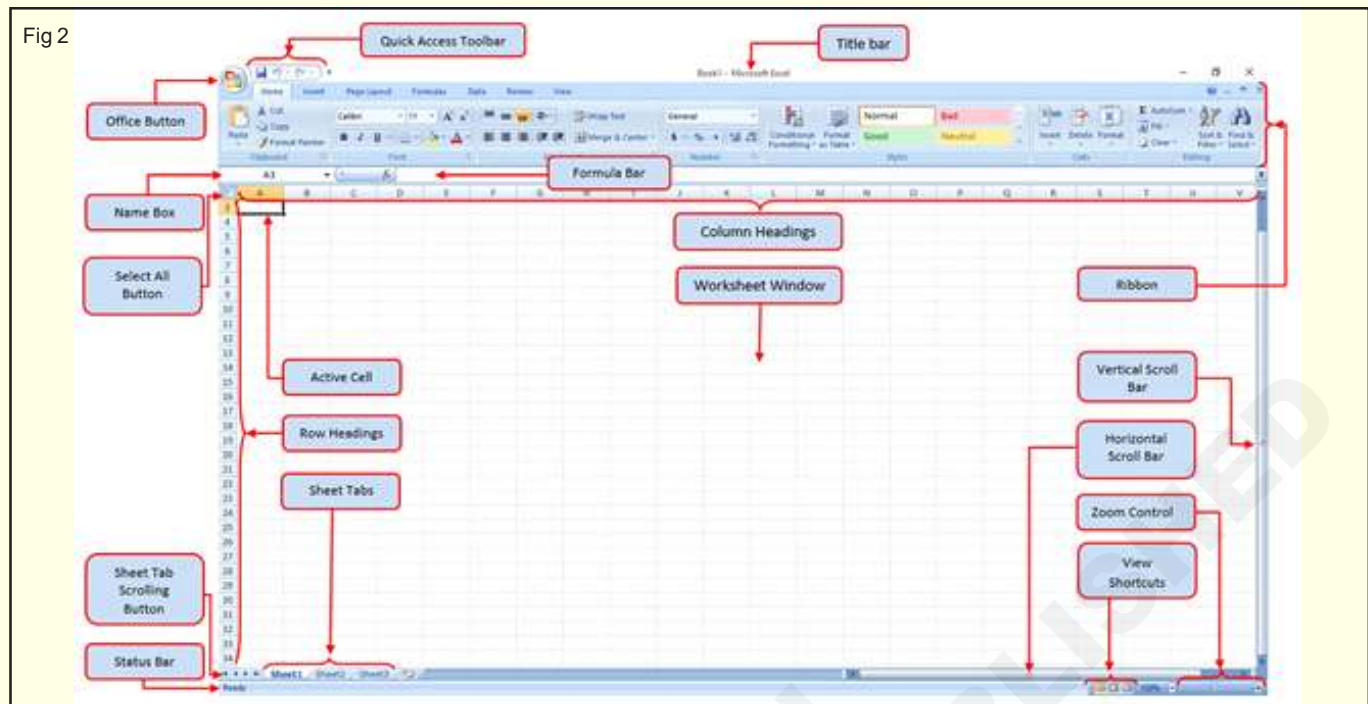
Click →  → All programs → Microsoft Office → Microsoft Excel 2007/10 Worksheet opens as in (Fig 1).

Fig 1



TASK 2: Identify and write the names of the Excel User Interface components in the respective boxes in Fig 3 & 3a from the given list

Excel user interface components (Fig 2)



- | | |
|-----------------------|-----------------------------|
| 1 Office button | 10 Quick Access tool bar |
| 2 Title bar | 11 Ribbon tabs |
| 3 Vertical Scroll bar | 12 Horizontal Scroll bar |
| 4 Zoom Control | 13 View shortcuts |
| 5 Status bar | 14 Sheet tab scroll buttons |
| 6 Sheet tabs | 15 Row Headings |
| 7 Active cell | 16 Select All Button |
| 8 Name box | 17 Formula bar |
| 9 Column Heading | 18 Worksheet window |

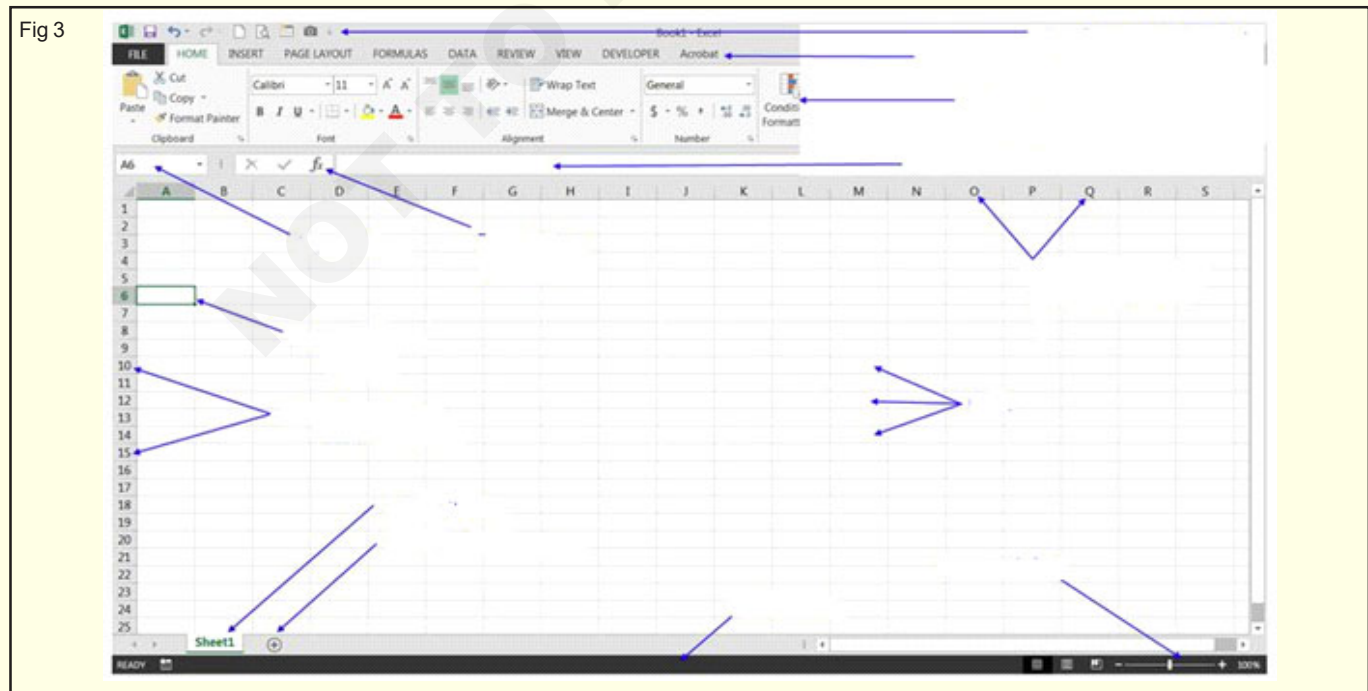
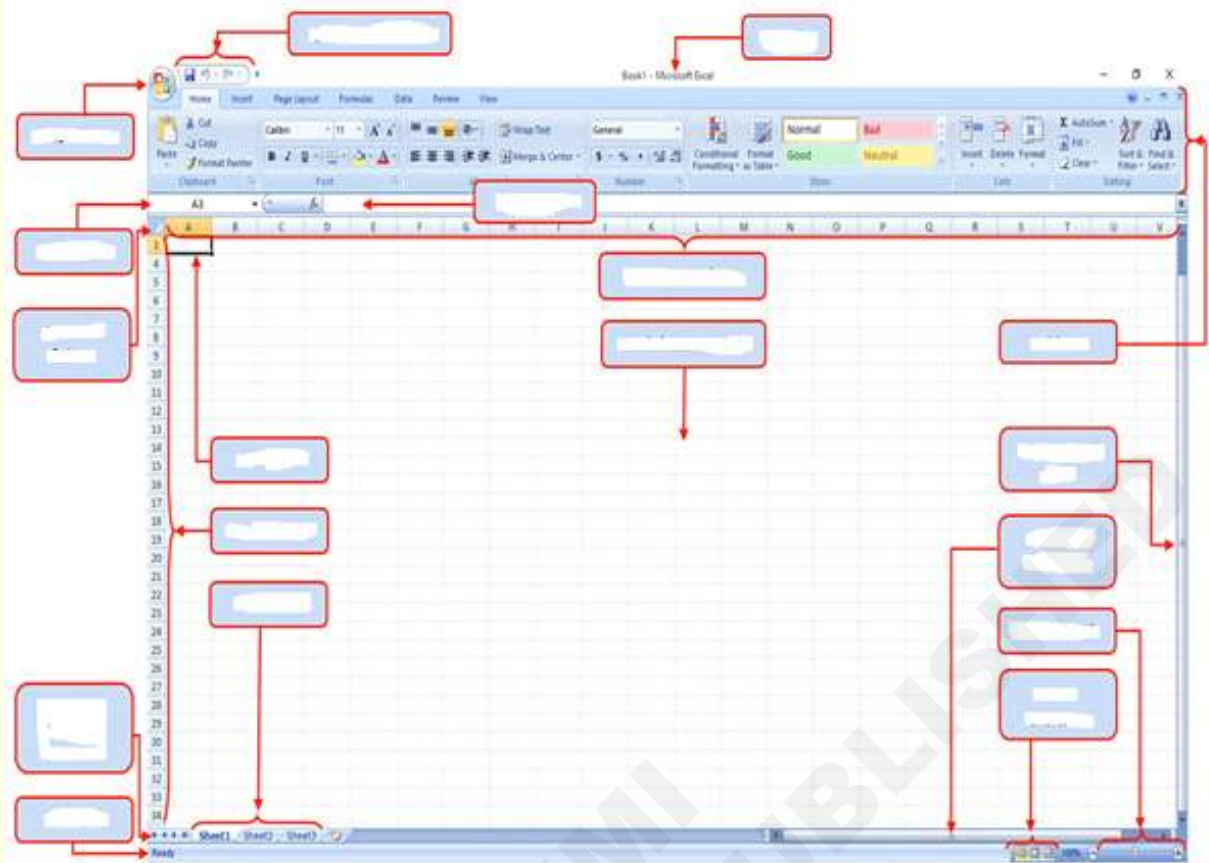


Fig 3a



Task 3: Enter Data (Text, Number and date) into cells as in (Fig 4)

- 1 Open blank Excel Worksheet.
- 2 Click cell C and enter text as MARK SHEET.
- 3 Click A3 and type Name, B3 English, C3 Tamil, D3 Maths, E3 Date.
- 4 Click Cell A5. Type label Anand.
- 5 Click Cell A6. Type label Balu.
- 6 Click Cell A7. Type label Geetha.
- 7 Click Cell A8. Type label Surya.
- 8 Click Cell A9. Type label Ramya.
- 9 Click Cell A10. Type label Ramesh.
- 12 Click D5 to D10 and enter values.
- 13 Click E5 and enter the Date formula =TODAY() and press Enter button.

The result will be as shown in (Fig 4).

The labels are left justified.

The values are right justified.

- 10 Similar way click Cell B5 to B10 and enter values.
- 11 Click C5 to C10 and enter values.

Fig 4

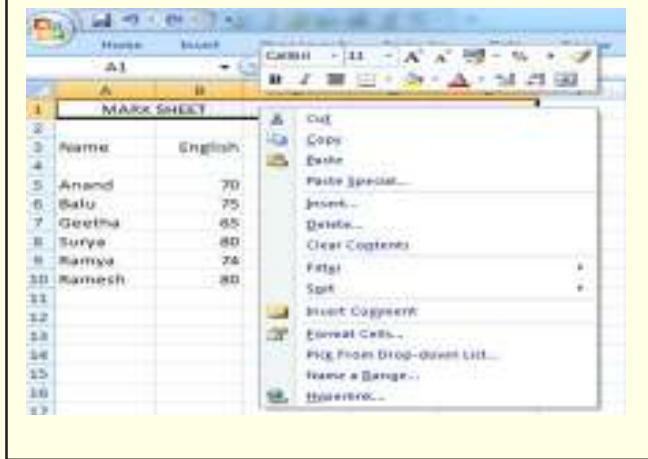
| MARK SHEET | | | | | |
|------------|------------|---------|-------|-------|------------|
| | A | B | C | D | E |
| 1 | MARK SHEET | | | | |
| 2 | | | | | |
| 3 | Name | English | Tamil | Maths | Date |
| 4 | | | | | |
| 5 | Anand | 70 | 65 | 80 | 03-09-2019 |
| 6 | Balu | 75 | 60 | 75 | |
| 7 | Geetha | 65 | 70 | 85 | |
| 8 | Surya | 80 | 72 | 78 | |
| 9 | Ramya | 74 | 66 | 78 | |
| 10 | Ramesh | 80 | 75 | 90 | |
| 11 | | | | | |
| 12 | | | | | |

TASK 4: Align text in Excel worksheet

Centre alignment of heading "MARK SHEET".

- 1 Select the Cell range A1 to E1.
- 2 Right click the selected cells.
- 3 Popup menu appears as in (Fig 5).

Fig 5



- 4 Select Format cells.
- 5 Window appears as in (Fig 6).
- 6 Select center across selection in Horizontal option and click OK.
- 7 The heading "MARK SHEET" aligned to centre as in (Fig 7).

Fig 6

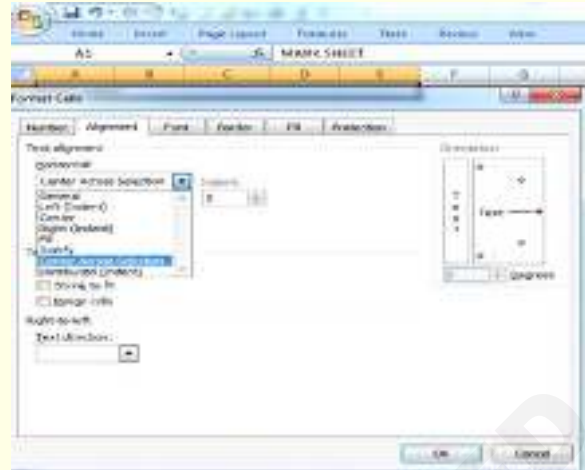


Fig 7

| Name | English | Tamil | Maths | Date |
|--------|---------|-------|-------|------------|
| Anand | 70 | 65 | 80 | 04-09-2019 |
| Balu | 75 | 60 | 75 | |
| Geetha | 65 | 70 | 85 | |
| Surya | 80 | 72 | 78 | |
| Ramya | 74 | 66 | 78 | |
| Ramesh | 80 | 75 | 90 | |

TASK 5: Change alignment in cell values

- 1 Select the cell/range of cells (Fig 8).

Fig 8

| Name | English | Tamil | Maths | Date |
|--------|---------|-------|-------|------------|
| Anand | 70 | 65 | 80 | 04-09-2019 |
| Balu | 75 | 60 | 75 | |
| Geetha | 65 | 70 | 85 | |
| Surya | 80 | 72 | 78 | |
| Ramya | 74 | 66 | 78 | |
| Ramesh | 80 | 75 | 90 | |

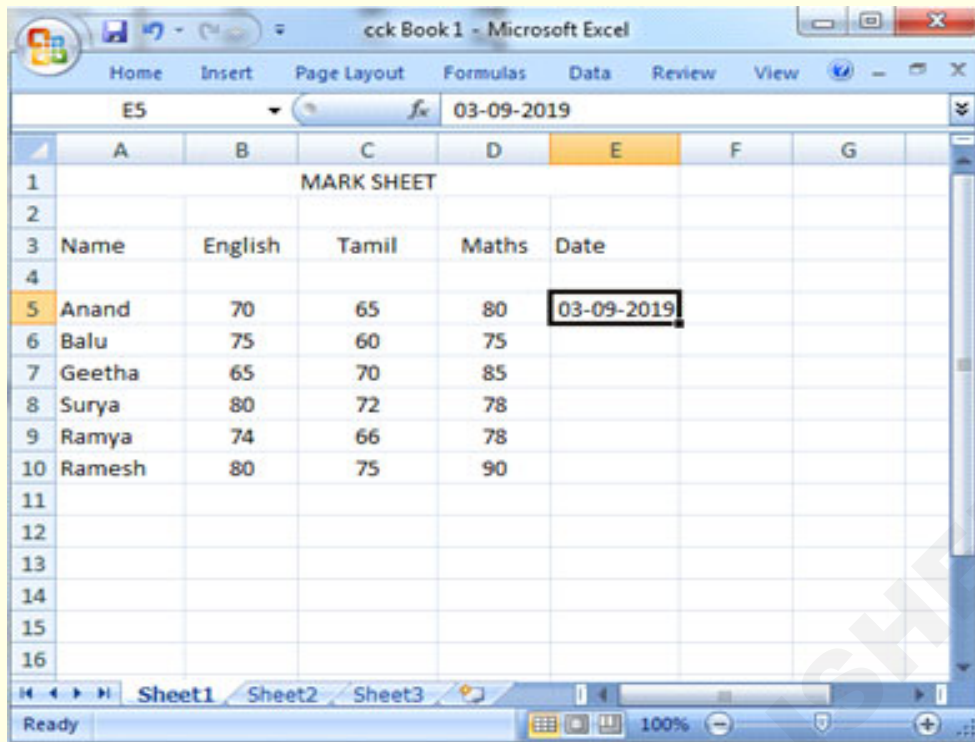
- 2 Click Home tab and select the alignment option center as in (Fig 9).

Fig 9



- 3 The values are aligned centre as in (Fig 10).

Fig 10

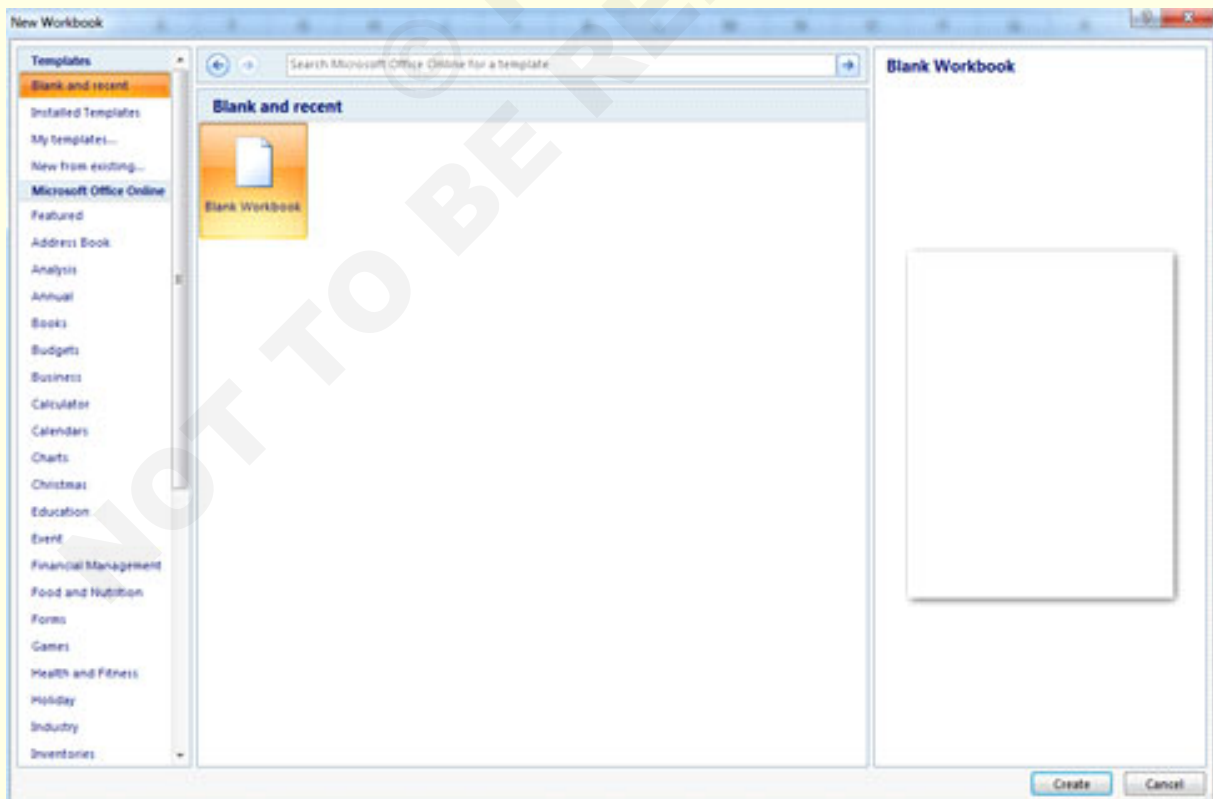


| | A | B | C | D | E | F | G |
|----|------------|---------|-------|-------|------------|---|---|
| 1 | MARK SHEET | | | | | | |
| 2 | | | | | | | |
| 3 | Name | English | Tamil | Maths | Date | | |
| 4 | | | | | | | |
| 5 | Anand | 70 | 65 | 80 | 03-09-2019 | | |
| 6 | Balu | 75 | 60 | 75 | | | |
| 7 | Geetha | 65 | 70 | 85 | | | |
| 8 | Surya | 80 | 72 | 78 | | | |
| 9 | Ramya | 74 | 66 | 78 | | | |
| 10 | Ramesh | 80 | 75 | 90 | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 | | | | | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |
| 16 | | | | | | | |

TASK 6: Create a table and save the worksheet

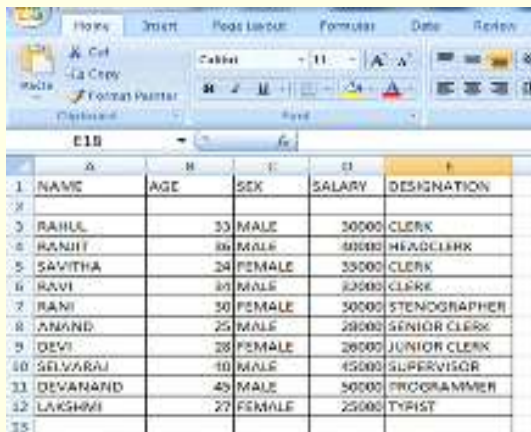
1 File → New → Blank Document → Create as shown in (Fig 11).

Fig 11



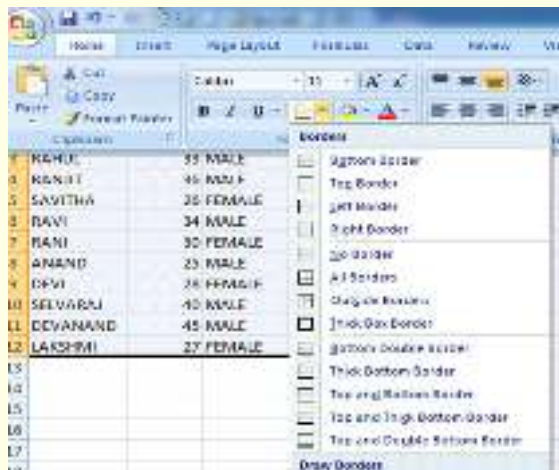
2 Type the labels and numbers as shown in (Fig 12).

Fig 12



| | A | B | C | D | E |
|----|----------|-----|--------|--------|--------------|
| 1 | NAME | AGE | SEX | SALARY | DESIGNATION |
| 2 | | | | | |
| 3 | RAHUL | 33 | MALE | 30000 | CLERK |
| 4 | RANJIT | 36 | MALE | 40000 | HEADCLERK |
| 5 | SAVITHA | 24 | FEMALE | 35000 | CLERK |
| 6 | RAVI | 34 | MALE | 32000 | CLERK |
| 7 | RANI | 30 | FEMALE | 30000 | STENOGRAPHER |
| 8 | ANAND | 25 | MALE | 28000 | SENIOR CLERK |
| 9 | DEVI | 28 | FEMALE | 26000 | JUNIOR CLERK |
| 10 | SELVARAJ | 40 | MALE | 45000 | SUPERVISOR |
| 11 | DEVANAND | 45 | MALE | 50000 | PROGRAMMER |
| 12 | LAKSHMI | 27 | FEMALE | 25000 | TYPIST |

Fig 13




3 Select the cell A1 to E12.

4 Select "All Borders" from the Border tool in home tab as shown in (Fig 13).

Now the selected cells are bordered as shown in (Fig 14). Work with other border options and get it checked with the Instructor.

5 Select the cells A1 to E12.

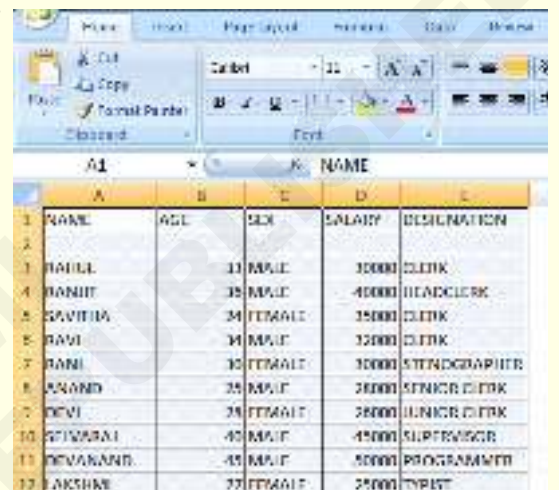
6 Select No Border from the Border tool  in Home tab.

Now the borders are removed from the cells.

7 Click on the file menu bar. The file menu opens up as shown in (Fig 15).

Select save menu item. Type the File Name "Book 1" and save

Fig 14



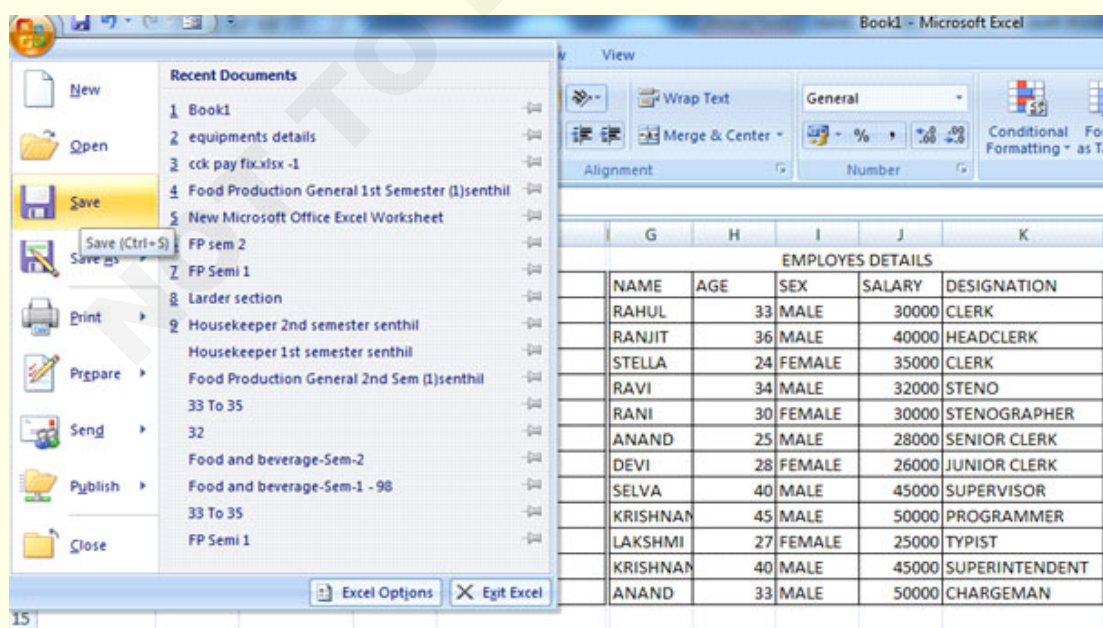
| | A | B | C | D | E |
|----|----------|-----|--------|--------|--------------|
| 1 | NAME | AGE | SEX | SALARY | DESIGNATION |
| 2 | | | | | |
| 3 | RAHUL | 33 | MALE | 30000 | CLERK |
| 4 | RANJIT | 36 | MALE | 40000 | HEADCLERK |
| 5 | SAVITHA | 24 | FEMALE | 35000 | CLERK |
| 6 | RAVI | 34 | MALE | 32000 | CLERK |
| 7 | RANI | 30 | FEMALE | 30000 | STENOGRAPHER |
| 8 | ANAND | 25 | MALE | 28000 | SENIOR CLERK |
| 9 | DEVI | 28 | FEMALE | 26000 | JUNIOR CLERK |
| 10 | SELVARAJ | 40 | MALE | 45000 | SUPERVISOR |
| 11 | DEVANAND | 45 | MALE | 50000 | PROGRAMMER |
| 12 | LAKSHMI | 27 | FEMALE | 25000 | TYPIST |

8 Select close command from File menu

9 Select Exit from the file menu to exit Excel.

10 Get it checked with the Instructor.

Fig 15



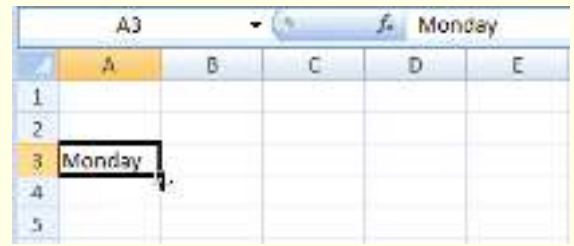
TASK 7: Extend a Series with Auto Fill

- 1 Open a new worksheet.
- 2 Type the text "Monday" in cell A3.
- 3 Press Enter.

Position the mouse pointer on the fill handle - the small black box at the lower-right corner of the data cell. The mouse pointer turns into a small black cross as shown in (Fig 16).

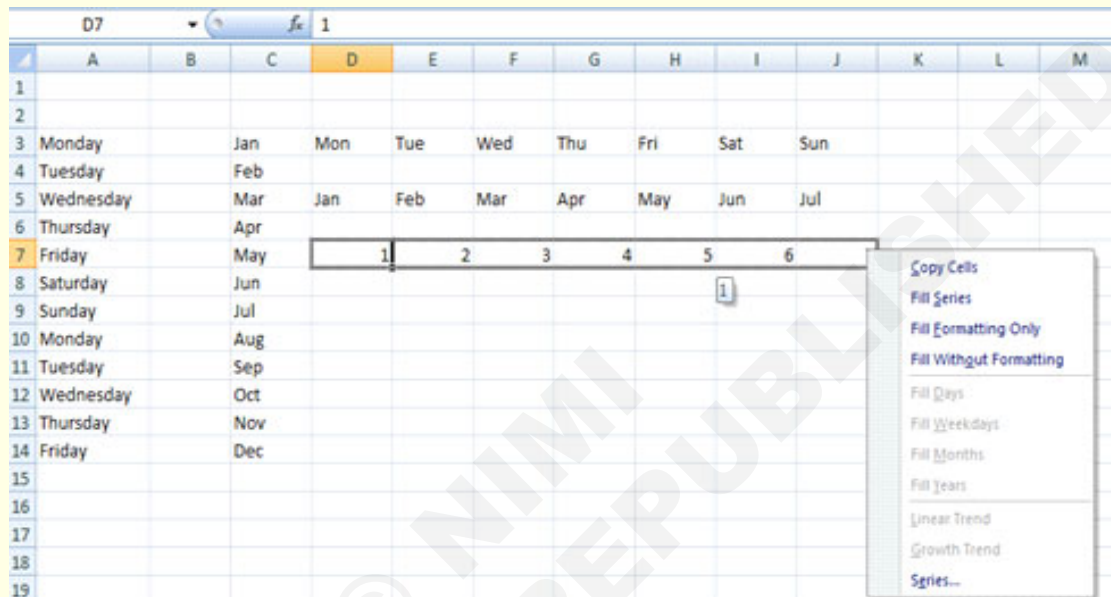
- 4 Drag the small black box across the cells up to A14.
- 5 Enter "Jan" in C3 and drag the fill handle to C14.

Fig 16



- 6 Enter "Mon" in D3 and drag the fill handle to J3.
- 7 Enter "January" in D5 and drag the fill handle to J5 (Fig 17)

Fig 17

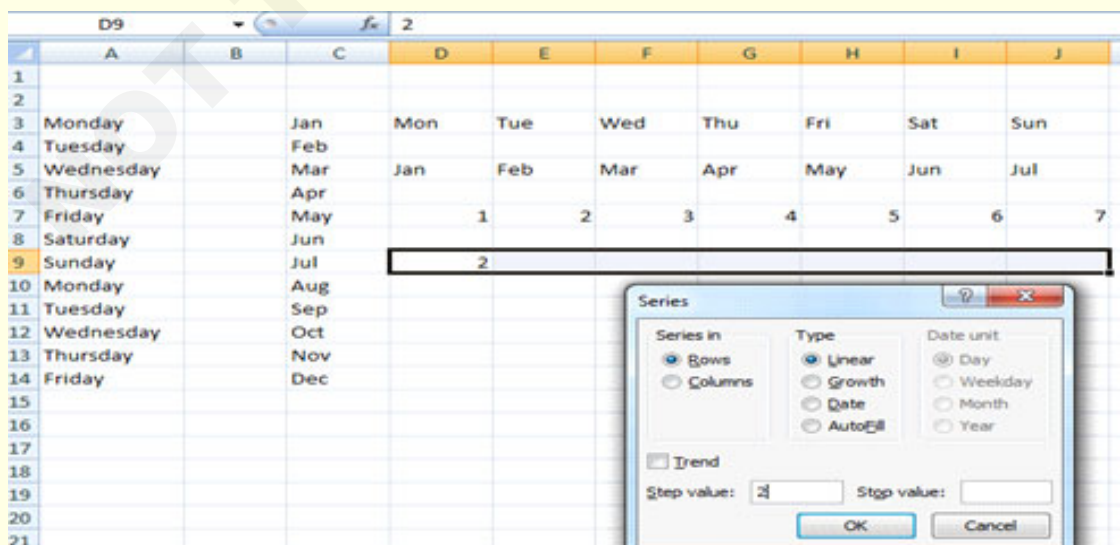


- 8 Type 1 in D7.
- 9 Position the mouse pointer in bottom right corner.
- 10 Right click the mouse and drag it to J7.
- 11 Release the mouse button -

Pop up menu appear as in (Fig 18).

- 12 Click "Fill series" menu.
- 13 Type 2 in cell D9 and repeat the step 9.
- 14 Right click the mouse and drag it to J9.
- 15 Click "Series" and the Series window appears Give step value as 2, click OK as in (Fig 18).
- 16 Type 5 in D11 and repeat step 9.

Fig 18



17 Right click and drag it to J11.

19 Save the worksheet and name it as "Book-1".

18 Release the mouse and give the step value 5 in the Series Window and Click OK as in (Fig 19).

20 Get it checked with the Instructor.

Fig 19

| | A | B | C | D | E | F | G | H | I | J | K |
|----|-----------|---|-----|-----|-----|-----|-----|-----|-----|-----|----|
| 1 | | | | | | | | | | | |
| 2 | | | | | | | | | | | |
| 3 | Monday | | Jan | Mon | Tue | Wed | Thu | Fri | Sat | Sun | |
| 4 | Tuesday | | Feb | | | | | | | | |
| 5 | Wednesday | | Mar | Jan | Feb | Mar | Apr | May | Jun | Jul | |
| 6 | Thursday | | Apr | | | | | | | | |
| 7 | Friday | | May | | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | Saturday | | Jun | | | | | | | | |
| 9 | Sunday | | Jul | | 2 | 4 | 6 | 8 | 10 | 12 | 14 |
| 10 | Monday | | Aug | | | | | | | | |
| 11 | Tuesday | | Sep | | 5 | 10 | 15 | 20 | 25 | 30 | 35 |
| 12 | Wednesday | | Oct | | | | | | | | |
| 13 | Thursday | | Nov | | | | | | | | |
| 14 | Friday | | Dec | | | | | | | | |
| 15 | | | | | | | | | | | |

MS Excel - Functions

Objectives: At the end of this exercise you shall be able to

- open existing worksheet
- edit/delete cell data
- copy and paste data
- move, drag and drop data
- add and remove rows
- adjust column width
- change row heights.

TASK 1: Open an existing Worksheet

- 1 Click file menu and select Book 1 worksheet from the recent workbooks by opening Excel (Fig 1)

If the file is not displayed in the Recent Workbooks, click Open and select the file.

Fig 1



TASK 2: Edit or Delete Cell Data (Fig 2)

Fig 2

| | A | B | C | D | E |
|----|----------|-----|--------|--------|--------------|
| 1 | NAME | AGE | SEX | SALARY | DESIGNATION |
| 2 | | | | | |
| 3 | RAHUL | 33 | MALE | 30000 | CLERK |
| 4 | RANJIT | 36 | MALE | 40000 | HEADCLERK |
| 5 | SAVITHA | 26 | FEMALE | 35000 | CLERK |
| 6 | RAVI | 34 | MALE | 32000 | CLERK |
| 7 | RANI | 30 | FEMALE | 30000 | STENOGRAPHER |
| 8 | ANAND | 25 | MALE | 28000 | JUNIOR CLERK |
| 9 | DEVI | 28 | FEMALE | 26000 | JUNIOR CLERK |
| 10 | SELVARAJ | 40 | MALE | 45000 | SUPERVISOR |
| 11 | KRISHNAN | 45 | MALE | 50000 | PROGRAMMER |
| 12 | LAKSHMI | 27 | FEMALE | 25000 | TYPIST |
| 13 | | | | | |

- 1 Click A10.
- 2 Go to formula bar and type SELVARAJ.
- 3 Delete RAJ by using back space key.
- 4 Click cell A5.
- 5 Press Delete key.
- 6 Type Stella in Cell A5 and press Enter key.
- 7 Click Cell B5 and press Delete key.
- 8 Enter 24 and press enter key.
- 9 Click E8 and press Delete key.
- 10 Enter SENIOR CLERK and press enter.
- 11 Compare the changes as in (Fig 3).

Fig 3

| | A | B | C | D | E | F |
|----|----------|-----|--------|--------|--------------|---|
| 1 | NAME | AGE | SEX | SALARY | DESIGNATION | |
| 2 | | | | | | |
| 3 | RAHUL | 33 | MALE | 30000 | CLERK | |
| 4 | RANJIT | 36 | MALE | 40000 | HEADCLERK | |
| 5 | STELLA | 24 | FEMALE | 35000 | CLERK | |
| 6 | RAVI | 34 | MALE | 32000 | CLERK | |
| 7 | RANI | 30 | FEMALE | 30000 | STENOGRAPHER | |
| 8 | ANAND | 25 | MALE | 28000 | SENIOR CLERK | |
| 9 | DEVI | 28 | FEMALE | 26000 | JUNIOR CLERK | |
| 10 | SELVA | 40 | MALE | 45000 | SUPERVISOR | |
| 11 | KRISHNAN | 45 | MALE | 50000 | PROGRAMMER | |
| 12 | LAKSHMI | 27 | FEMALE | 25000 | TYPIST | |
| 13 | | | | | | |

TASK 3: Copy and paste Data

- 1 Select the cell A3 to E5 as shown in (Fig 4).

Fig 4

| | A | B | C | D | E |
|----|----------|-----|--------|--------|--------------|
| 1 | NAME | AGE | SEX | SALARY | DESIGNATION |
| 2 | | | | | |
| 3 | RAHUL | 33 | MALE | 30000 | CLERK |
| 4 | RANJIT | 36 | MALE | 40000 | HEADCLERK |
| 5 | STELLA | 24 | FEMALE | 35000 | CLERK |
| 6 | RAVI | 34 | MALE | 32000 | CLERK |
| 7 | RANI | 30 | FEMALE | 30000 | STENOGRAPHER |
| 8 | ANAND | 25 | MALE | 28000 | SENIOR CLERK |
| 9 | DEVI | 28 | FEMALE | 26000 | JUNIOR CLERK |
| 10 | SELVA | 40 | MALE | 45000 | SUPERVISOR |
| 11 | KRISHNAN | 45 | MALE | 50000 | PROGRAMMER |
| 12 | LAKSHMI | 27 | FEMALE | 25000 | TYPIST |
| 13 | | | | | |

- 2 Choose Home → copy the clipboard group (Ctrl + C) in key board.
- 3 Click the cell A15.
- 4 Choose Home → click paste (Ctrl + V) in key board.

- 5 The selected cells are pasted into the new location as in (Fig 5).

Fig 5

| | A | B | C | D | E |
|----|----------|-----|--------|--------|--------------|
| 1 | NAME | AGE | SEX | SALARY | DESIGNATION |
| 2 | | | | | |
| 3 | RAHUL | 33 | MALE | 30000 | CLERK |
| 4 | RANJIT | 36 | MALE | 40000 | HEADCLERK |
| 5 | STELLA | 24 | FEMALE | 35000 | CLERK |
| 6 | RAVI | 34 | MALE | 32000 | CLERK |
| 7 | RANI | 30 | FEMALE | 30000 | STENOGRAPHER |
| 8 | ANAND | 25 | MALE | 28000 | SENIOR CLERK |
| 9 | DEVI | 28 | FEMALE | 26000 | JUNIOR CLERK |
| 10 | SELVA | 40 | MALE | 45000 | SUPERVISOR |
| 11 | KRISHNAN | 45 | MALE | 50000 | PROGRAMMER |
| 12 | LAKSHMI | 27 | FEMALE | 25000 | TYPIST |
| 13 | | | | | |
| 14 | | | | | |
| 15 | RAHUL | 33 | MALE | 30000 | CLERK |
| 16 | RANJIT | 36 | MALE | 40000 | HEADCLERK |
| 17 | STELLA | 24 | FEMALE | 35000 | CLERK |
| 18 | | | | | |

- 6 Paste the cells into another location by repeating the steps 3 and 4 or press the Esc key to cancel the marquee.

TASK 4: Move Data (Fig 6)

- 1 Select the cell A6 to E8 to copy.
 - 2 Choose Home → Cut in the Clipboard group.
- A marquee (which is look like marching ants surrounds the cells.**
- 3 Click the cell A19 to move the selected cells.
 - 4 Choose Home → Paste in the Clipboard group.
 - 5 The selected cells are pasted in the new location and blank cells are visible in A6 to E8.

The cells originally in A6 to E8 are now located in cells A19 E21.

- 6 Repeat the exercise in another location selecting different group of cells.

Fig 6

| | A | B | C | D | E |
|----|----------|-----|--------|--------|--------------|
| 1 | NAME | AGE | SEX | SALARY | DESIGNATION |
| 2 | | | | | |
| 3 | RAHUL | 33 | MALE | 30000 | CLERK |
| 4 | RANJIT | 36 | MALE | 40000 | HEADCLERK |
| 5 | STELLA | 24 | FEMALE | 35000 | CLERK |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | DEVI | 28 | FEMALE | 26000 | JUNIOR CLERK |
| 10 | SELVA | 40 | MALE | 45000 | SUPERVISOR |
| 11 | KRISHNAN | 45 | MALE | 50000 | PROGRAMMER |
| 12 | LAKSHMI | 27 | FEMALE | 25000 | TYPIST |
| 13 | | | | | |
| 14 | | | | | |
| 15 | RAHUL | 33 | MALE | 30000 | CLERK |
| 16 | RANJIT | 36 | MALE | 40000 | HEADCLERK |
| 17 | STELLA | 24 | FEMALE | 35000 | CLERK |
| 18 | | | | | |
| 19 | RAVI | 34 | MALE | 32000 | CLERK |
| 20 | RANI | 30 | FEMALE | 30000 | STENOGRAPHER |
| 21 | ANAND | 25 | MALE | 28000 | SENIOR CLERK |

TASK 5: Drag and Drop Data

- 1 Select the cells A19 to E21.

Position the mouse pointer around any portion of the selection area edge, but not in the lower-right corner. The mouse pointer shows four arrow heads.

- 2 Drag the borderline to the area you want the cells moved to. A border shows the new area. (Fig 7) shows in which cells A19:E21 are moved to cell A6 to A8.

Fig 7

| | A | B | C | D | E |
|----|----------|-----|--------|--------|--------------|
| 1 | NAME | AGE | SEX | SALARY | DESIGNATION |
| 2 | | | | | |
| 3 | RAHUL | 33 | MALE | 30000 | CLERK |
| 4 | RANJIT | 36 | MALE | 40000 | HEADCLERK |
| 5 | STELLA | 24 | FEMALE | 35000 | CLERK |
| 6 | RAVI | 34 | MALE | 32000 | CLERK |
| 7 | RANI | 30 | FEMALE | 30000 | STENOGRAPHER |
| 8 | ANAND | 25 | MALE | 28000 | SENIOR CLERK |
| 9 | DEVI | 28 | FEMALE | 26000 | JUNIOR CLERK |
| 10 | SELVA | 40 | MALE | 45000 | SUPERVISOR |
| 11 | KRISHNAN | 45 | MALE | 50000 | PROGRAMMER |
| 12 | LAKSHMI | 27 | FEMALE | 25000 | TYPIST |
| 13 | | | | | |
| 14 | | | | | |
| 15 | RAHUL | 33 | MALE | 30000 | CLERK |
| 16 | RANJIT | 36 | MALE | 40000 | HEADCLERK |
| 17 | STELLA | 24 | FEMALE | 35000 | CLERK |

Drag and drop works best if you are removing a small amount of cells to an area that isn't far from its original spot.

- 3 Select cells A15 to E17 to delete.

- 4 Choose Home → Delete → Delete Sheet Rows from Cells group.
- 5 Right click anywhere in the selected area.
- 6 Choose Delete option.
- 7 Window appears as in (Fig 8).

Fig 8

| | A | B | C | D | E |
|----|----------|-----|--------|--------|--------------|
| 1 | NAME | AGE | SEX | SALARY | DESIGNATION |
| 2 | | | | | |
| 3 | RAHUL | 33 | MALE | 30000 | CLERK |
| 4 | RANJIT | 36 | MALE | 40000 | HEADCLERK |
| 5 | STELLA | 24 | FEMALE | 35000 | CLERK |
| 6 | RAVI | 34 | MALE | 32000 | CLERK |
| 7 | RANI | 30 | FEMALE | 30000 | STENOGRAPHER |
| 8 | ANAND | 25 | MALE | 28000 | SENIOR CLERK |
| 9 | DEVI | 28 | FEMALE | 26000 | JUNIOR CLERK |
| 10 | SELVA | 40 | MALE | 45000 | SUPERVISOR |
| 11 | KRISHNAN | 45 | MALE | 50000 | PROGRAMMER |
| 12 | LAKSHMI | 27 | FEMALE | 25000 | TYPIST |
| 13 | | | | | |
| 14 | | | | | |
| 15 | RAHUL | 33 | MALE | 30000 | CLERK |
| 16 | RANJIT | 36 | MALE | 40000 | HEADCLERK |
| 17 | STELLA | 24 | FEMALE | 35000 | CLERK |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |
| 21 | | | | | |
| 22 | | | | | |
| 23 | | | | | |
| 24 | | | | | |
| 25 | | | | | |
| 26 | | | | | |

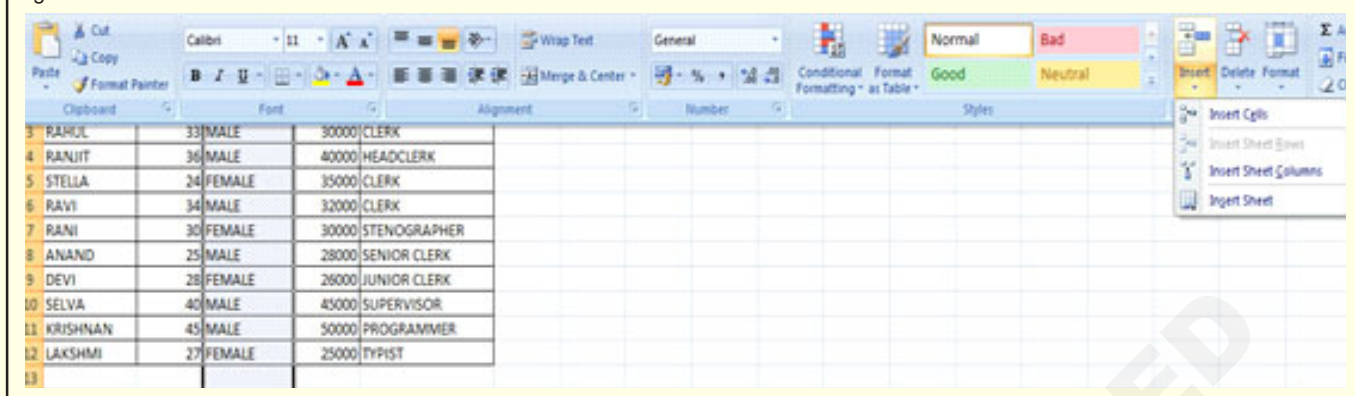
- 8 Click Entire Row → OK.
- 9 Rows A15:E17 removed from the table.
- 10 Repeat the exercise selecting another group of cells.
- 11 Get it checked with t .

TASK 6: Add and remove Columns

- 1 Click on the column C letter for adding new column.

Excel highlights the entire column C as shown in (Fig 9).

Fig 9



- 2 Choose Home → Insert in the cell group.

If you want to insert two columns between B and C click on the column letter C and D, Excel inserts two columns between B and C. Data in the selected columns to the right move to the right.

- 3 Here the contents of entire C column moves to D, D to E and E to F as in (Fig 10).
- 4 To delete a column Choose Home → Delete column - selected column get deleted.

Fig 10

| | A | B | C | D | E | F |
|----|----------|-----|--------|--------|--------------|---|
| 1 | NAME | AGE | SEX | SALARY | DESIGNATION | |
| 3 | RAHUL | 33 | MALE | 30000 | CLERK | |
| 4 | RANJIT | 36 | MALE | 40000 | HEADCLERK | |
| 5 | STELLA | 24 | FEMALE | 35000 | CLERK | |
| 6 | RAVI | 34 | MALE | 32000 | CLERK | |
| 7 | RANI | 30 | FEMALE | 30000 | STENOGRAPHER | |
| 8 | ANAND | 25 | MALE | 28000 | SENIOR CLERK | |
| 9 | DEVI | 28 | FEMALE | 26000 | JUNIOR CLERK | |
| 10 | SILVA | 40 | MALE | 45000 | SUPERVISOR | |
| 11 | KRISHNAN | 45 | MALE | 50000 | PROGRAMMER | |
| 12 | LAKSHMI | 27 | FEMALE | 25000 | TYPIST | |

TASK 7: Add and remove rows

- 1 Click on row 5,6 and 7 to select the rows. Excel highlights the entire row 5,6 and 7 as shown in (Fig 11).
- 2 Choose Home → Insert → Insert Sheet rows in the cells group. (Fig 11)

To insert only one row between 4 and 5, click on the row number 5 in step 1. Excel inserts single row between 4 and 5. Data in the selected row and below moves down.

Fig 11

| | A | B | C | D | E |
|----|----------|-----|--------|--------|--------------|
| 1 | NAME | AGE | SEX | SALARY | DESIGNATION |
| 3 | RAHUL | 33 | MALE | 30000 | CLERK |
| 4 | RANJIT | 36 | MALE | 40000 | HEADCLERK |
| 5 | STELLA | 24 | FEMALE | 35000 | CLERK |
| 6 | RAVI | 34 | MALE | 32000 | CLERK |
| 7 | RANI | 30 | FEMALE | 30000 | STENOGRAPHER |
| 8 | ANAND | 25 | MALE | 28000 | SENIOR CLERK |
| 9 | DEVI | 28 | FEMALE | 26000 | JUNIOR CLERK |
| 10 | SILVA | 40 | MALE | 45000 | SUPERVISOR |
| 11 | KRISHNAN | 45 | MALE | 50000 | PROGRAMMER |
| 12 | LAKSHMI | 27 | FEMALE | 25000 | TYPIST |

Here the contents of the entire rows 5,6 and 7 and rows below moves down by 3 rows as shown in (Fig 12).

Fig 12

| | A | B | C | D | E |
|----|----------|-----|--------|--------|--------------|
| 1 | NAME | AGE | SEX | SALARY | DESIGNATION |
| 3 | RAHUL | 33 | MALE | 30000 | CLERK |
| 4 | RANJIT | 36 | MALE | 40000 | HEADCLERK |
| 8 | STELLA | 24 | FEMALE | 35000 | CLERK |
| 9 | RAVI | 34 | MALE | 32000 | CLERK |
| 10 | RANI | 30 | FEMALE | 30000 | STENOGRAPHER |
| 11 | ANAND | 25 | MALE | 28000 | SENIOR CLERK |
| 12 | DEVI | 28 | FEMALE | 26000 | JUNIOR CLERK |
| 13 | SILVA | 40 | MALE | 45000 | SUPERVISOR |
| 14 | KRISHNAN | 45 | MALE | 50000 | PROGRAMMER |
| 15 | LAKSHMI | 27 | FEMALE | 25000 | TYPIST |

- 3 Choose Home → Delete in the cells group to delete the selected blank rows.

Excel removes any data in the selected rows and moves existing data up. This fills the void from the deleted rows.

TASK 8: Adjust column width

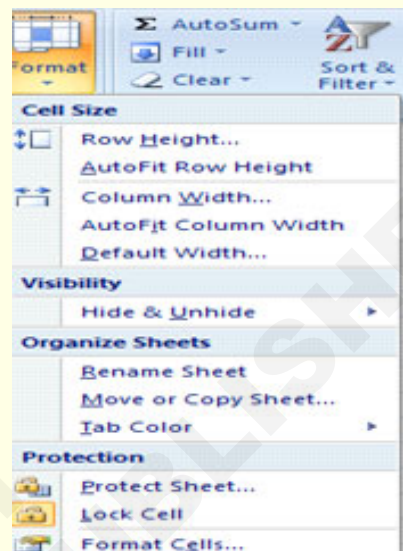
- 1 Position the mouse pointer on the right boundary of the cell E in column heading until it turns into a double headed arrow ().
- 2 Drag left or right until the required column width is obtained and release as shown in (Fig 13).

Fig 13

| | A | B | C | D | E | F |
|----|----------|-----|--------|--------|--------------|---|
| 1 | NAME | AGE | SEX | SALARY | DESIGNATION | |
| 2 | | | | | | |
| 3 | RAHUL | 25 | MALE | 30000 | CLERK | |
| 4 | RANJIT | 26 | MALE | 40000 | HEADCLERK | |
| 5 | STELLA | 24 | FEMALE | 35000 | CLERK | |
| 6 | RANI | 24 | FEMALE | 30000 | CLERK | |
| 7 | RANI | 20 | FEMALE | 20000 | STENOGRAPHER | |
| 8 | ANAND | 25 | MALE | 28000 | SENIOR CLERK | |
| 9 | DEVI | 28 | FEMALE | 26000 | JUNIOR CLERK | |
| 10 | SELVA | 40 | MALE | 45000 | SUPERVISOR | |
| 11 | KRISHNAN | 45 | MALE | 50000 | PROGRAMMER | |
| 12 | LAKSHMI | 27 | FEMALE | 25000 | TYPIST | |

Fig 14

Fig 15



- 3 Choose Format → Column width on the Home tab to set a column width to set a specific setting.
- 4 Type the exact width in the Column width dialog box as shown in (Fig 14) and click OK.

To change the Column width automatically, choose Home → Format → Autofit Column width as in (Fig 15).

TASK 9: Change row heights

- 1 Click on the row number 1 to select the entire row.
- 2 Position the mouse pointer on the bottom boundary of the row heading until it turns into double-sided arrow ().
- 3 Drag the row until it has the height that you want and release the mouse as in (Fig 16).

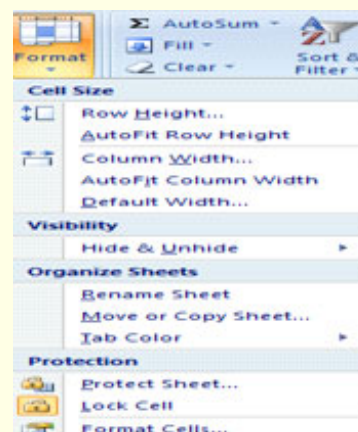
Fig 16

| | A | B | C | D | E |
|----|----------|-----|--------|--------|--------------|
| 1 | NAME | AGE | SEX | SALARY | DESIGNATION |
| 2 | | | | | |
| 3 | RAHUL | 25 | MALE | 30000 | CLERK |
| 4 | RANJIT | 26 | MALE | 40000 | HEADCLERK |
| 5 | STELLA | 24 | FEMALE | 35000 | CLERK |
| 6 | RANI | 24 | FEMALE | 30000 | CLERK |
| 7 | RANI | 20 | FEMALE | 20000 | STENOGRAPHER |
| 8 | ANAND | 25 | MALE | 28000 | SENIOR CLERK |
| 9 | DEVI | 28 | FEMALE | 26000 | JUNIOR CLERK |
| 10 | SELVA | 40 | MALE | 45000 | SUPERVISOR |
| 11 | KRISHNAN | 45 | MALE | 50000 | PROGRAMMER |
| 12 | LAKSHMI | 27 | FEMALE | 25000 | TYPIST |

Fig 17

To change the height automatically choose Home → Format → Row height as in (Fig 18).

Fig 18



- 4 Choose Format → Row height on the Home tab to set a row height to set a specific setting.
- 5 Type the exact height in the Row Height dialog box as shown in (Fig 17) and click OK.

Practice data entry using MS Excel

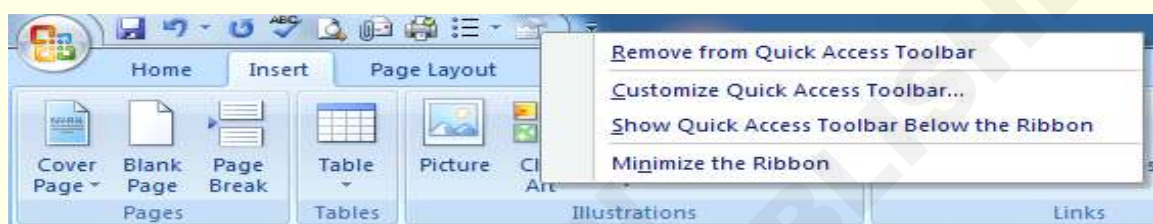
Objectives: At the end of this exercise you shall be able to

- add data entry form option to quick access toolbar
- create data entry table in excel format
- add data entry form
- create a new entry
- navigate through existing entry
- delete a record.

TASK 1: Add Data Entry Form option to Quick Access Tool bar (if not already done)

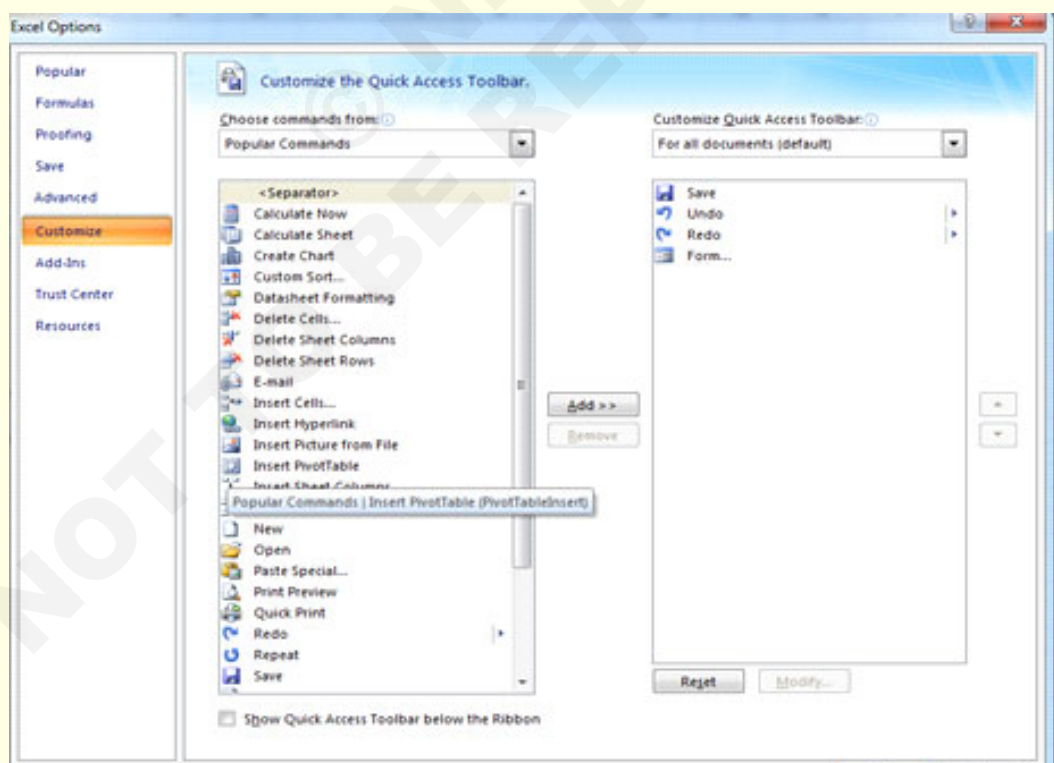
- 1 Right-click on any of the existing icons in the Quick Access Toolbar. Window opens as in (Fig 1)

Fig 1



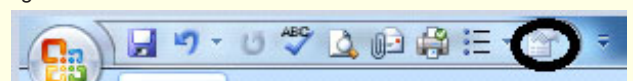
- 2 Click on 'Customize Quick Access Toolbar'
- 3 Click open Popular Commands?All commands?Scroll down to Form and field options?click add?OK (Fig 2).

Fig 2



- 4 The icon is appeared as in (Fig 3).

Fig 3



TASK 2: Create Data Entry form in Excel (Fig 4)

- 1 Create a table headline in Excel format as in (Fig 4)
- 2 Enter the formula for total marks ($=B4+C4+D4$) in E4
- 3 Click open Form icon in Quick Access bar
- 4 Data entry format is created as in (Fig 5)
- 5 Make first entry - Anand's marks in the empty fields and click New
- 6 Marks obtained by Anand with total mark is displayed as in (Fig 6)

Fig 4

| | A | B | C | D | E |
|---|------|------------|-------|-------|-------|
| 1 | | MARK SHEET | | | |
| 2 | | | | | |
| 3 | Name | English | Tamil | Maths | Total |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |

Fig 5

| | A | B | C | D | E | F | G | H | I |
|----|------|------------|-------|-------|-------|---|---|---|---|
| 1 | | MARK SHEET | | | | | | | |
| 2 | | | | | | | | | |
| 3 | Name | English | Tamil | Maths | Total | | | | |
| 4 | | | | | 0 | | | | |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |
| 7 | | | | | | | | | |
| 8 | | | | | | | | | |
| 9 | | | | | | | | | |
| 10 | | | | | | | | | |
| 11 | | | | | | | | | |
| 12 | | | | | | | | | |
| 13 | | | | | | | | | |
| 14 | | | | | | | | | |
| 15 | | | | | | | | | |
| 16 | | | | | | | | | |
| 17 | | | | | | | | | |
| 18 | | | | | | | | | |
| 19 | | | | | | | | | |
| 20 | | | | | | | | | |
| 21 | | | | | | | | | |

Fig 6

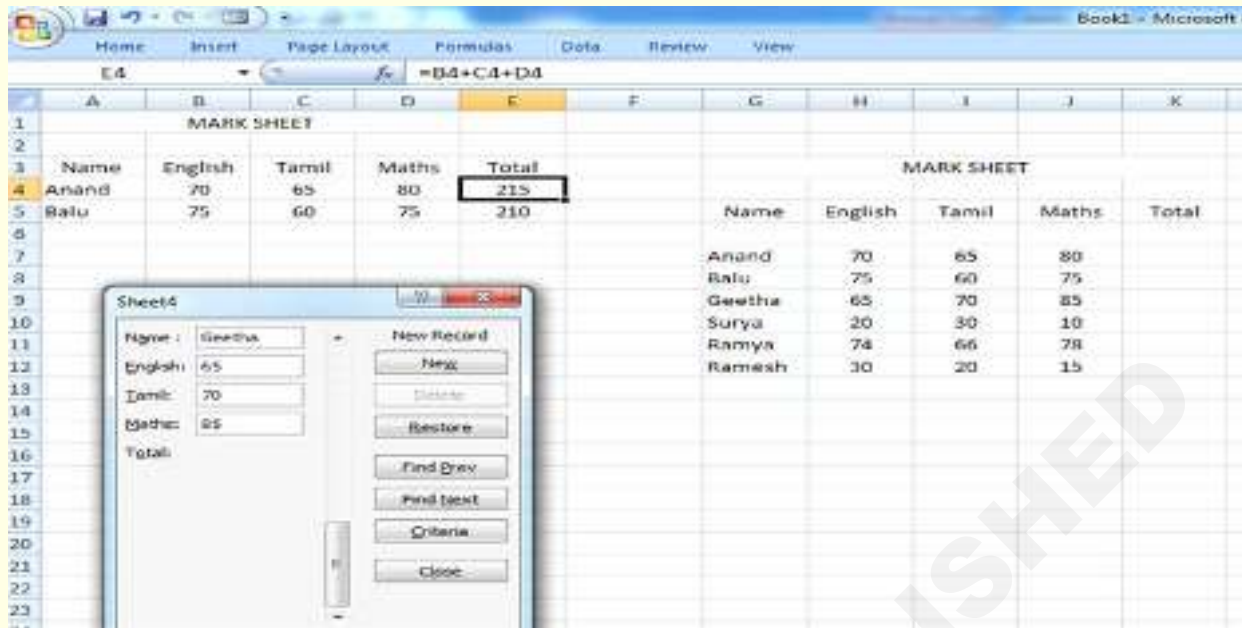
| | A | B | C | D | E | F |
|----|-------|------------|-------|-------|-------|---|
| 1 | | MARK SHEET | | | | |
| 2 | | | | | | |
| 3 | Name | English | Tamil | Maths | Total | |
| 4 | Anand | 70 | 65 | 80 | 215 | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
| 16 | | | | | | |
| 17 | | | | | | |
| 18 | | | | | | |
| 19 | | | | | | |
| 20 | | | | | | |
| 21 | | | | | | |
| 22 | | | | | | |
| 23 | | | | | | |
| 24 | | | | | | |
| 25 | | | | | | |

7 Enter all other candidates marks as shown in (Fig 7)

8 Navigate one by one using the scroll bar.

9 Experiment with options New, Delete, Restore, Find Pre, Find next etc.

Fig 7



TASK 4: Create Data entry of the table given in MS Excel (Fig 8)

Fig 8

| NAME | AGE | SEX | SALARY | DESIGNATION |
|----------|-----|--------|--------|----------------|
| RAHUL | 33 | MALE | 30000 | CLERK |
| RANJIT | 36 | MALE | 40000 | HEADCLERK |
| STELLA | 24 | FEMALE | 35000 | CLERK |
| RAVI | 34 | MALE | 32000 | STENO |
| RANI | 30 | FEMALE | 30000 | STENOGRAPHER |
| ANAND | 25 | MALE | 28000 | SENIOR CLERK |
| DEVI | 28 | FEMALE | 26000 | JUNIOR CLERK |
| SELVA | 40 | MALE | 45000 | SUPERVISOR |
| KRISHNAN | 45 | MALE | 50000 | PROGRAMMER |
| LAKSHMI | 27 | FEMALE | 25000 | TYPIST |
| KRISHNAN | 40 | MALE | 45000 | SUPERINTENDENT |
| ANAND | 33 | MALE | 50000 | CHARGEMAN |

1 Create field in Data Entry form.

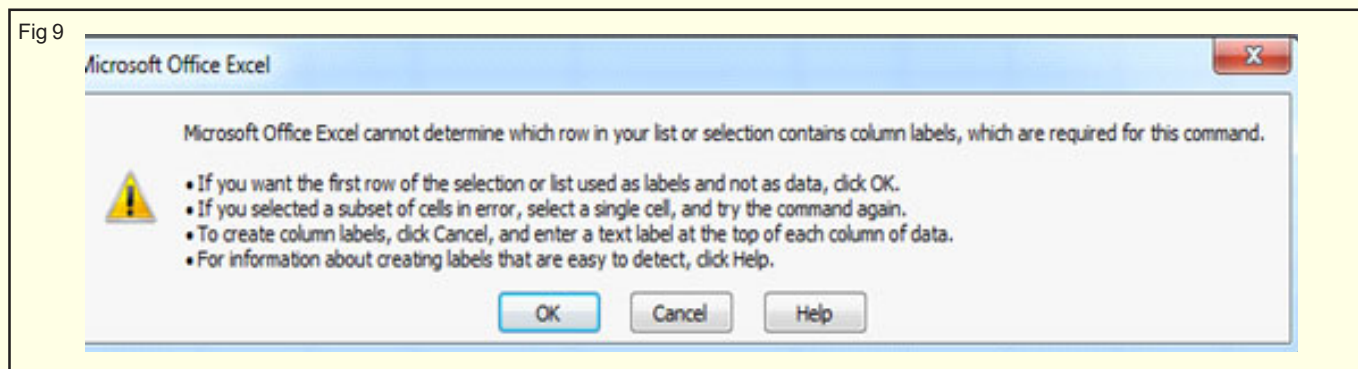
2 Enter Name in A1, Age B1, Sex C1, Salary D1 and Designation E1.

3 Click Form tab in the Quick Access Toolbar.

4 Window appears as in (Fig 9).

5 Click OK.

Fig 9



6 Field window appears as in (Fig 10).

Fig 10

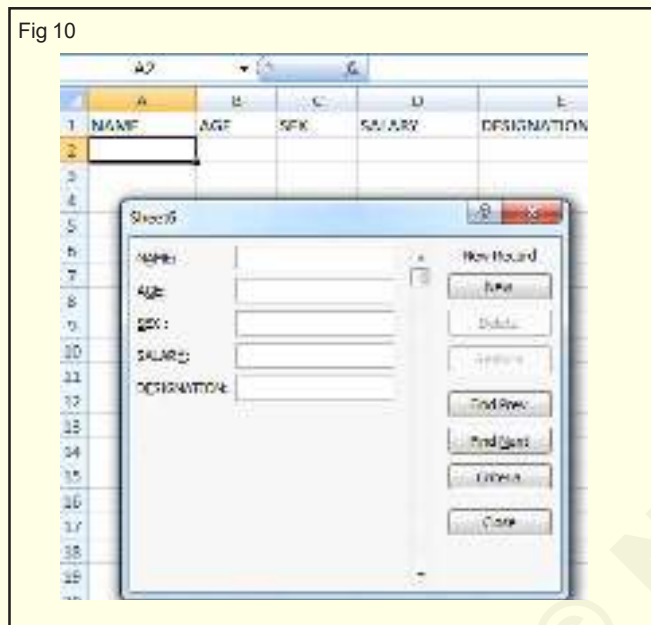
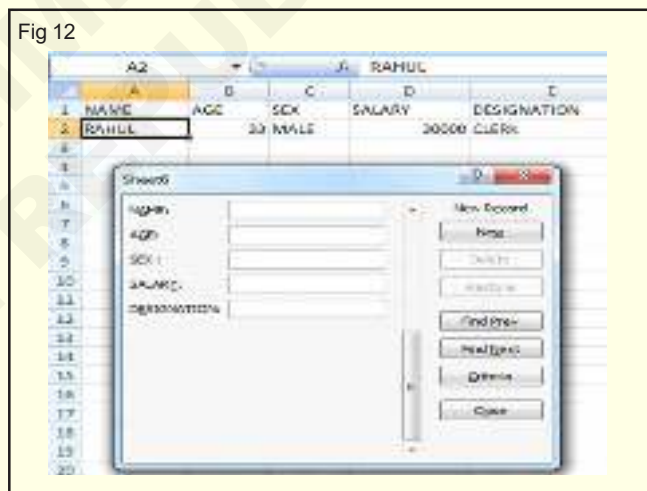


Fig 11



Fig 12



7 Enter the details in the form fields as in (Fig 11).

8. Click New in the Form field.

9. The Data entered are visible in Excel sheet as in (Fig 12).

11 Enter the remaining data one by one.

12 The entire details as in (Fig 8) is visible in Excel sheet.

TASK4: Delete Record

1 Select any cell in the Excel table.

2 Click on the Form icon in the Quick Access Toolbar.

3 Form field with details appears (Fig 13).

4 Select the record using 'Find pre/Find Next' options.

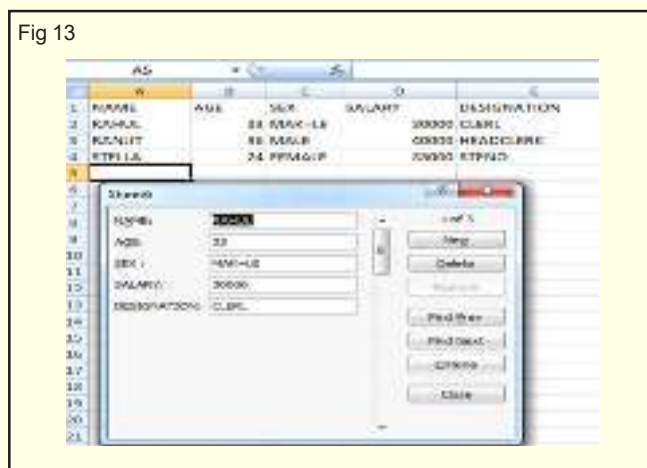
5 Click Delete option.

6 Date deleted from Excel sheet.

Instructor may assign similar exercises to trainees for practice.

7 Get it checked with the Instructor.

Fig 13



Take dictation from books and transcribe it on computer

Objectives: At the end of this exercise you shall be able to

- **take down dictation @60 words per minute**
 - **transcribe shorthand notes on computer observing rules of punctuation**
 - **identify the correct outlines (for the wrong ones in your transcript) and practise them**
 - **correct spelling of words for the wrong ones in your transcription**
 - **take down re-dictation at a faster rate and read back.**
-

TASK: Take down dictation (Exercise 1 to 13) and transcribe it on computer. Check with key for wrong outlines and correct them. Take down re-dictation at a faster rate and read back

Exercise 1

If we travel all over India we see an enormous variety of population in various degrees of development: We see many cultural, political, social and economic disparities. We want to put an end to these disparities and inequalities. But remember, there is a limit to the amount of compulsion that we can exercise apart from the desirability of compulsion. We (1) have to go by consent, not everybody's consent, but the consent of the community as a whole. Apart, from this factor, so far as our country is concerned, we have followed a policy in our political field which is somewhat unique. In our political struggle, by and large, we have adopted peaceful methods.

An example is the way we put (2) an end to the princely order in this country. We paid for it. But remember this: what we paid for it, however heavy, was very little compared with the cost of a conflict. In economic field, similarly, we want to do away with classes, but by the method of winning over people. I admit class struggle, but I do (3) not want to aggravate it. I do not want to be obsessed with it. I want to get rid of it as far as possible without aggravating the struggle. I dislike comparing my country with others to our advantage or disadvantage, because I do not want to criticize other countries. But I venture to point out that where upheavals occur, (4) they are products of history, and the violence, defeat and civil war govern the subsequent events. Some Hon. Members seem to think that in order to have progress, they must destroy. They think that by increasing the conflict and bitterness they can have a clean slate to write upon. No country has ever had a clean slate to write upon, (5) not even after the biggest of revolutions.

Exercise 2

You are meeting here **for the first time** after the change in government **at the Centre**. It has been a significant change. The way the Government was functioning **in the last few years** was **eroding** the liberty of the people and liberty of the Press and the **media** completely **with the results** that we were on the **brink** of a (1) **disaster**. This **erosion** was sought to be done more through all these media than through any other agency. The people had no other source of information about many things. This created almost a paralysis of public life in the country and destructive of democracy altogether. we have deliberately chosen the (2) democratic way because that is in the foundation of our culture and because it is fundamental to the development of human society.

There are only two ways of Government the dictatorial way and the democratic way. The dictatorial way depends for its execution only on the instrument of fear and fear is the worst enemy of mankind. While democracy is (3) the only way which can enable every person to be fearless and also enable him to rise to the highest, he is capable of, because it assures him the freedom of thought, speech and action so long as that does not interfere with the similar independence of other people. That is the only restriction that applies to everybody.

The change (4) of Government took place in a very significant way, as it has not taken place anywhere else in the world, very peacefully through the ballot box and it expressed the will of the people. This also made a convincing impact not only on the people of this country, but in the whole world that is very essential for the health (5) of democracy.

Exercise 3

Democracy and the press, is a subject which requires to be fully defined and clarified. It is not possible to define anything in fullest detail. It would not be even correct to do so. But the main principles can always be agreed to by all who believe in democracy. Democracy, if it is to go on working vigorously and is (1) to make people fearless so that they can defend and preserve it, rests on four pillars; the Parliament or the Legislature, the Executive, the Judiciary and the Press. These are the four pillars on which this mansion stands and if any one pillar gets weakened, the mansion will collapse. All the four must, therefore, be independent and strong and free. (2) Unless they are free, democracy cannot be strong. But all freedoms, ultimately, are relative. These freedoms, even the freedom of these four pillars, are sub-ordinate to the freedom of society or the people and unless they guard the freedom of the people and enable the people to get the necessary strength to guard that freedom, these four freedoms will not (3) be doing their proper function.

Parliament, of course, is supreme within the Constitution. It is the people who are supreme. If a country has no written Constitution, like England, Parliament would have the first and the last voice in everything. But such a situation is peculiar to England. Everywhere else, the Constitutions are written and properly defined. The people, therefore, are (4) the final authority in everything. But people as a whole cannot exercise authority by themselves. Therefore, they choose their representatives who work on their behalf and carry on the Government. Parliament therefore, becomes supreme. But it is supreme within its functions under the Constitution. In a democracy, a Parliament which is elected democratically, can have no authority to change the (5) Constitution in an undemocratic manner or to turn it into a dictatorship.

Exercise 4

In case where people do not observe proper rules and get ill we cannot say you are doomed now to suffering and we will not look after you. We have got to attend to them but then they would not be many if we had imparted right education from the very beginning and should not be confined merely to the schools. Of (1) course when you do it to the school, the teacher will have to be first trained in it because teachers can then transfer the education to the children only through their personal lives more than anything else and if the teachers are following it then the students will follow them far more easily. But we have got to take even (2) to voluntary bodies, to members of Panchayats, members of Corporations, even MPs, MLAs all these people can be educated through small pamphlets and I am quite sure everybody will be interested in it. There is no person who does not want to be healthy. I cannot believe that any person is happy in remaining

unhealthy and if he (3) can be educated in such a manner that he can keep healthy without any expenditure of money only by attending to certain rules and certain precautionary measures, I am quite sure most of the people will be prepared to take it.

This is a programme which I do not say is very easy, it is a large programme; it is (4) a very essential programme and it is only the difficult work which is worth doing. There is no fun in doing easy work at all in my view. Difficulties should not in any way restrain us from undertaking the task. As a matter of fact difficulties should spur our enthusiasm and should test our capacity to meet difficulties.(5)

Exercise 5

During all these years, enough lip-sympathy has been tendered by all of us without any exception. I believe that time has come when we must go beyond this lip-sympathy and we must give something in the shape of concrete proposal so that the Government and the Parliament can tell the downtrodden and unemployed and affected people that the (1) Parliament of India really means business and that it does not believe in giving only lip-sympathy. If we take into consideration this particular aspect and if we really enshrine this particular right in the Constitution, I believe a new hope will be kindled in the hearts of the millions of young people in our country. Younger people will feel (2) that when they would attain the age of 18, it would not be necessary for them to roam from place to place, in search of a job; they would be assured of a job and they would be very happy.

There would not be uncertainty in life. The unrest and strikes in the colleges and schools will stop. The problem (3) of students' unrest cannot be solved by bayonet, by firing, by closing down universities. It can only be solved if we guarantee them this particular right of work for which I have made a humble attempt through this particular Bill, to be included under Article 19. We see in big cities they trek in thousands and thousands of people from the (4) villages in search of jobs. The position in my district is that every month money orders worth Rs.180 crores are received from Bombay from the Ratnagiri citizens living in Bombay. There are no youngsters in the villages only old persons live in the villages, looking after agriculture. This is happening because we could not provide any work to people in (5) the villages.

Exercise 6

At the outset, I must clear some misunderstanding which has arisen in some quarters as a result of the new name given to the Family Planning programme, the name being Family Welfare Programme. I do not see why there should have been any misunderstanding in this matter. As a matter of fact, the name 'Family Welfare Programme' is for more (1) suitable and meaningful in this connection in my view. Family Planning touches only one aspect. The health of the people does not depend only on population control. As a matter of fact population control is necessary but merely controlling population is not going to make people healthy. And health also is a means to an end-that enjoy happiness (2) if he is not healthy. It is, therefore, necessary that people should be enabled to keep healthy. It is not possible for any person to keep somebody healthy unless that person cooperates in that task and therefore, it is very necessary that we educate the people on this subject (3) as to how to maintain health and help them to do so.

Population has become a serious problem in this country because we are poor and the means of production are not available for every person. If means of production were available for every person and had been provided, population would not have been a problem. As a matter of (4) fact, every person produces more than he needs if given proper opportunity of work. Moreover when everybody has work and is happy, population control comes in automatically on account of physiological progress. But at present, it is very serious problem. If population goes on increasing at the rate it has gone on increasing, all our programmes for giving work (5) and providing means of production with inadequate resources would be futile.

Exercise 7

Sir, I would suggest for the consideration of the House, and this is what we have been attempting to do in our science and technology plan also. We should have a plan of developmental application of rural technology. Only a few days back a few friends from the Bangalore Institute of Science came to see me. They said that they (1) had formed a team, a team of scientists at the highest level, who are teaching in that Institute. They said they decided to go to a village, about 70 miles away from Bangalore and settle down there and then identify the problems there, trying to find out how science and technology could be applied, for the purpose of removing backwardness (2) there for the purpose of improving the productivity, for the purpose of bringing about a better environment there. They have had some short-term experience in functioning in that village. They told me that they were encouraged very much, not only by the results which are coming out of their experiments, but by the response from the scientific community.

It (3) is obvious from this perhaps that each high level scientific, technological or technical institution should be asked to take over a specific area and concentrate their efforts there to find out how science and technology could be applied for the purpose of better development of that area and to increase the productivity. Therefore, it is only science and (4) technology which could provide the answer to remove this backwardness. And it is on the basis of this alone that we would be able to tackle many of the problems with which we are confronted, whether it is unemployment or the removal of poverty, particularly in the rural areas. So this is the answer for that. The Hon. Memberse talked (5) about rural indebtedness.

Exercise 8

Now I come to this governing clause which I just referred to with regard to the Second Five Year Plan, should it finally, that the Second Five Year Plan should be based on the physical needs of the people. You will remember that yesterday the President also emphasized the necessity for basing planning on the people's physical needs. Our First Five Year (1) Plan was based on the data and the material we had at our disposal as well as on things that were actually being done at the time. Take these big river valley schemes. All these things were done at the time and we had no choice but to continue them. We had to accept what had been done. (2) Of course, we added one or two new schemes and rearranged the priorities. That is to say, our plan was largely based on the finances available and consisted in taking up those schemes which were most useful. But it was limited planning, not planning in the real sense of the word.

The conception of planning today is not to think of (3) the money we have and then to divide it up in the various schemes but to measure the physical needs, that is to say, how much food the people want, how much of clothes they want, how much of housing they want, how much of education they want, how much of health services they want, how much of work and (4) employment they want, and so on. We calculate all these and then decide what everyone in India should have of these things. Once we do that, we can set about increasing production and fulfilling these needs.

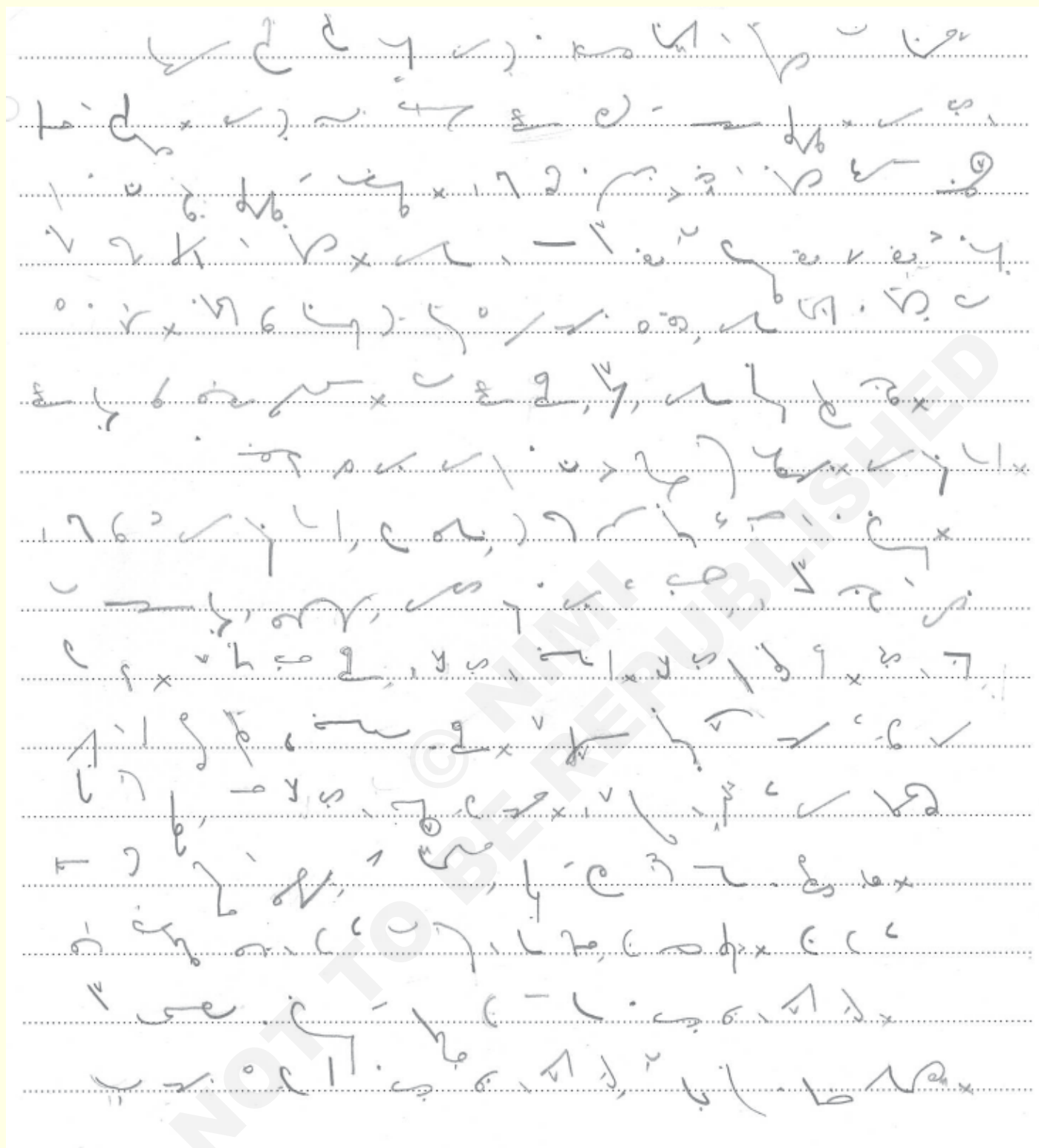
It is not a simple matter because in calculating the needs of the people, we have to calculate on the basis not only of an (5) increasing population but of increasing needs.

Exercise 9

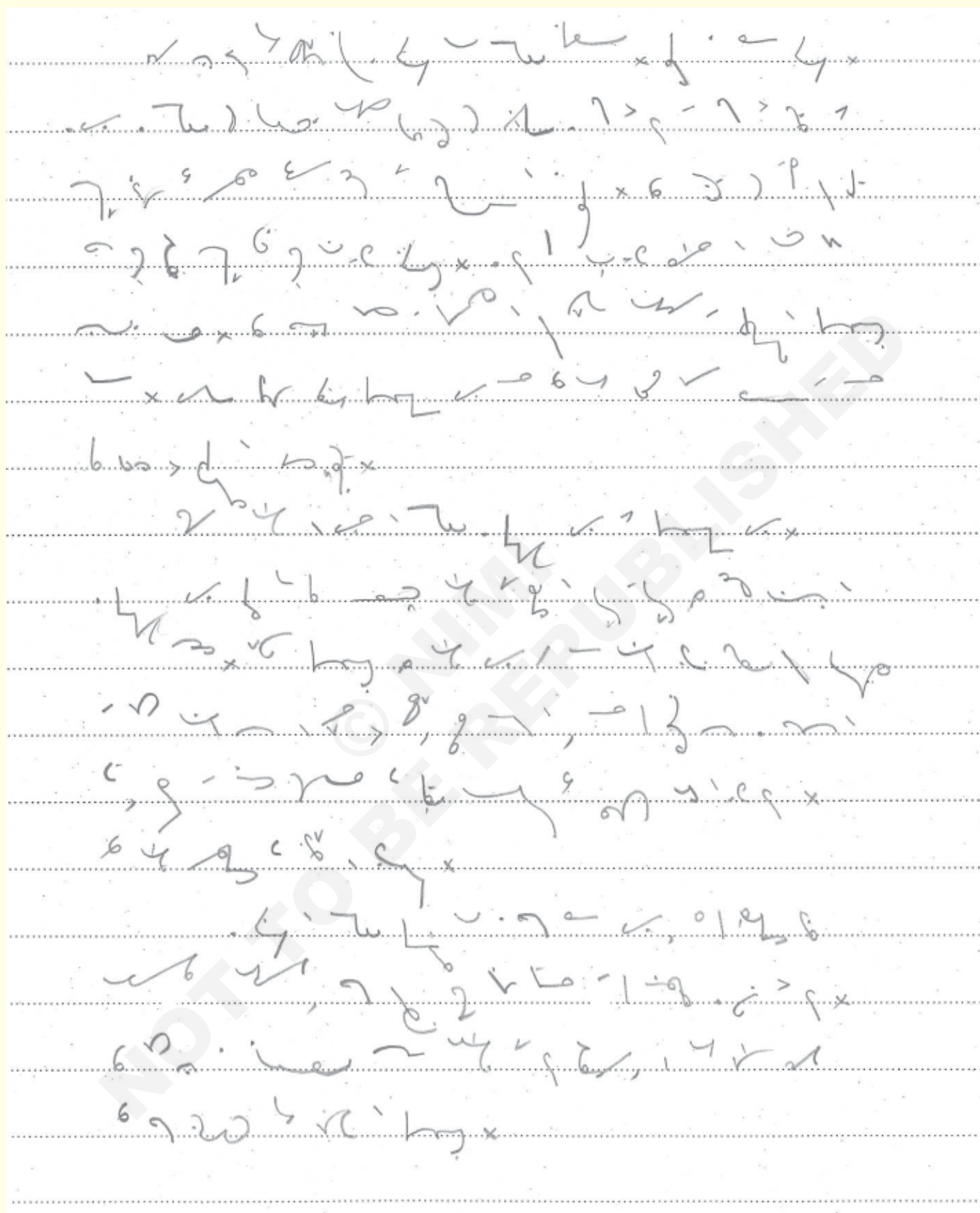
The first thing to note about this resolution is that it does not merely repeat what we have said before. It points out that the time has come for us to advance on the economic and social plane. In a sense we have been doing it, but we have not been doing it adequately. The time has come to put an end to unemployment in ten (1) years. By ten years we mean to Five-Year-Plan periods. I wish you to appreciate that we try not to word our resolution in what might be called bombastic language. We are an old and mature organization with a great deal of experience. It is not desirable, therefore, that we should use words which are vague and meaningless. On (2) the whole we understate what we propose to do. If we really give effect to this resolution it means bringing about a revolution in this country, an economic revolution bigger than any that has taken place in our times. Take the simple fact of putting an end to unemployment within ten years. Just try to think what it means in (3) this country with its population growing year by year. It is a terrific job, the like of which has not been done in these circumstances in any other country.

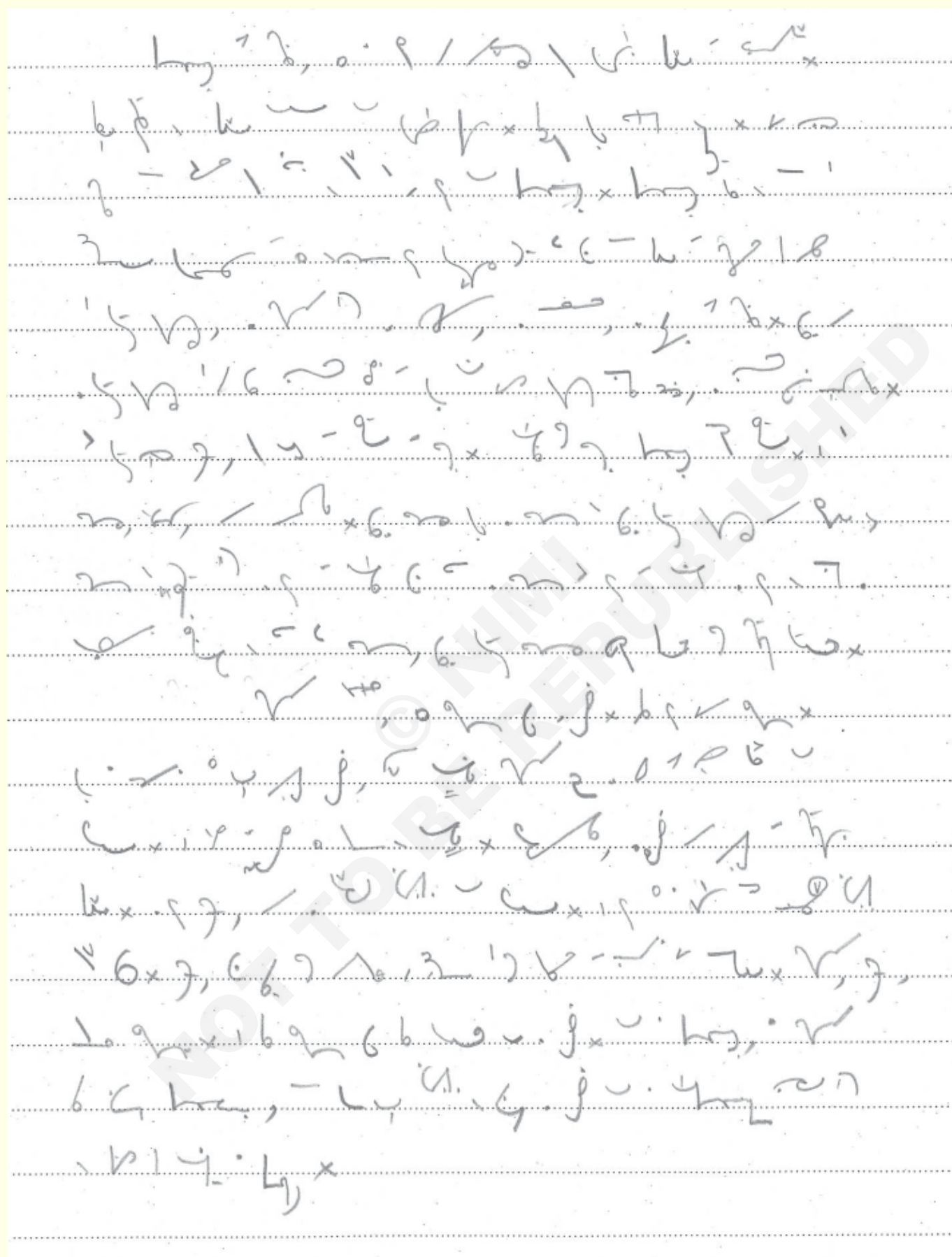
We talk about planning. As you all know, planning is essential, and without it there would be anarchy in our economic development. About five years ago, planning was not acceptable (4) to many people in high places but today it has come to be recognized as essential even by the man in the street. Our First Five Year Plan is now about three year old, and we are now thinking about our Second Five - Year Plan. A phrase in this resolution says that the Second Five Year Plan must keep the (5) national aims of a Welfare State and a socialistic economy before it.

Key to Exercise 1

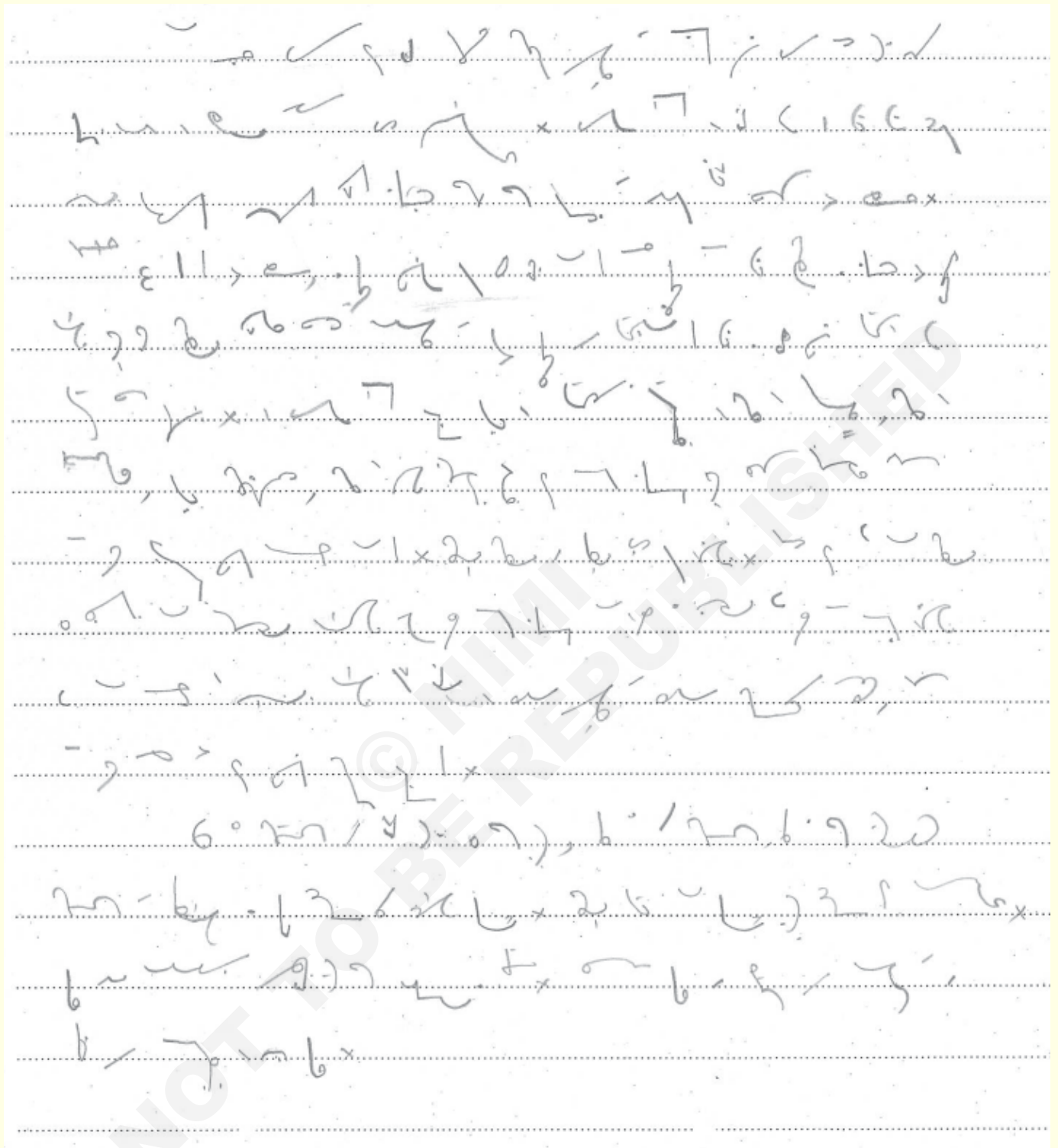


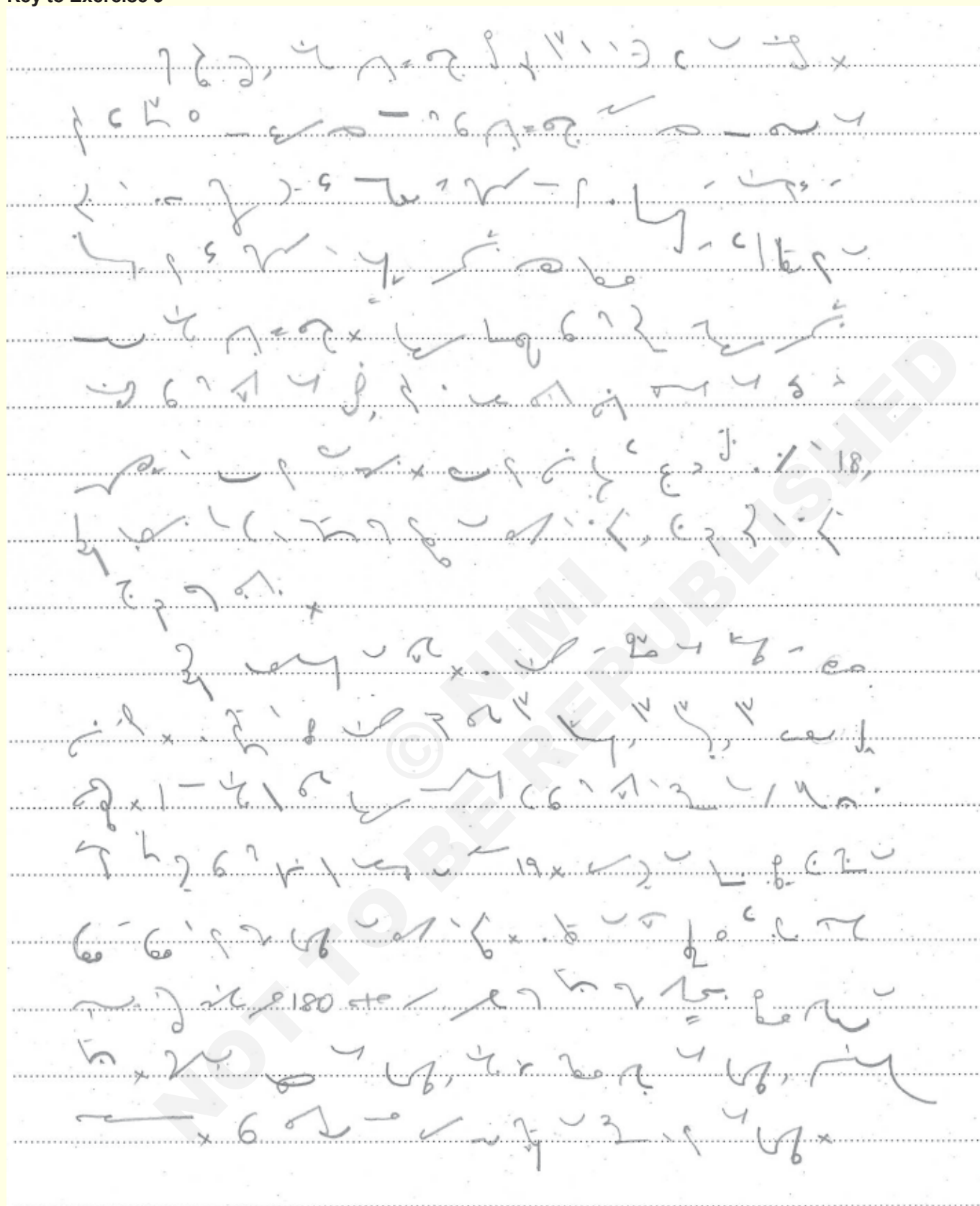
Key to Exercise 2



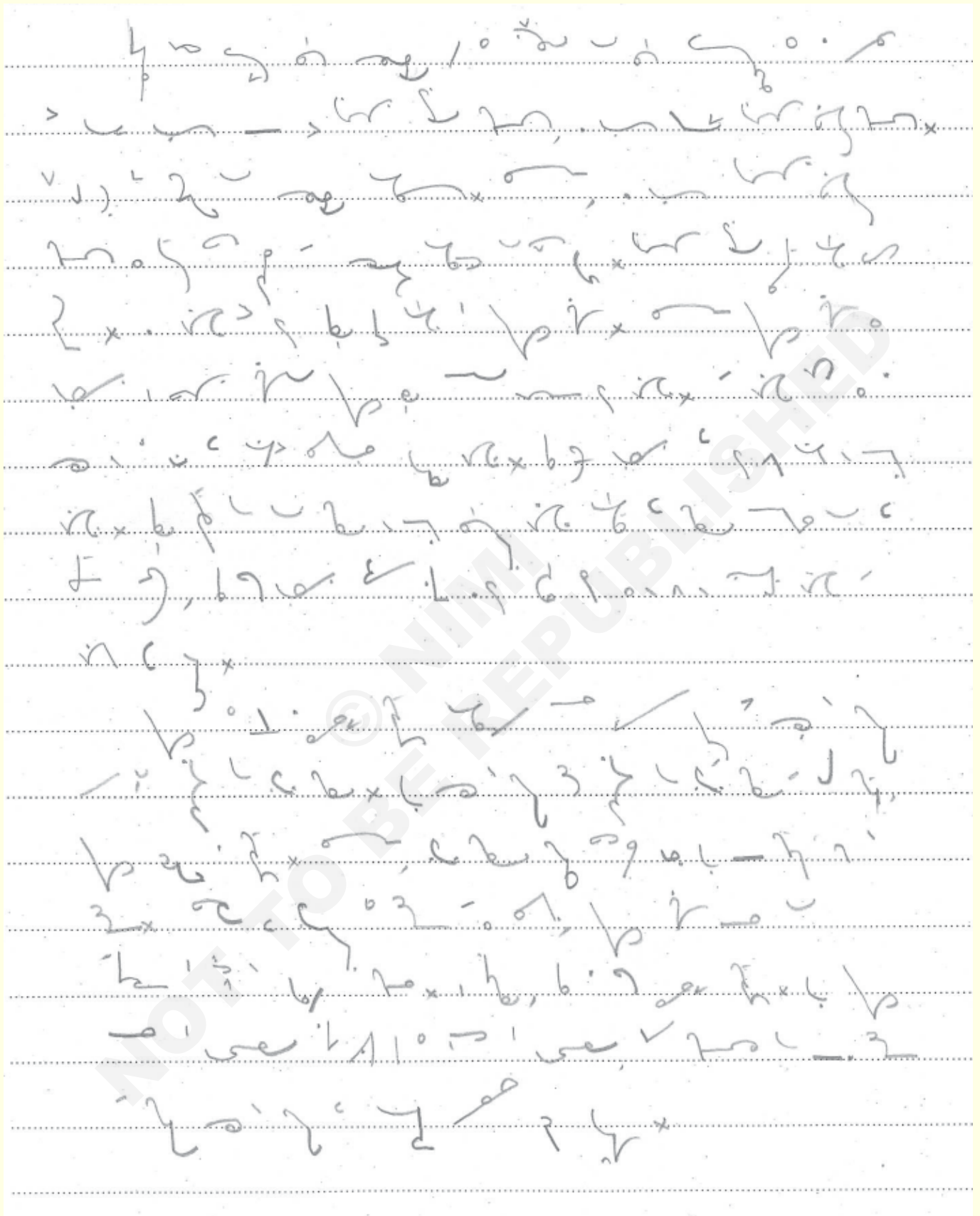


Key to Exercise 4





Key to Exercise 6



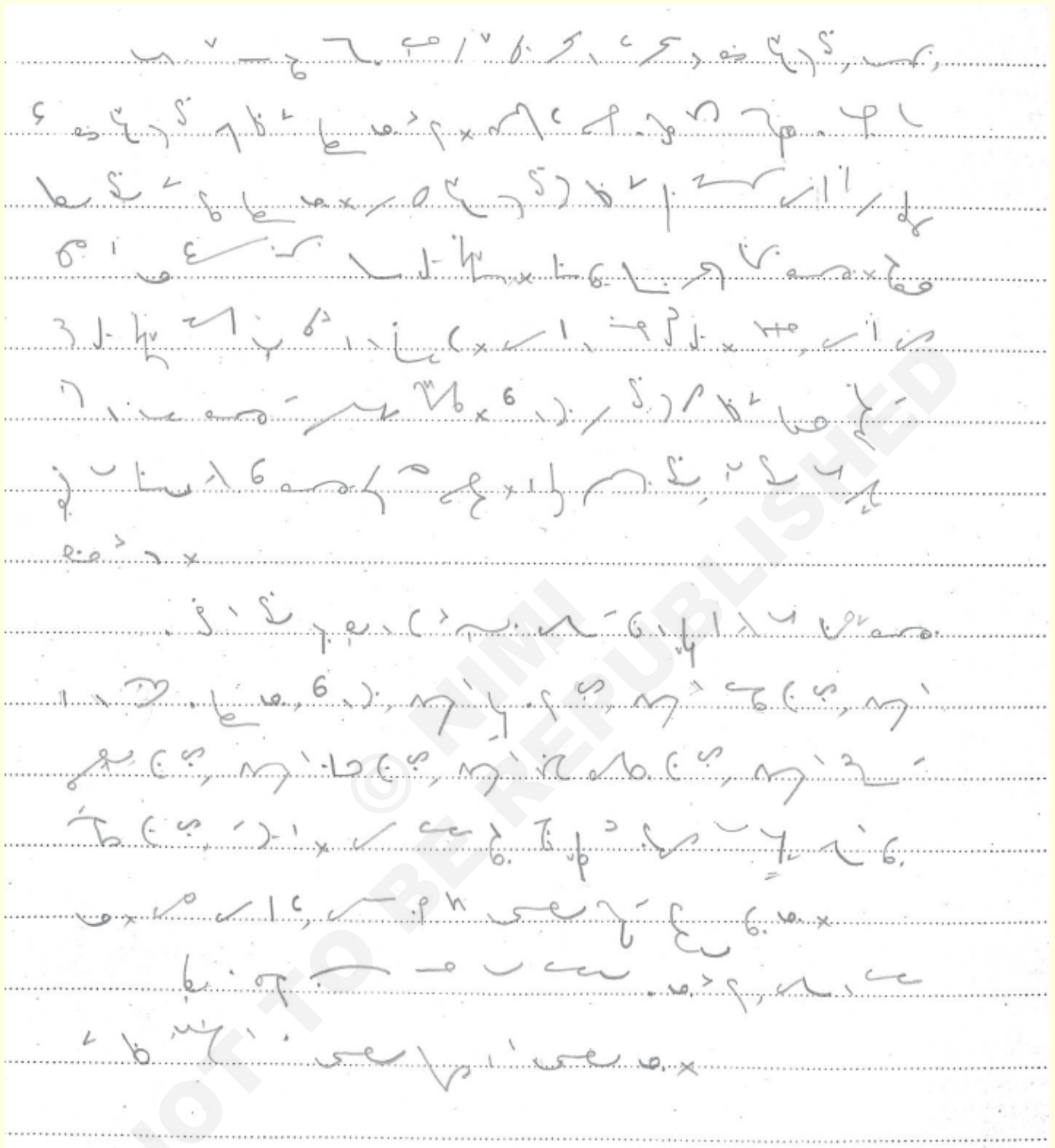
Key to Exercise 7

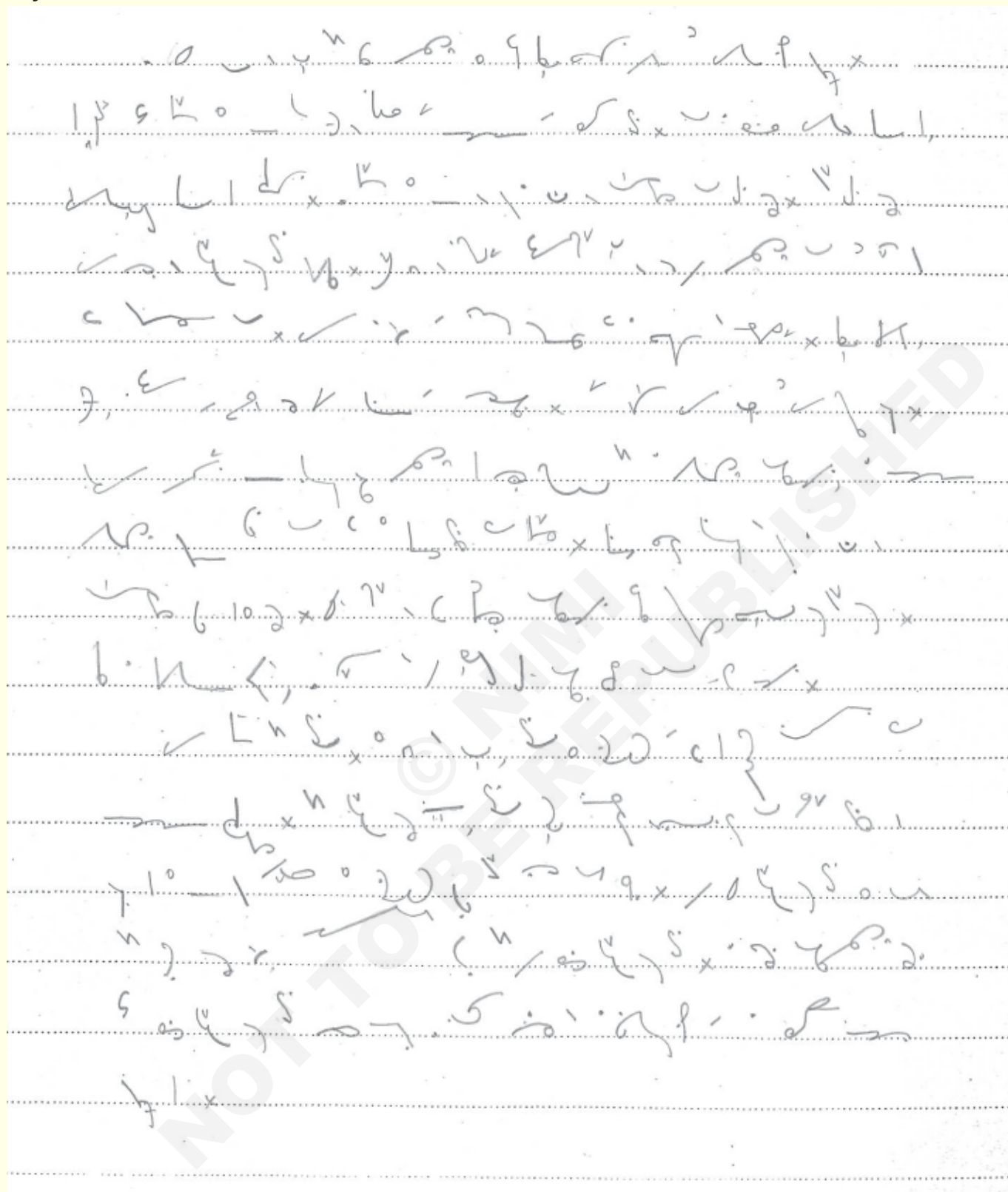
Handwritten notes on lined paper, likely a key or answer sheet for Exercise 7. The text is written in a cursive script and includes various symbols, numbers, and letters. A large, faint watermark reading "NOT PUBLISHED" is visible diagonally across the page.

Key to Exercise 7

Handwritten notes on lined paper, likely a key or answer sheet for Exercise 7. The text is written in a cursive script and includes various symbols, numbers, and letters. A large, faint watermark reading "NOT PUBLISHED" is visible diagonally across the page.

Key to Exercise 8



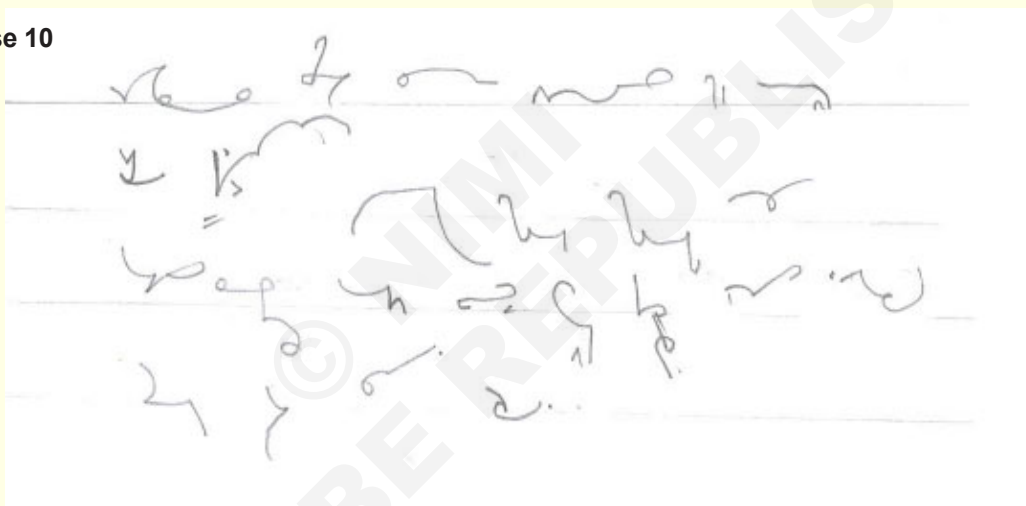


Exercise 10

Primary Health Centres are being opened on a larger scale. The idea is to cover every village practically. But these health centres should not wait for people to get ill and then treat them. As a matter of fact, it must be the duty of the Health Centres to see that in their centres people do not get ill. I (1) would judge a health centre from this performance and not from the performance of how many cases they have treated and how many cases they have cured or they have benefited. I do not know whether you know that the Dalai Lama in Tibet, when it was free, had always a doctor. But the doctor was taken to task if (2) the Dalai Lama got ill. He said : "I should not be ill. That is how you should look after me and that is how you should instruct me and tell me because after getting ill, if you only try to cure it, it may be cured, but it is not prevented for all times to come". What is required is (3) preventive methods and preventive methods will include or will consist mostly of right education.

I have believed for the last 60 years in the natural methods of treatment. Man has been endowed, as a matter of fact not only man but animals also in fact, the whole creation has been endowed, with capacity to keep healthy and to keep well (4) but they can do so provided they observe the laws of nature. The more we flout laws of nature, the more we suffer. It may not be possible to observe all the laws of nature in modern world because the modern world has become an artificial world and we cannot escape from the world as it is. It would be (5) futile to try to live in a solitary manner in a cave for the ordinary man.

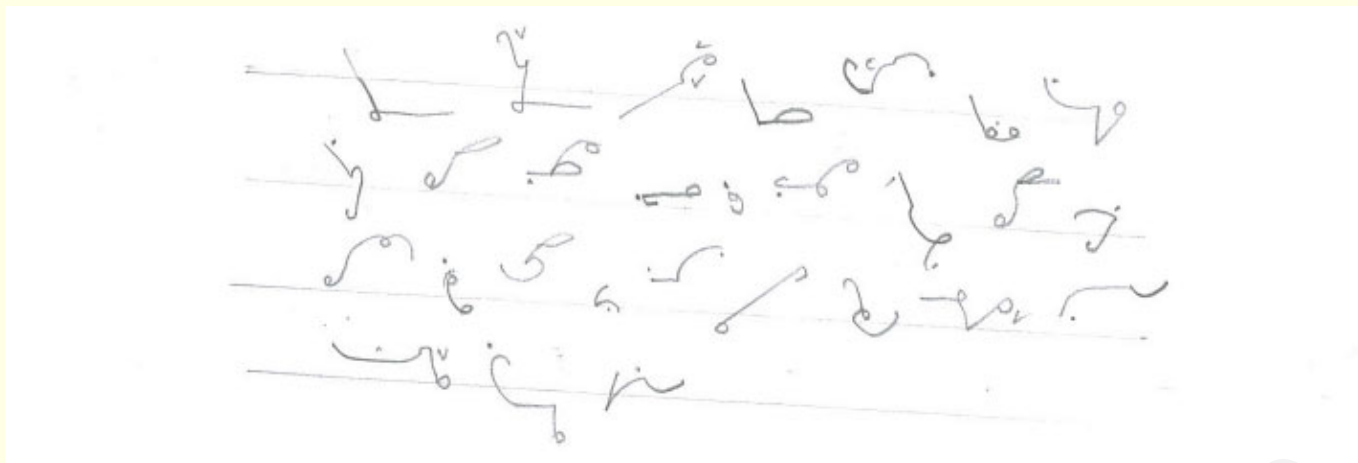
Key to Exercise 10



Exercise 11

People talk about the public sector and the private sector. Does the House realize that the biggest and the overwhelming part of the private sector is the private sector of the peasants in India? That is the real private sector in our country, not the few factories we have. There is much discussion about the public sector and the private (1) sector. I said the other day and have the public sector. The pattern of society that we look forward to is a socialist pattern of society which is classless casteless. So far as the Congress is concerned, for a long time past, it has laid down its objective as (2) a casteless, classless society, which, obviously, can be attained only in a socialistic pattern. But I would beg of you not to imagine that because socialism conceives of nationalized industry, therefore you must have all industry nationalized. I think that as the socialist pattern grows, there is bound to be more and more nationalized industry, but what is important is (3) not that we should be an attempt to nationalize everything, but that we should aim at the ultimate result, which is higher production and employment. If by taking any step you actually hinder the process of production and employment from growing, then that does not lead you to the socialistic pattern. In a country like India, where money, trained personnel and (4) experience are lacking, we have to take advantage of such experience, training and money as we have. We want to make this business of building up India a co-operative enterprise of all the people. We try to avoid conflicts and try to avoid taking steps which have a chilling effect on this pattern. We want to go ahead in regard (5) to production and employment.

Key to Exercise 11



Exercise 12

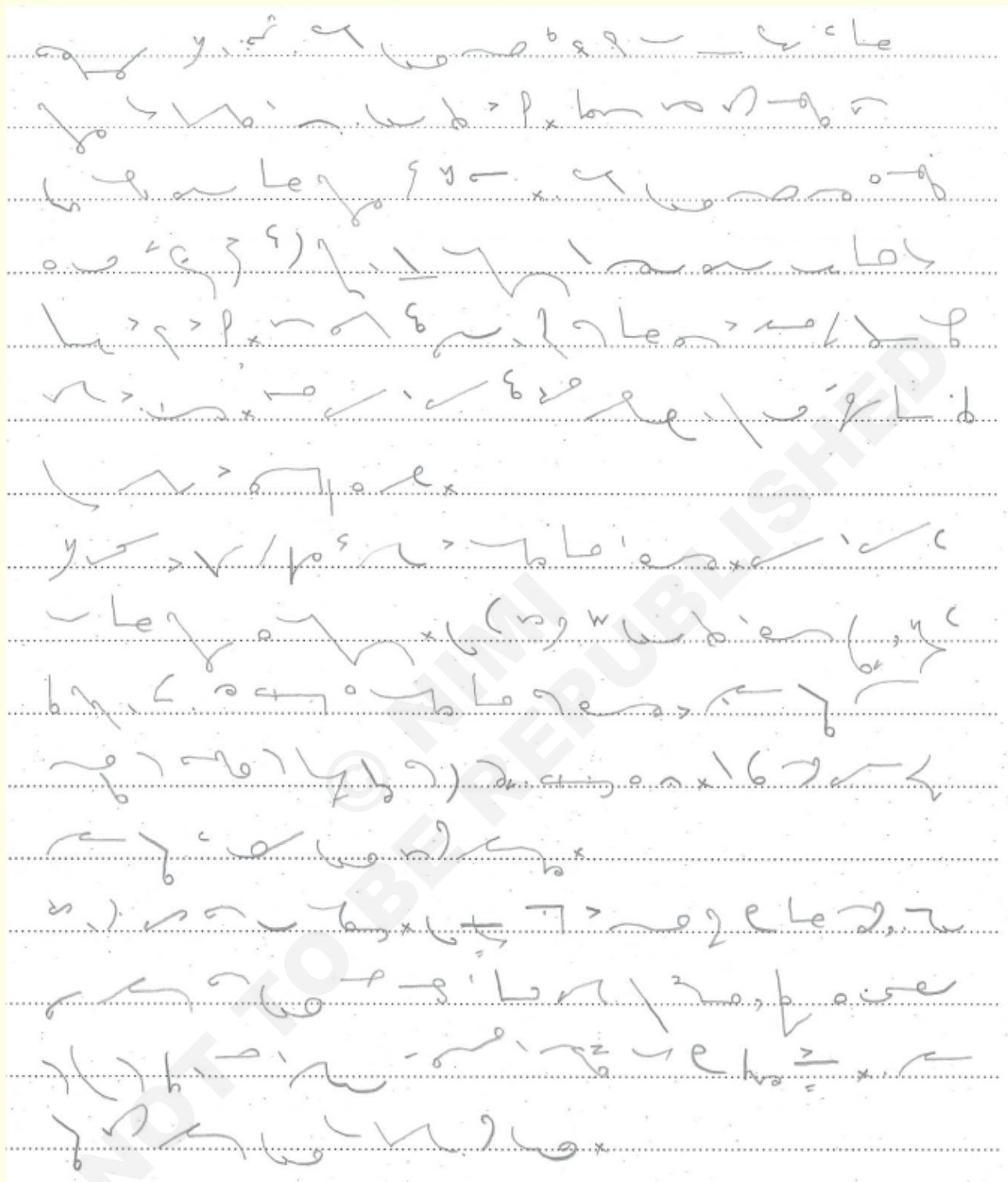
Mr. Speaker Sir,

I wish to congratulate the Honourable Finance Minister on his bold step in coming forward with taxation proposals for the purpose of improving the financial position of the State. At the same time, I must also express my view in respect of certain taxation proposals with which I do not agree. The Honourable Finance Minister himself has (1) expressed his opinion on the floor of the House that he was prepared to become unpopular by imposing certain new taxes for the benefit of the people of the State. I am happy that he is willing to drop from taxation some of the articles which are the basic necessities of life of the common man. Of course, we are (2) all aware that he is always responsive to public opinion and he will take a decision after the report of the Select Committee is received.

I wish to refer to the Bill which deals with the levy of entertainment tax on cinemas. We are all aware that any taxation proposal is unpopular. Even though I am not sure about the (3) financial position of cinema theatres, I feel that it is proper to allocate the amounts collected as entertainment tax from cinemas to the local bodies like Municipalities or Corporations or Panchayat Boards from whose areas the collection is made. By this measure, we can assure the local bodies with necessary finance to meet their requirements.

I want to say one (4) more thing in this connection. Even if the Government get all the moneys through the several taxation measures, the Government will require more finances because the expenditure on education, health, public works, etc. is increasing year after year due to cost of living and salaries to employees in the several departments of the Government. The local bodies also require finance (5) for performing their functions.

Key to Exercise 12



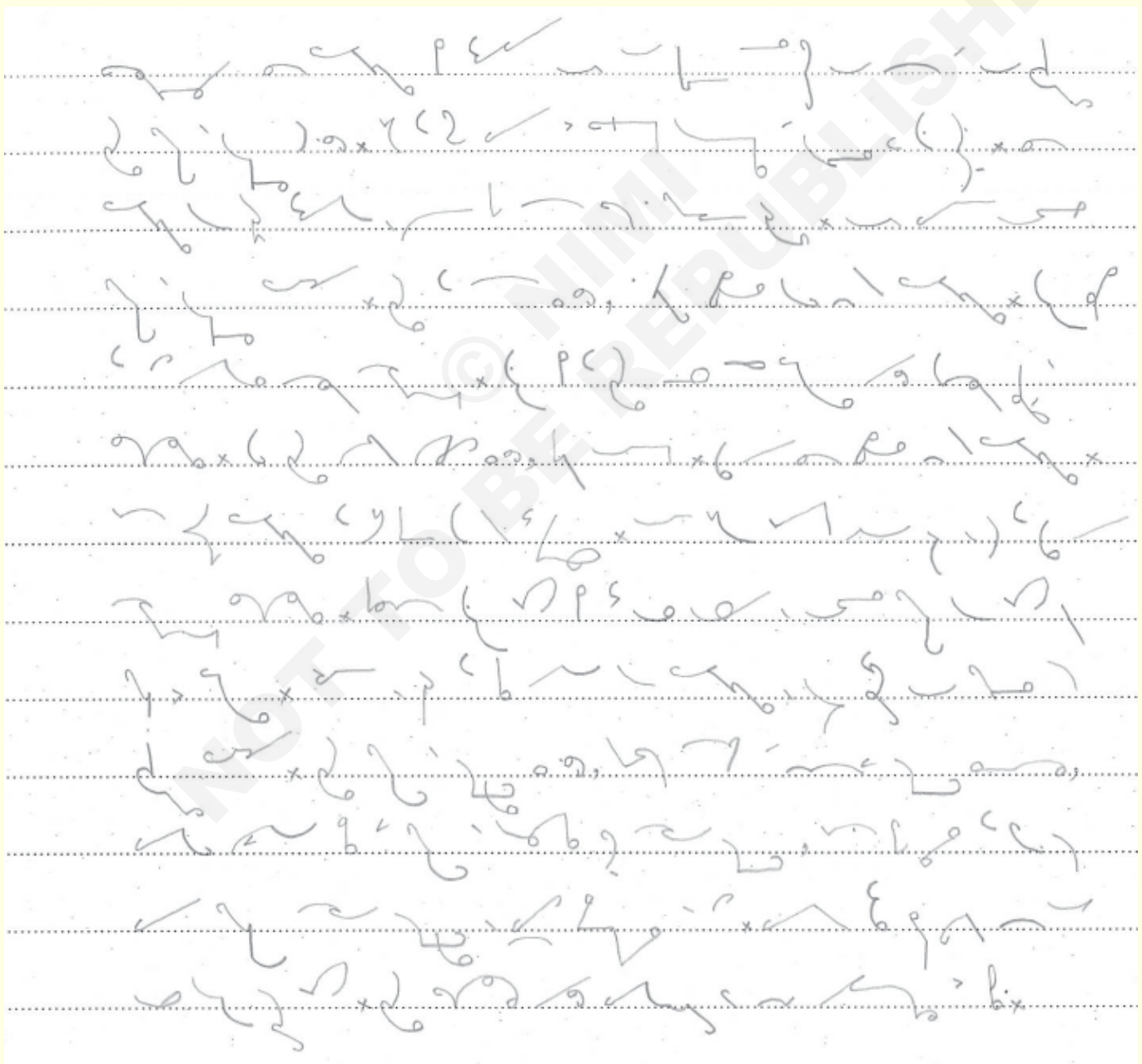
Exercise 13

Mr. Speaker Sir, some Honourable Members said that we were now in difficulty because there had been no improvement and no development so far as production of food grains was concerned. I think that they are not aware of the correct facts and figures when they say so. Some Honourable Members have pointed out that we have to look at the (1) matter from a practical point of view. Now we can increase the production of food grains in our country. So far as that matter is concerned, a large number of suggestions have been made by Honourable Members. They have suggested that land

reforms must be implemented. They have said that so far as cases against cultivators are concerned, they must be (2) disposed of as early as possible. Then, so far as labour legislation is concerned, it should be enacted. These are some suggestions made by Honourable Members. I may assure the Honourable Members that I shall take them up with the Chief Ministers. In fact, I have already written to them to see that these are implemented as early as possible. (3) At the same time, they have also said that the things necessary to increase production have also to be provided to the cultivators.

I would like to point out that it is wrong for Honourable Members to feel that there has been no progress or development in our country. So far as provision of irrigation facility is concerned, apart from (4) major and medium irrigation schemes, we have been laying stress on the provision of facilities through minor irrigation, I may tell the House that every year we are providing minor irrigation facility to one million hectares of land. We hope that this speed will be improved in the next Five Year Plan also. So far as fertilizers are concerned, we (5) have not been able to meet the requirements of the States.

Key to Exercise 13:



Office Administration and Facility Management Exercise 1.6.54

Stenographer Secretarial Assistant (English) - MS Excel - Importance of Office - Office Layouts - Registers - Dictation Exercises

Sketch various layouts of office with space management

Objectives: At the end of this exercise you shall be able to

- state the importance of office layout
 - draw layout plans showing different sections of office
 - design a layout of your institution.
-

Office layout deals with the design and set up of an office. It takes into account all the accessories and equipment needed in an office. An effective office layout provides employees with the space and tools they need to complete assigned tasks. Therefore, the employees will become more productive. You do not have to be a professional office designer to create great - looking office plans with office layout.

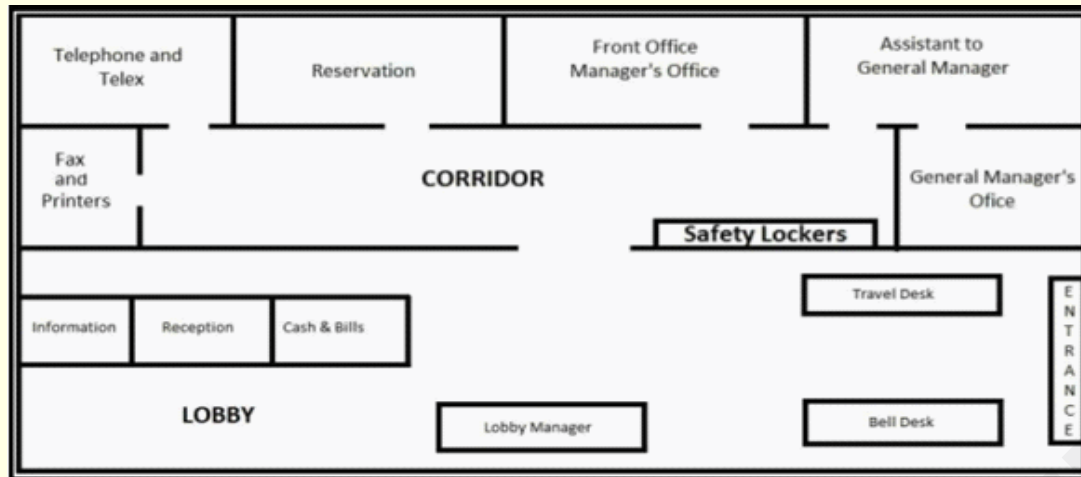
TASK 1: Design a front office showing the following sections

- 1 Lawn for visitors
- 2 Receptionist / Secretary's cabin
- 3 Manager's room
- 4 Conference hall
- 5 Room for subordinate staff
- 6 Wash room for visitors and staff

TASK 2: Design a layout of your Institution showing different sections

- 1 Principal's chamber
- 2 Office for supervisory staff and subordinates
- 3 Store Room
- 4 Mailing and Record room
- 5 Class rooms
- 6 Computer lab
- 7 Workshop
- 8 Staff rest room
- 9 Canteen

Model layout plans



Office Administration and Facility Management

Exercise 1.6.55

Stenographer Secretarial Assistant (English) - MS Excel - Importance of Office - Office Layouts - Registers - Dictation Exercises

Practice MS excel - Formulas and functions

Objectives: At the end of this exercise you shall be able to

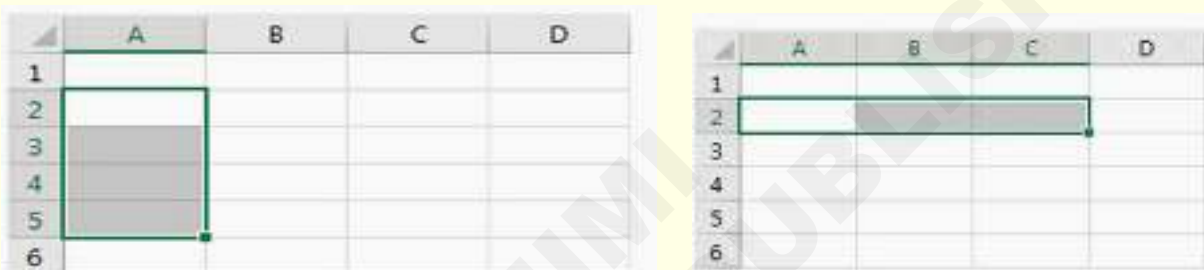
- create a vertical and horizontal cell range
- enter and edit data
- format data and cells
- copy and move labels and values
- create simple formula
- use built-in and IF functions.

TASK 1: Create vertical and horizontal cell ranges as in (Fig 1)

This vertical range is A2:B5. In this example, if you had selected the entire column A, the range would be A:A.

This horizontal range is A2:C2. In this example, if you selected the entire row 2, the range would have be 2:2.

Fig 1

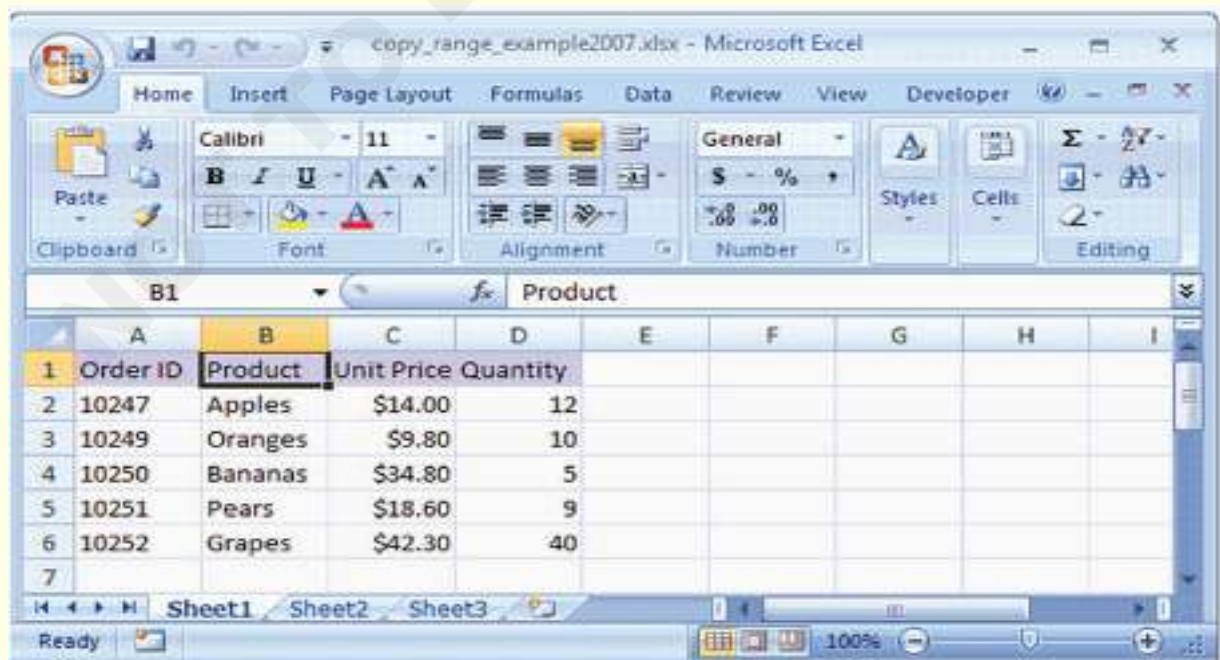


Editing worksheets

TASK 2: Copy and move labels and values

To copy a range, select the first cell in your range. You will see the cell become active with a black box around it. In this example, we've selected cell B1. (Fig 2)

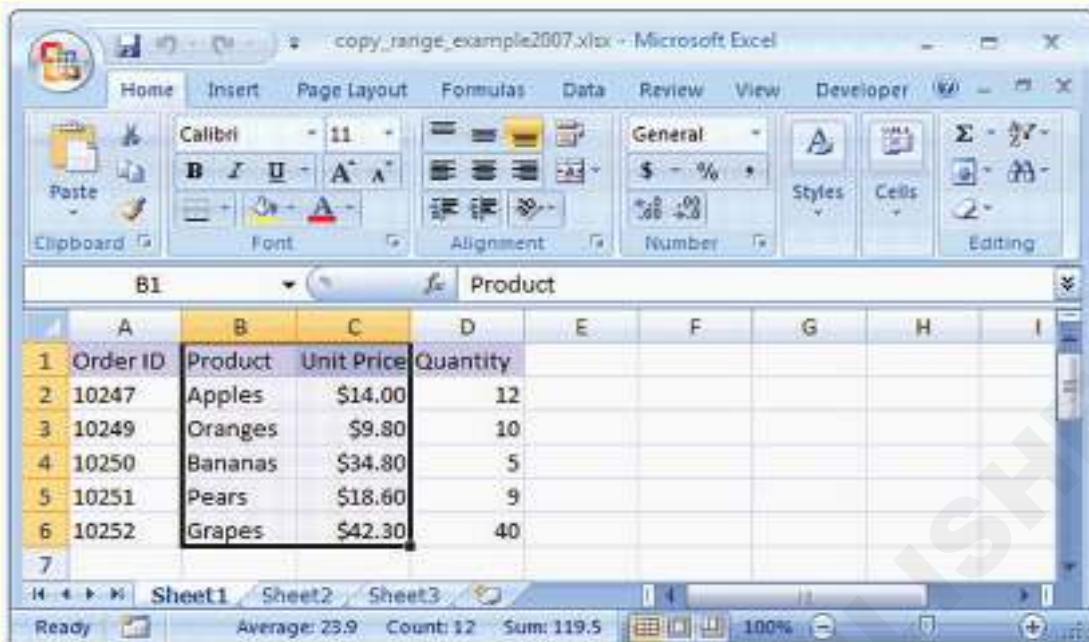
Fig 2



Next, hold down the **SHIFT** key and click on the last cell in the range. In this example, we have clicked on cell C6. You should see the entire range of cells become highlighted. (Fig 3)

TIP: If you want to select an entire column, click on the column letter. If you want to select an entire row, click on the row number.

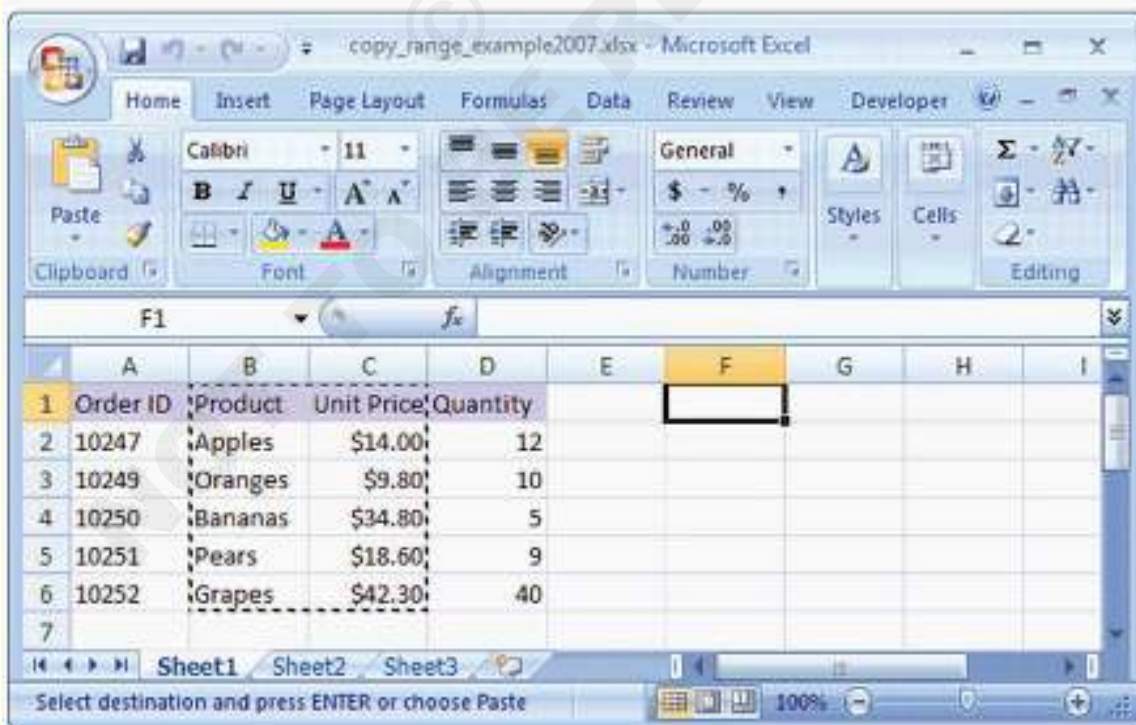
Fig 3



Now to copy the cells, press CTRL+C. You will see a dotted border appear around the range of cells indicating that the cells are in the clipboard and ready to be pasted to another location in your spreadsheet.

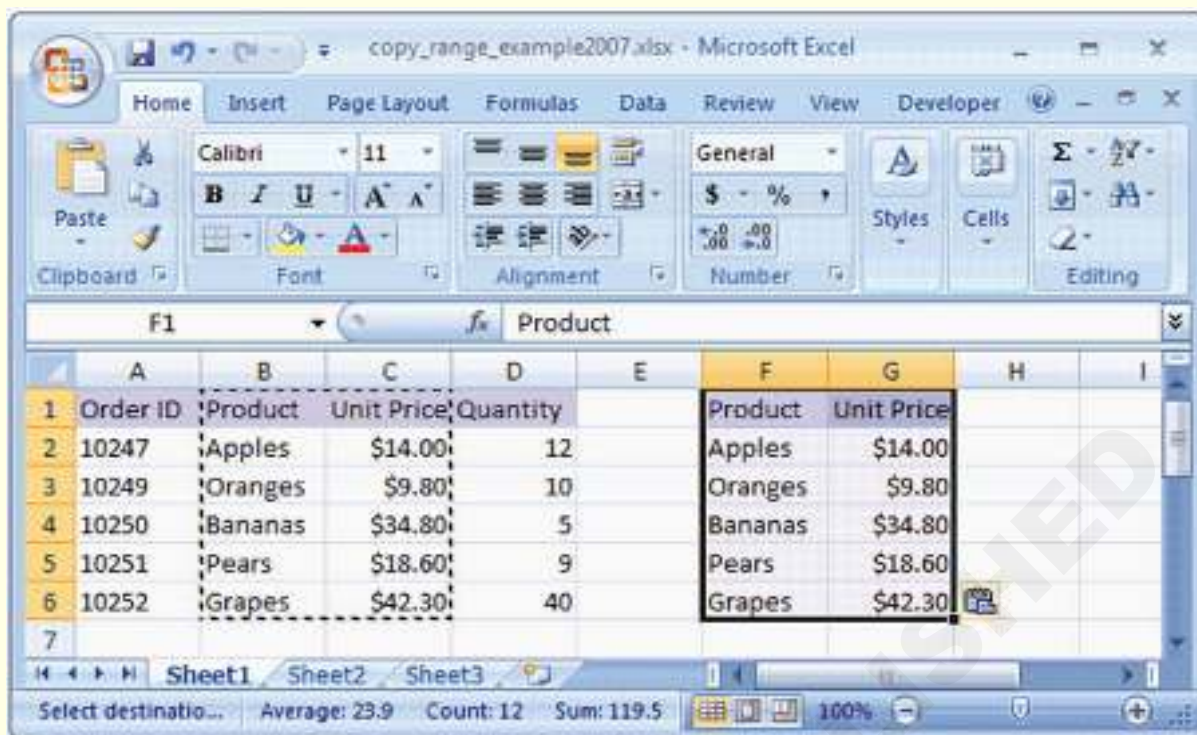
Now you will need to select your destination. To do this, select the starting cell where you would like to paste the range. In this example, we have selected cell F1. (Fig 4)

Fig 4



To paste the range of cells, press **CTRL + V**. (Fig 5)

Fig 5



- 1 Create a similar worksheet (Fig 2 to 5)
- 2 Fill data in the cells
- 3 Copy the data
- 4 Paste the data within the worksheet
- 5 Paste the same data in a separate worksheet.

TASK 3: Create simple formula

- 1 Enter cells A1 to A5, B1 to B5, C1 to C5 and D1 as shown in (Fig 6).
- 2 Click the cell D2 enter "=" symbol and click cell B2 and type + and click C2
- 3 Press "Enter Key"

The cells in formula are bounded in color for checking purpose as shown in (Fig 6)

Now the cell D2 contains the result of the formula. To see the formula see formula bar as shown in (Fig 7)

Fig 6

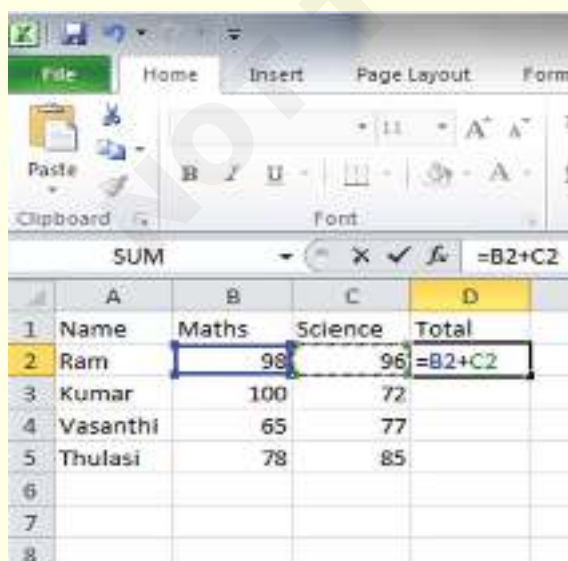
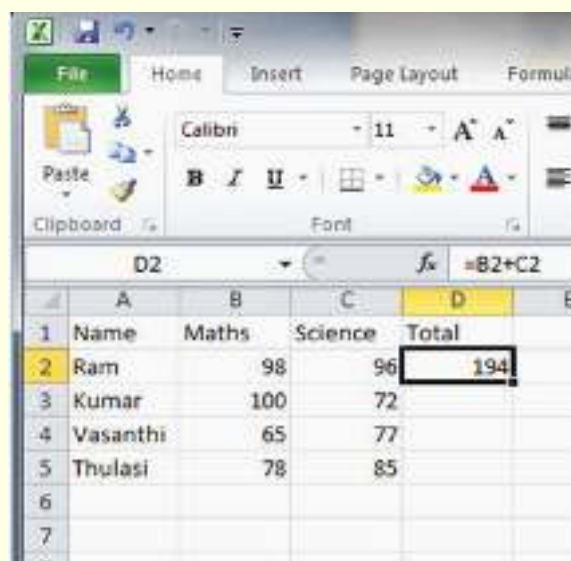


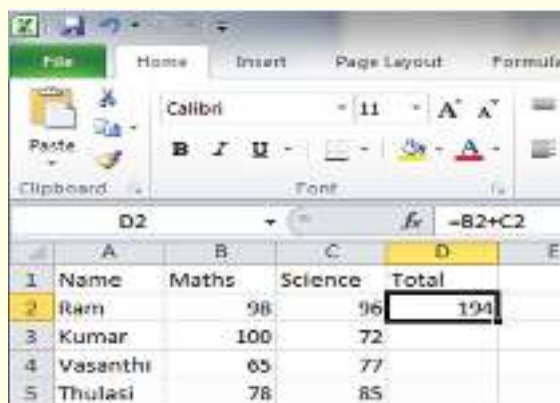
Fig 7



Move the mouse over the lower right corner of cell D2 till it displays a + (fill handle).

- 4 Click and drag for the cells D3 to D5 as shown in (Fig8).

Fig 8



| | A | B | C | D |
|---|----------|-------|---------|-------|
| 1 | Name | Maths | Science | Total |
| 2 | Ram | 98 | 96 | 194 |
| 3 | Kumar | 100 | 72 | |
| 4 | Vasanthi | 65 | 77 | |
| 5 | Thulasi | 78 | 85 | |

The formula is automatically copied to other cells and result is displayed.

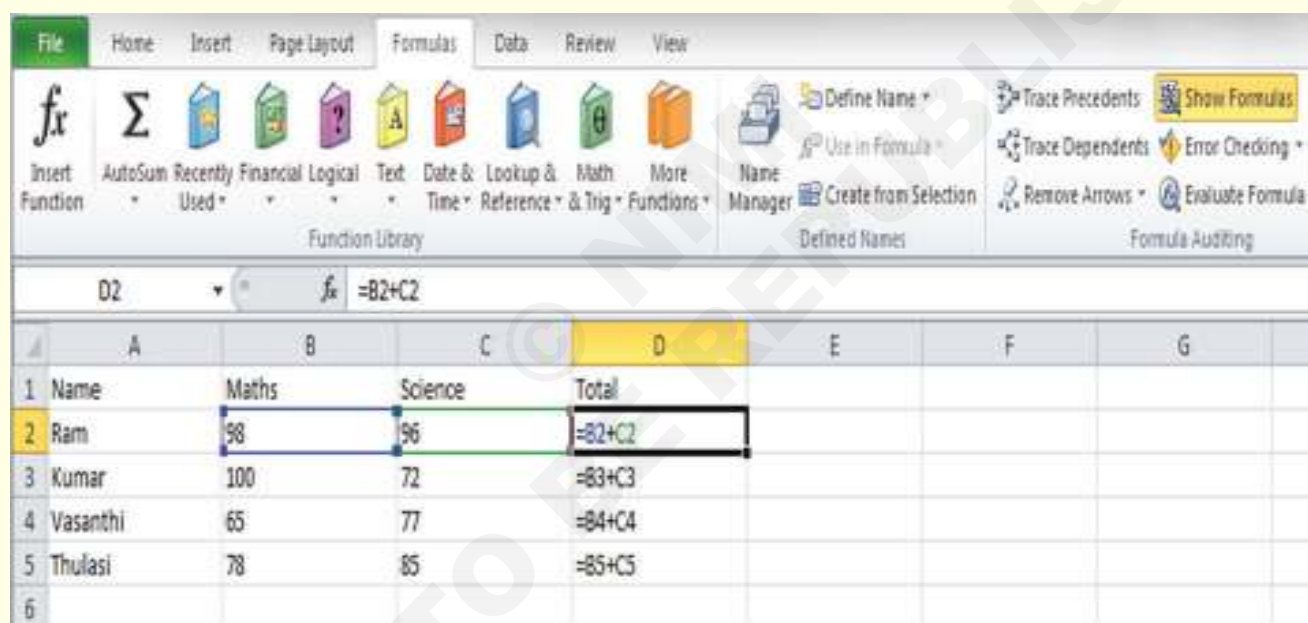
- 5 Choose Formulas → Show Formulas in the "Formula Auditing group".

This shows Formulas option gets highlighted as shown in the (Fig 6). Excel displays the actual formulas in the cells rather than the results as shown in the (Fig 9)

- 6 Click Show formulas option again to deselect it.

Now the result is displayed in the D Column.

Fig 9



| | A | B | C | D | E | F | G |
|---|----------|-------|---------|--------|---|---|---|
| 1 | Name | Maths | Science | Total | | | |
| 2 | Ram | 98 | 96 | =B2+C2 | | | |
| 3 | Kumar | 100 | 72 | =B3+C3 | | | |
| 4 | Vasanthi | 65 | 77 | =B4+C4 | | | |
| 5 | Thulasi | 78 | 85 | =B5+C5 | | | |
| 6 | | | | | | | |

TASK 4: Use built-in-functions

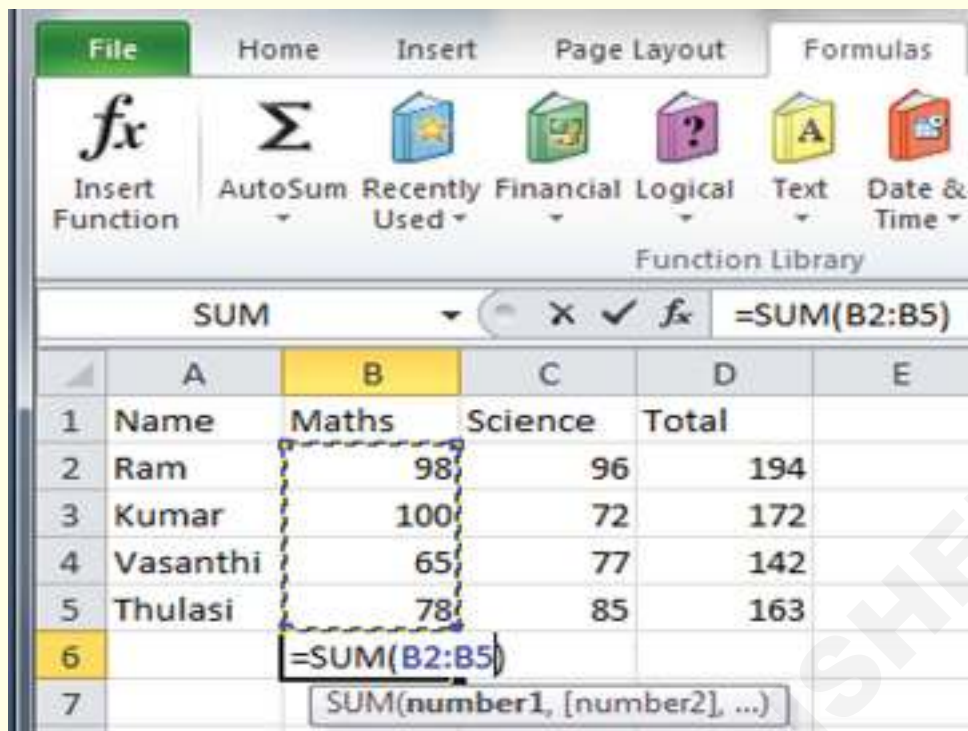
- Click the cell B6.
- Choose Formulas → AutoSum in the Function Library group.

Excel places a marquee (which looks like marching ants) around the cells directly above the current cell as shown in Fig 10

The formula bar displays the formula beginning with the equal sign and the word SUM. The selected cells appear in parentheses, the first and last cells separated by a column as shown in the (Fig 10)

- Press "Enter Key" to display the sum total of the selected cell. (Fig 10)

Fig 10

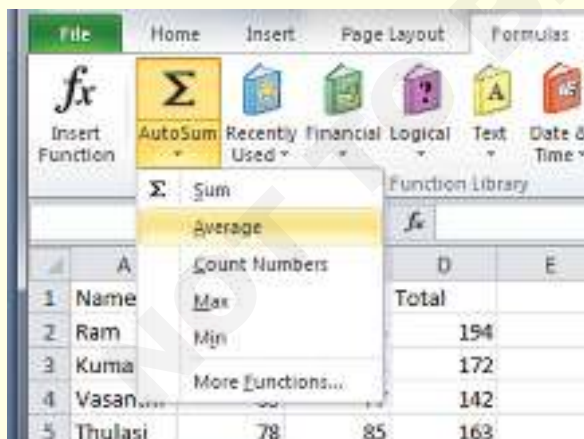


- 4 Drag the fill handle from B6 up to D6 to display the sum total of the column C and D
- 5 Select Cells B6 to D6 and press Delete.
- 6 Click the cell B6 and then click the down arrow on the AutoSum button.

Excel displays a list of calculation options as shown in Fig 11 including

- **Average:** Calculated by adding a group of numbers and then dividing by the count of those numbers.
- **Count Numbers:** Counts the number of cells in a specified range that contains numbers.
- **Max:** Determines the highest value in a specified range.
- **Min:** Determines the lowest value in a specified range.

Fig 11



- 7 Choose "Average" from the menu displayed.

A marquee appears around the group of cells. Highlight a different group of cells, if necessary.

- 8 Press "Enter Key".

The selected cell displays the average value of the cell group.

- 9 Drag the Fill handle of B6 to C6.

Now the cells B6 and C6 displays average as shown in (Fig 11). Similarly work with other functions and get it checked with the instructor.

TASK 5: Create Border cells

- 1 Select cells A1 to E6 and choose **"All Borders"** from Border tab as shown in (Fig 12)
- 2 Select again the cells A1 to E6 and choose No borders from the Borders Tab.
- 3 Get it checked with the Instructor.

Fig 12



TASK 6: Work with Functions (If Statement)

- 1 Select the cell E2 to display the function result
- 2 Type the equal sign and then the word IF.

Excel considers an IF statement a logical function that contains three arguments. The first argument determines whether a specified condition is met. If the condition is met (or TRUE), the function returns the value specified in the second argument; but if the condition is not met (or FALSE), it returns the values specified in the third argument.

- 3 Type an open parenthesis "("
- 4 Begin the first argument by typing D2
- 5 Type an operator, Greater Than (>), and then type the value 170.
- 6 Type a comma (",") to begin the second argument.
- 7 Type "YES" as the second argument which will be displayed if the first argument is TRUE
- 8 Type a comma (",") to begin the third and final argument.
- 9 Type "NO" as the third argument which will be displayed if the first argument is FALSE as shown in (Fig 14)
- 10 Press **"Enter Key"** . "YES" will be displayed in cell E2

Fig 13

| | A | B | C | D |
|---|----------|-------|---------|-------|
| 1 | Name | Maths | Science | Total |
| 2 | Ram | 98 | 96 | 194 |
| 3 | Kumar | 100 | 72 | 172 |
| 4 | Vasanthi | 65 | 77 | 142 |
| 5 | Thulasi | 78 | 85 | 163 |

- 11 Copy the formula to cells D3 to D5 using fill handle

Excel displays the results of the analysis in the selected cell. After copying the formula to other cells you see the YES result in cell E1 & E2 because the total was greater than 170. However cell E3 & E4 has the result NO as shown in the (Fig 15)

- 10 Save the file by name book2.

Fig 14

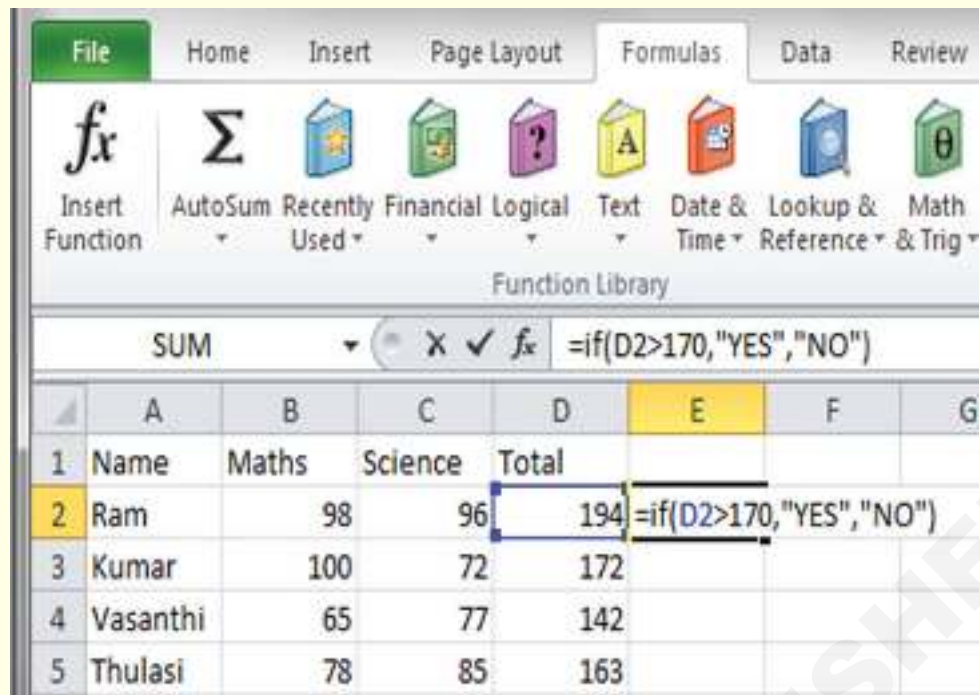
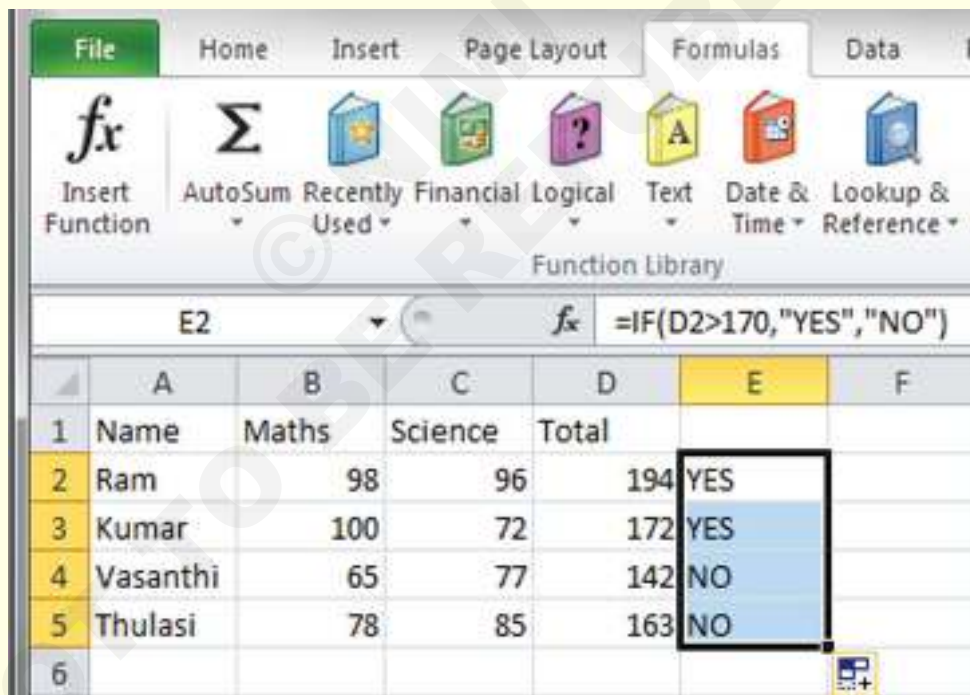


Fig 15



Take dictation from books and transcribe it on computer

Objectives: At the end of this exercise you shall be able to

- **take down dictation @60 words per minute**
 - **transcribe shorthand notes on computer observing rules of punctuation**
 - **identify the correct outlines (for the wrong ones in your transcript) and practise them**
 - **correct spelling of words for the wrong ones in your transcription**
 - **take down re-dictation at a faster rate and read back.**
-

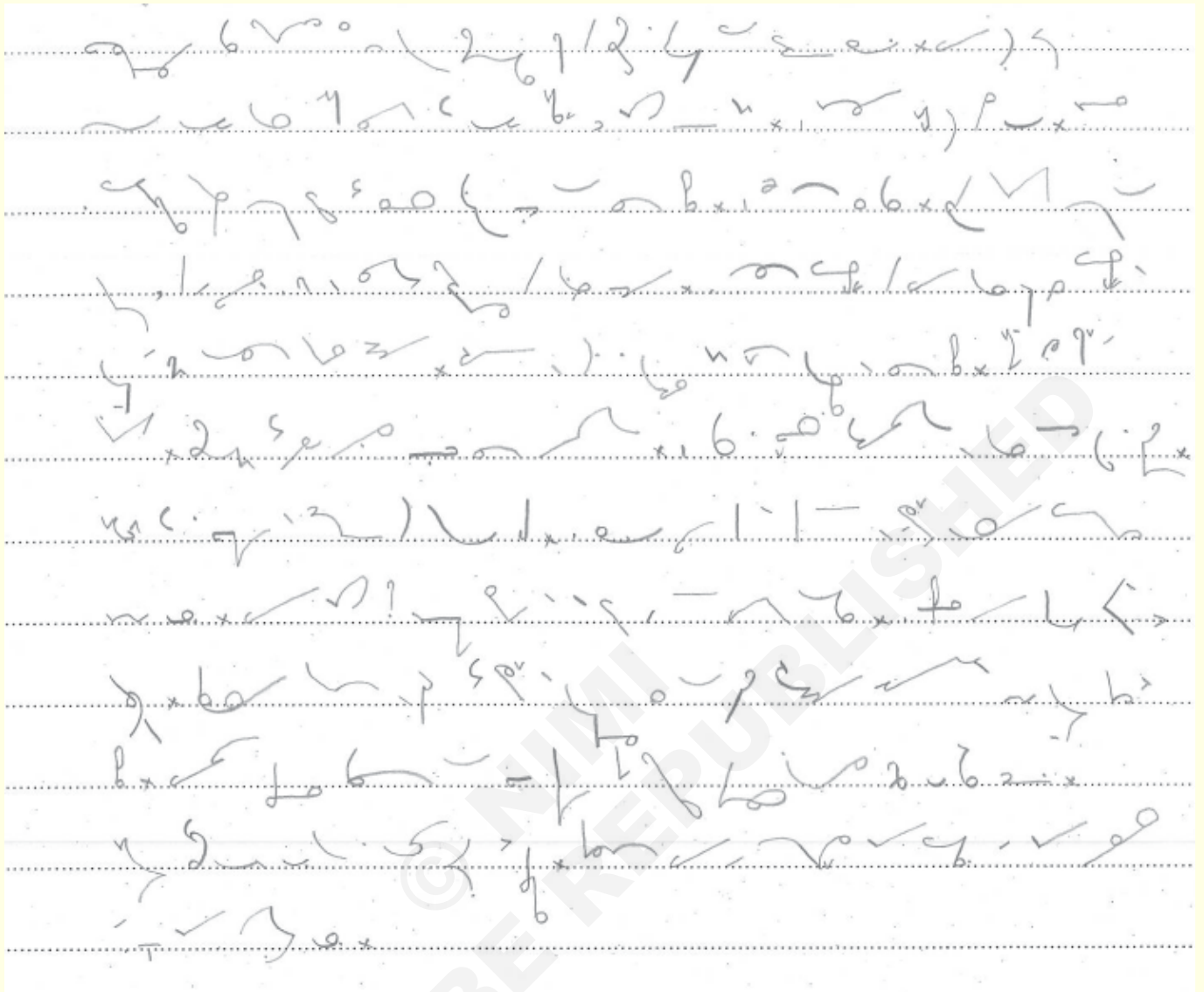
TASK: Take down dictation (Exercise 1 to 8) and transcribe it on computer. Check with key for wrong outlines and correct them. Take down re-dictation at a faster rate and read back

Exercise 1

Mr. Speaker Sir, This Parliament has met after three months during which there has been a change in our political scene. We see here many new faces and I had hoped that new ideas also would come about. But I am sorry I did not see any such thing. Of course, the Honourable Members opposite may be pleased with the (1) success they have gained in some States.. But what is important is this. Whichever party may be in power, it should use the opportunity to solve the problems which face the country.

The most important question which we face today is the question of food and drought in some parts of the country. I would like to say a few (2) words about my visits to some States. I saw the lands dry and parched. There is no doubt that the recent rains gave some relief. But this is a crisis that we will have to face again within a short time. I found that a great deal of work was being done. The Centre will do all it can to (3) supply the necessary equipment to meet the needs. We are also trying to get the support of all people who can help in this. The State Governments are doing the job to the best of their ability. It is necessary for me to point out that the supply of food grains is in shortage all over the country and we are (4) not able to meet the full demand of the States. We will discuss this matter in great detail at the proposed Chief Ministers' Conference towards the end of this week. I feel that there is now need for a national sharing of the distress. At the same time, we should mobilise all our energies and all our resources and cut (S) all our lavish needs.

Key to Exercise 1



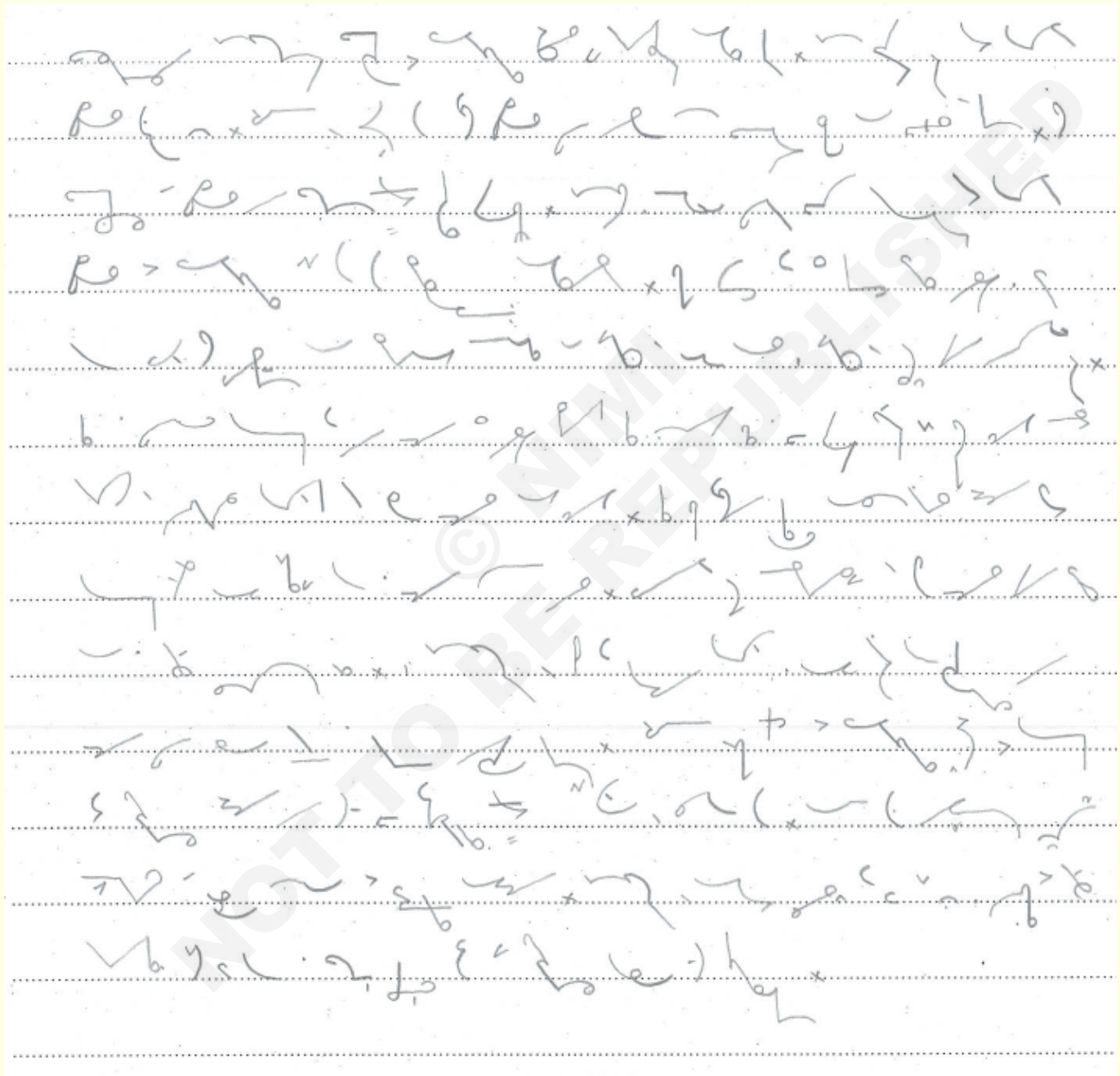
Exercise 2

Mr. Speaker, Sir,

I am very much grateful to the Honourable Members of this House who have participated in this debate. I am much obliged to them for the valuable suggestions they have made. I would like to assure them that their suggestions will receive my careful consideration in course of time. Their criticisms and suggestions are very important for (1) the Government at this juncture. I am sure the Government will be greatly benefited by the valuable suggestions of the Honourable Members and I thank them specifically in this respect. During the election that has taken place recently, the people have shown their wisdom in supporting the candidates not on the basis of individual influence but on the basis of (2) issues which are relevant to them. It is a well-known fact that our country has recently started its march towards a great change brought about throughout the world because of the policy of liberalization followed by several countries in the world. It is true that there are differences of opinion in some parts of the country over the effect (3) of such new ideas for a country like ours. We are able to see the experience of other countries which are placed in a position similar to us. But I am very happy

to state that if we follow the new path for development, our country will soon become a big regional power. I would like to draw the kind (4) attention of the Honourable Members of the House to the fact that the problems of the country are so great that it will not be possible for the Government alone to solve them. In fact, they require mutual co- operation and understanding among all the political parties in the country. I am very happy to inform the House that when I (5) met the leaders of the opposition parties, I was able to have a very good discussion with them on the problems facing us at the present time.

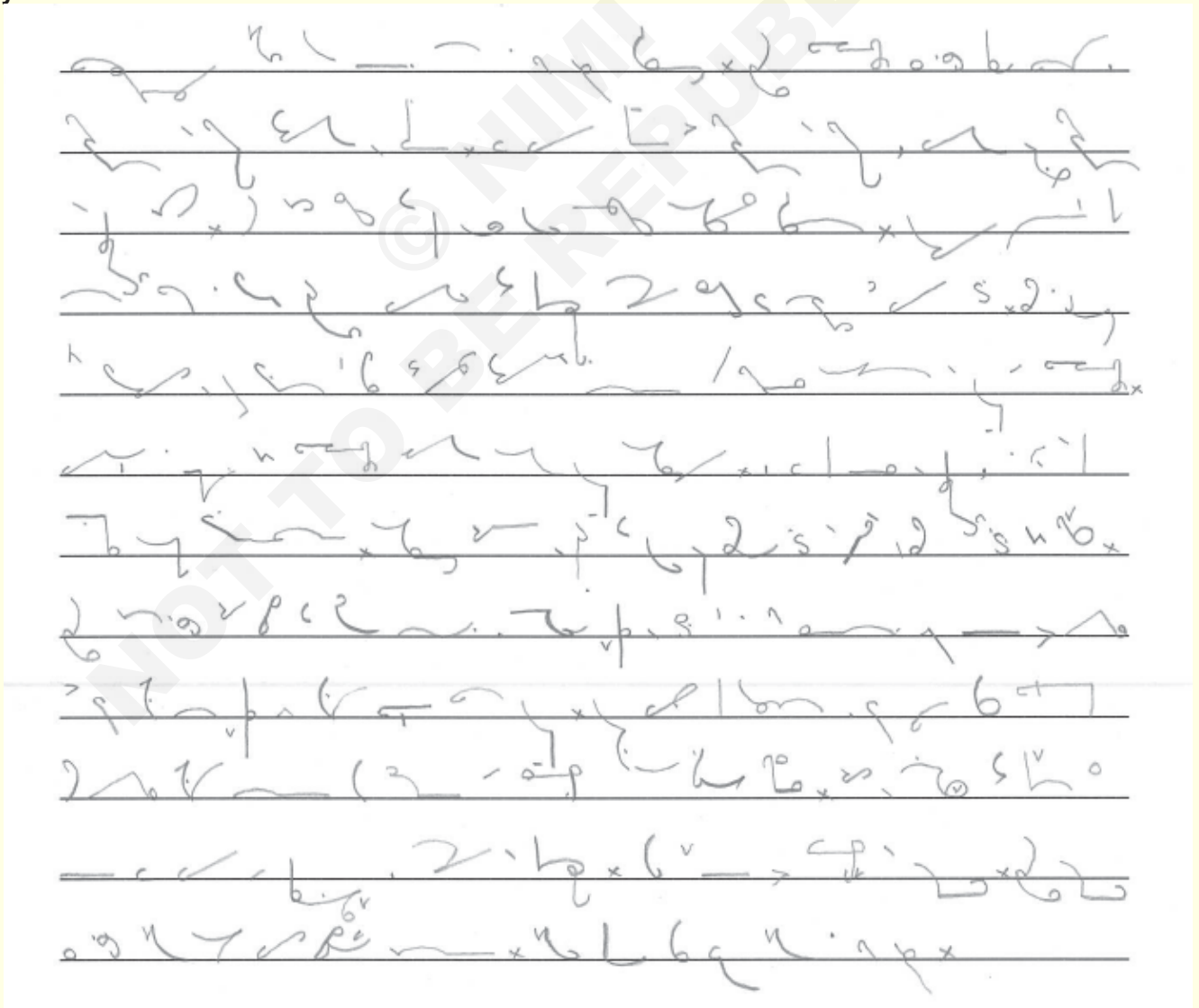
Key to Exercise 2



Exercise 3

Mr. Speaker, Sir, I thank you for giving me an opportunity to speak on this occasion. So far as agriculture is concerned, it is not merely the problem of production that we have to tackle. When we talk of the problem of production, we have to face the problem of distribution also. So, I am not surprised that different opinions (1) have been expressed in this House on this matter. If we look at the matter from an overall point of view, we find that the administrative machinery has not been able to implement what we planned. There is a tendency on the part of everyone to put the blame on others with the result that we are not able to (2) make much progress in the matter of food and agriculture. We know a good deal about agriculture and we have enough food in this country. But when it comes to distribution, a lot of it gets into the black market. In this connection, I would like to point out that even today there is no complaint of shortage but there (3) is complaint about prices. So far as I am concerned, I would suggest that whatever money the Government decide to spend on a particular scheme should be given to the representatives of the people and they may decide how they will grow more food. If they waste it for some time, the people will themselves correct their representatives and they (4) will make them work and succeed in achieving the targets. I want to emphasize that the time has come when we should decentralise the machinery of administration. Then, I come to the question of irrigation. So far as irrigation is concerned, I have only one suggestion to make. I have been doing this whenever I have an opportunity to speak. (5)

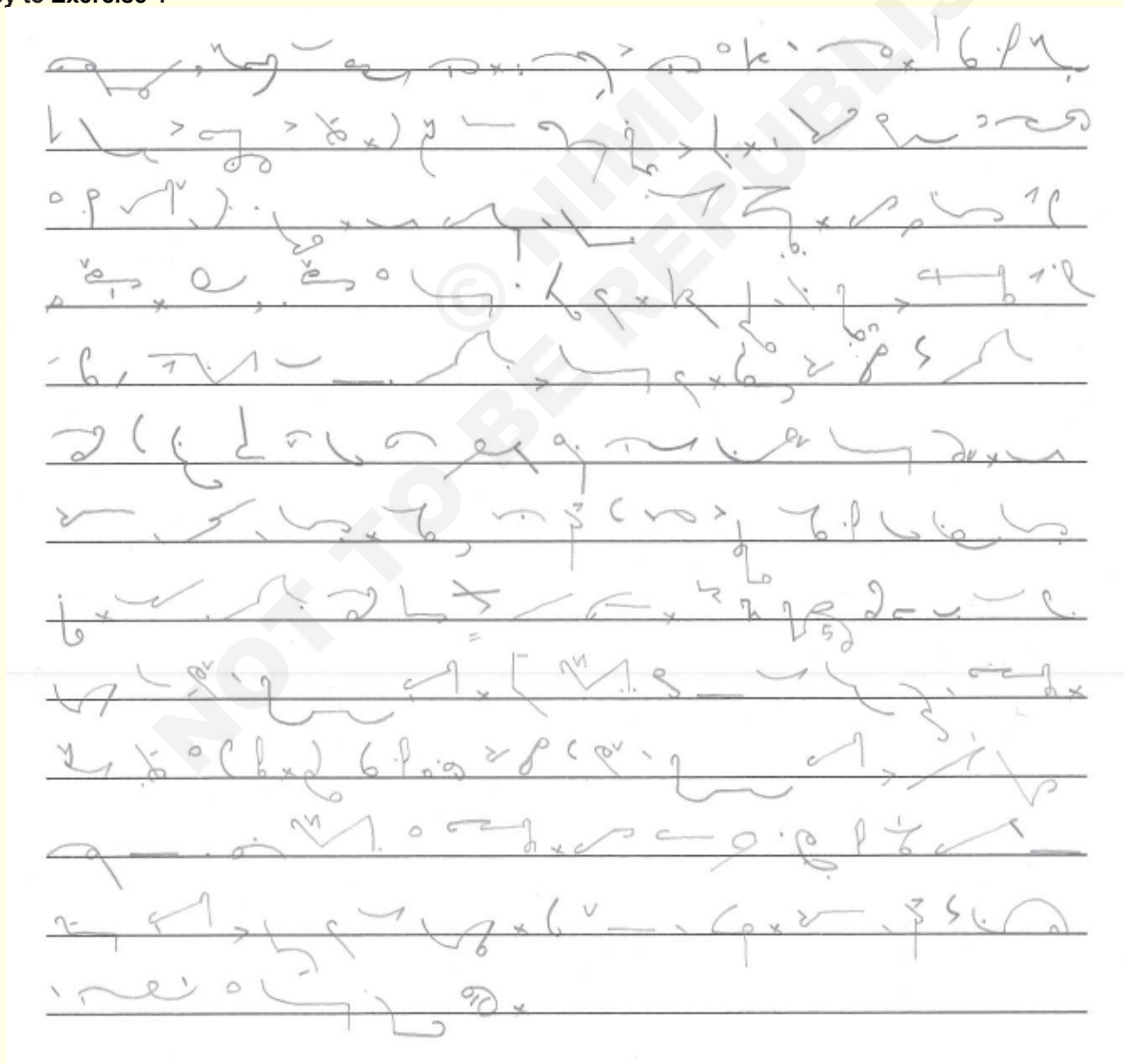
Key to Exercise 3



Exercise 4

Mr. Speaker, Sir, I have great pleasure in seconding the motion. The mover of the motion has dealt with all matters. At this stage, I have not had the benefit of the criticisms of the Opposition. So, I do not think I can very much contribute to the debate. But, by way of supporting what my Honourable friend has said (1) I will try to say a few words. Now we have had two big natural calamities. One is the famine and the other is the cyclone. As we know, the cyclone has affected a large number of people. It will not be out of place to pay tributes to the Collectors and the staff and others who co-operated in giving (2) relief to the affected people. On this occasion, I would suggest that the relief measures though they have been adequate, might have been more reasonably spread among the various affected areas. Now, I would like to refer to famine. In this connection, I may point out that almost all the districts in this State have been facing famine conditions. Anyway (3) the relief measures taken by the Government are welcome. On account of the drought during the last five years there is great need in every village for supply of drinking water. Top priority has been given in the Five Year Plan to agriculture. I do not know the position in other States. So far as this State is concerned, I (4) would suggest that supply of drinking water to the rural population must be given the same priority as agriculture. We cannot call ourselves a civilised State unless we are able to give protected water to the poor people in the villages. Then, I come to electricity. I would like to point out that the failure of monsoon has affected irrigation (5) sources.

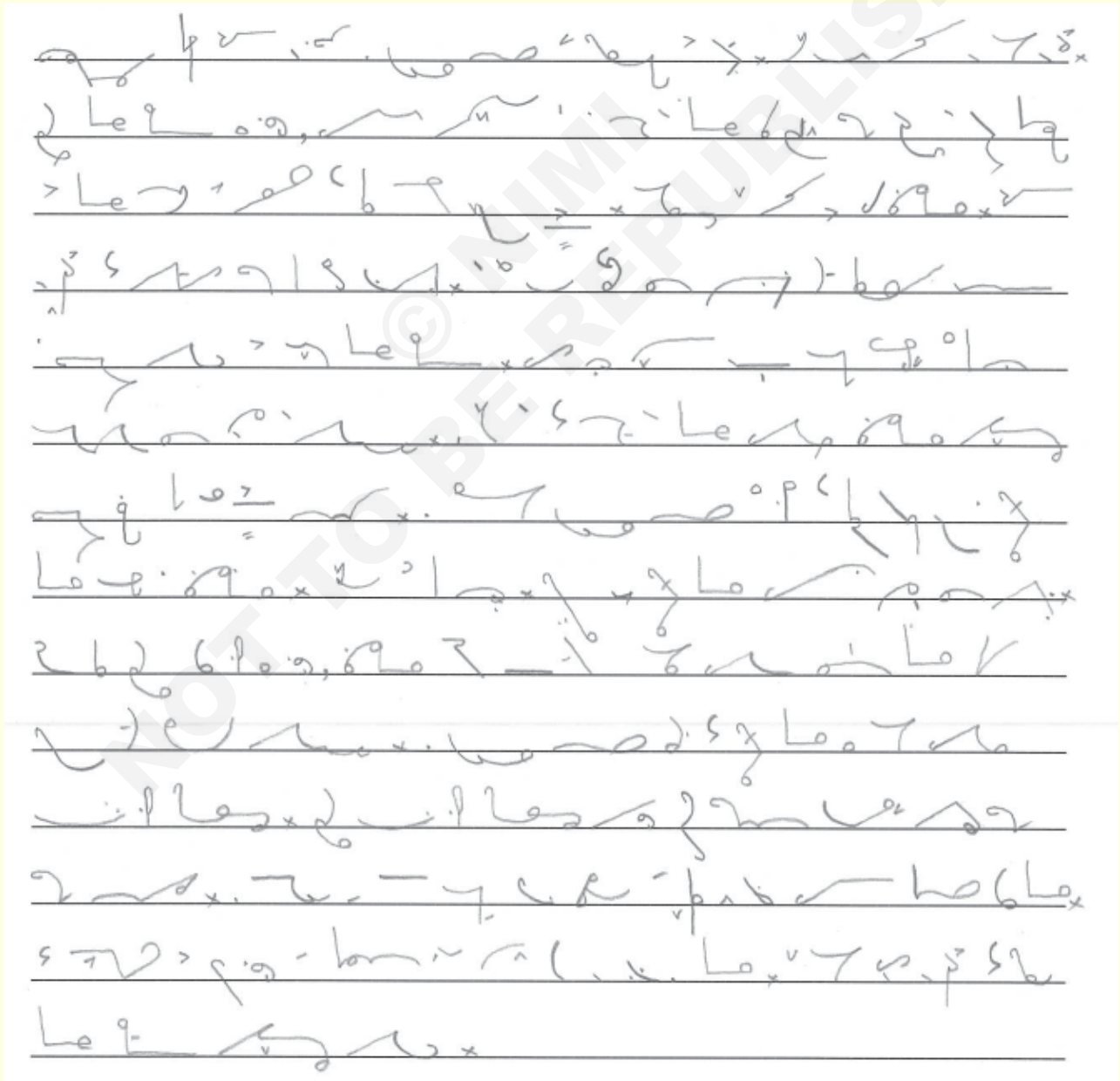
Key to Exercise 4



Exercise 5

Mr. Speaker, Sir, At the outset, I would like to congratulate the Finance Minister on the presentation of the Budget. I shall now refer to only two points. So far as the taxation structure is concerned, we are now relying on a method of taxation, which is doubtful from the point of view of both the administration of the taxation (1) measure and the resources that it is expected to bring to the Government. In this connection, I refer to the general sales tax. I would like to point out that the return from it has been varied. All of us know that there is some leakage, so it is necessary to make a careful revision of the entire taxation structure. (2) One may not like to go into the question as it may involve some loss of revenue. But I think all that the method of taxation with reference to the sales tax requires careful consideration at the hands of the Government immediately. The Central Finance Minister has said that it would be better to have a purchase tax instead of sales (3) tax. I do not know what it means. Perhaps under the purchase tax, we may lose some repay. Whatever it is, so far as this State is concerned, sales tax cannot be given up unless we have some other tax which will bring us sufficient revenue. The Finance Minister says that the purchase tax is only with reference to inter- (4) state transactions. So far as inter-state transactions are concerned, there have been from time to time various representations from the merchants. The Government should go into every suggestion and decide how best we can administer this tax, with the co-operation of the people concerned and, at the same time, not allow them to evade the tax. I only want (S) to point out that the present taxation structure requires revision.

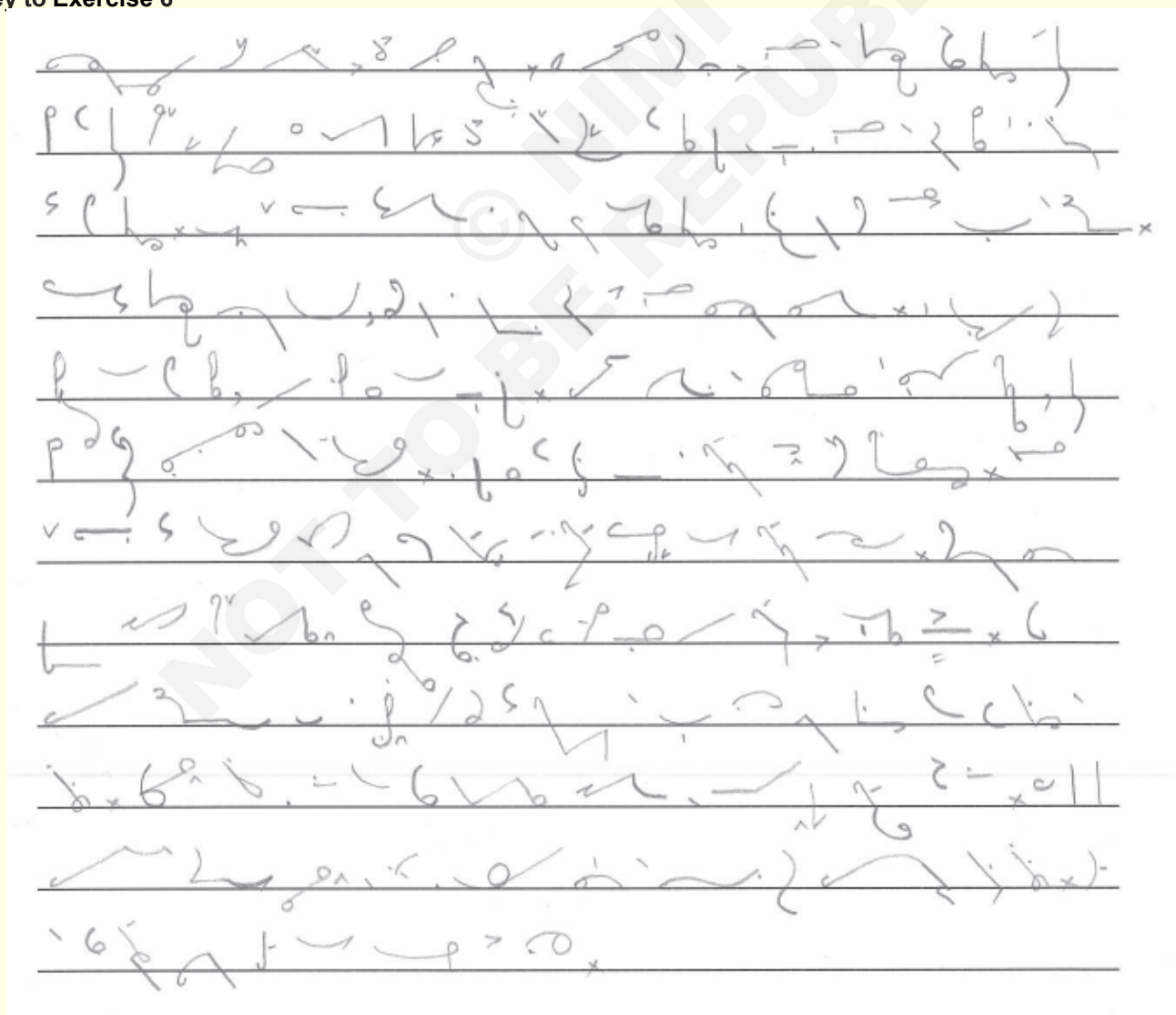
Key to Exercise 5



Exercise 6

Mr. Speaker, Sir, I shall reply to the points raised briefly. First, reference was made to the cost of administration of this Department and it was said that it was high, but the Chief Minister has already dealt with the point by saying that it is difficult to cut the cost of establishment as it is on a par with (1) the other departments. No doubt, I agree that we have a number of people in this Department but they have to be there because of the nature of work. In order that the administration may be efficient, there has to be a big establishment and the cost seems to be heavy. But, if we see the state of affairs in (2) other states, our state is in good condition. With regard to levy of sales tax on small traders, it was said that there was harassment by officials. The difficulty is that they do not give a proper account of their transactions. Of course, I agree that the officials also should be very polite and approach the question in the proper (3) manner. There may be some difficulty and we shall try to reduce, as far as possible all these hardships when such cases are brought to the notice of the Government. Then we are working under a Constitution which says that the property of no man should be taken over without payment of compensation. This (4) House passed the Act for this purpose and we have to carry out the provisions of that Act. In order to do it, we are now asking the House to allot the necessary sum of money so that we may be able to pay the compensation. So, all that is possible will be done in the interest of the masses. (5)

Key to Exercise 6

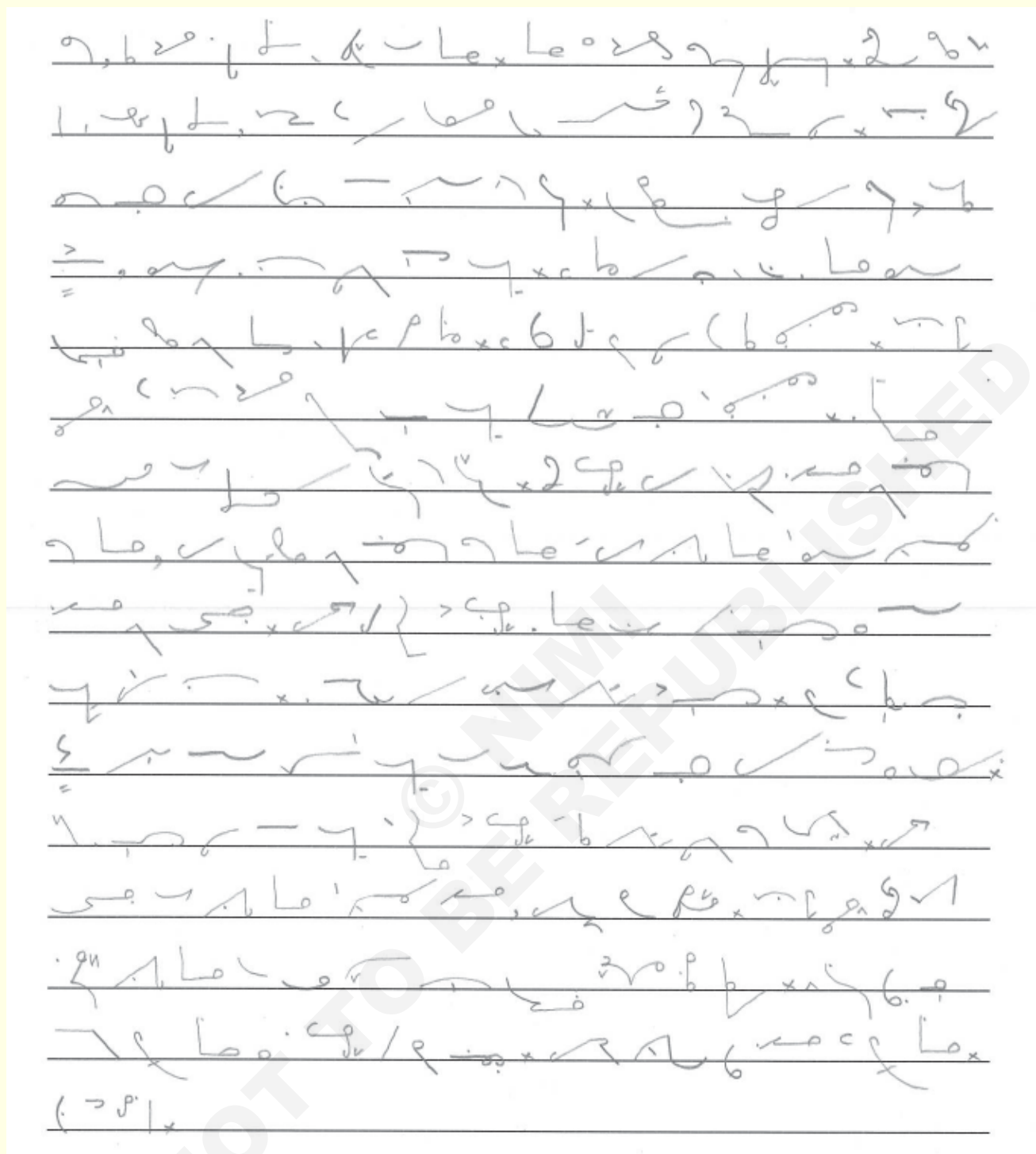


Exercise 7

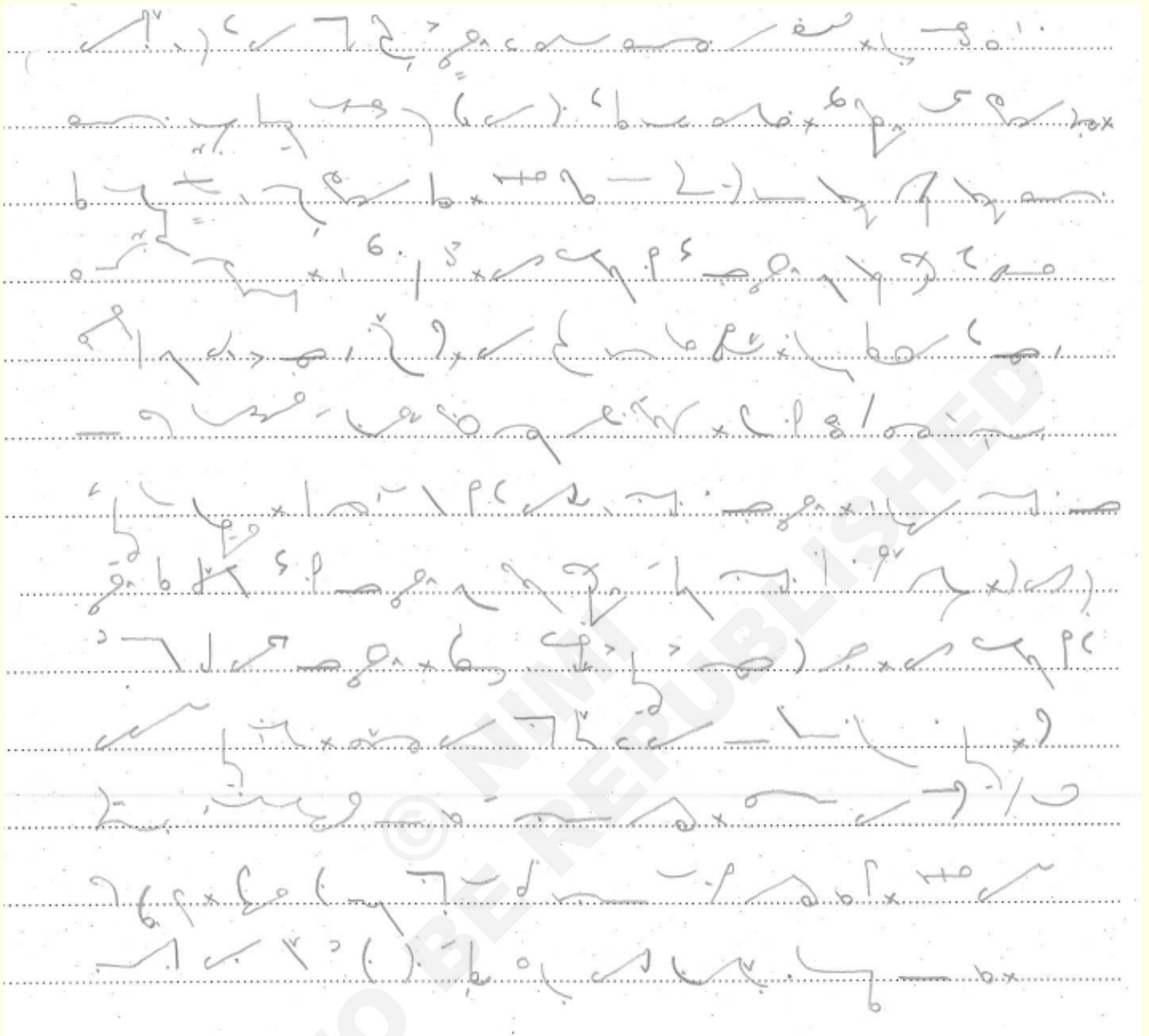
Sir, It is always a difficult task to justify any taxation. Taxation has always been very much disliked and there is no surprise about it. But, in spite of the difficult task, I am glad that our officers have been carrying on their work well. I agree that there are some cases where they may go wrong or overdo. If (1) specific instances are brought to the notice of the Government, certainly the matter will be gone into. When attempts are made to evade the tax, certain vigorous steps should be taken to deal with such attempts. When this is done, people will think it is harassment. I may tell the House that I am always prepared to go into genuine cases (2) of harassment. The topics mentioned in the discussion are four or five. There is the question whether perishable articles should be exempted from tax, whether foodstuffs should be exempted from taxation and whether the rate of taxation on certain luxury articles should be increased. With regard to the general aspect of the question, the Taxation Enquiry Commission is going into (3) the whole matter. The Government are awaiting the report of the Commission. However, that does not mean that the Government are not going to look into any individual, small cases where action is necessary. I hope the Commission will go into all aspects of the question and its report will be very valuable. With regard to the increase in the (4) rate of tax on luxury articles, we have heard several suggestions. I may tell the House that there is already a higher rate of tax for things like motor vehicles, wireless sets, etc. How far these goods can be further taxed is a question which has to be examined. We cannot be loading these articles with further tax. They cannot (5) stand it.

Exercise 8

We are trying to see that we get the approval of the House when certain schemes are sanctioned. If the expenditure is on a scheme newly taken up in the course of the year, then we say that it is New Service. That is the procedure in regard to supplementary estimates. It is inevitable for Government to move supplementary demands. Of course, (1) Members can ask us to come before the Legislature before the scheme is actually implemented. But that is a different point. One Honourable Member said that the Guest Houses should be better furnished and that first class hospitality should be shown to the guests who arrive there. We are thankful to him for his suggestion. After all, it is necessary (2) that guests who come from foreign countries and various places must be received appropriately. / Every state spends large sums of money on the tours for visitors. It must not be said that we do not want to maintain a Guest House. But if we maintain a Guest House, it is desirable that the State Guest House should have proper (3) furniture and it should be maintained at a high level. So, we shall see what can be done with regard to the Guest Houses. On this occasion, the question of the tours of Ministers was raised. One Honourable Member said that we were not touring enough. Some times, we get tired when we come back after a tour. There, so many (4) non-officials come to us and make representations. As a matter of fact, we gather much information from these people. Otherwise, they could not be getting any chance to make any such representations to us at all. Of course, we are not carried away by what they say and it is not as if we do not verify the facts (5) given to us.



Key to Exercise 8



Objectives: At the end of this exercise you shall be able to

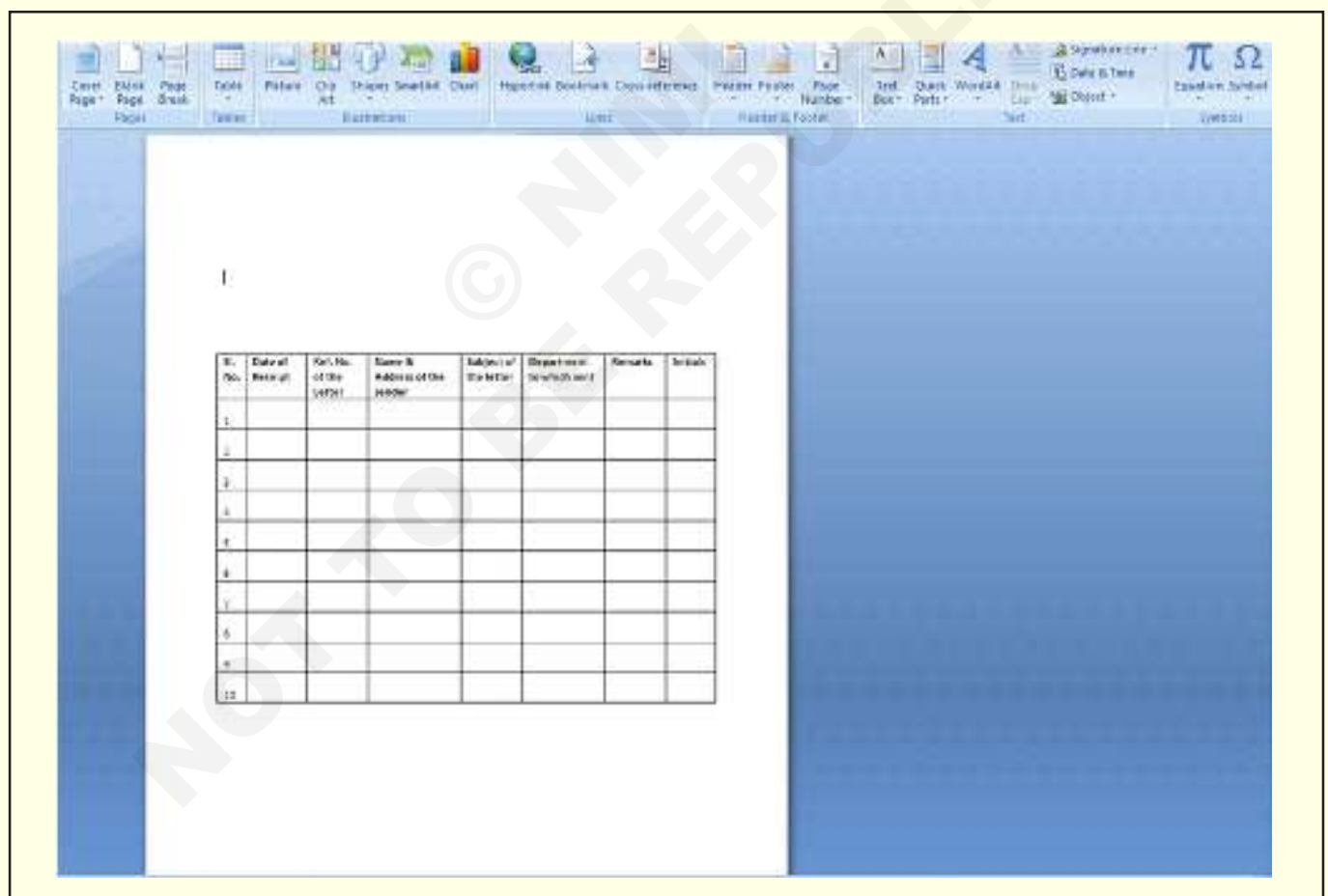
- ## Specimen Diary Register

TASK 1: Create a Diary Register in MS-Excel format with minimum 10 entries as per the specimen given

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TASK 2: Create a Dispatch Register using Table Menu in MS-Word format as per the specimen given with minimum 10 entries

| Specimen Dispatch Register | | | | | | |
|----------------------------|---------------------|--|--------------------------------|------------------|--------------------|------------------|
| Sl. No. | Reference No.& Date | Name & Address of Addressee (Receiver) | Subject | Enclosures | Stamps used Rs. P. | Mode of Dispatch |
| 1001 | S/G06
15-02-06 | Ganesh & Company, 1, Mount Road, Chennai-600006 | Reminding for payment | Statement of A/C | 35.00 | Ordinary post |
| 1002 | S/BR/06
16-02-06 | Bhargava & Company, 1, Dalhousee Square, Kolkatta. | Acknowledgement of Cheque | Receipt | 10.00 | Ordinary post |
| 1003 | P/BT/06
16-02-06 | Banerjee & Co., 5, Khan Road, Jaipur. | Regarding payment | Cheque | 25.00 | Regd. Post |
| 1004 | B/GB/06
17-02-06 | Ganesh & Company, K.G. Circle, Bangalore | Ltr. asking for the price list | -- | 10.00 | Ordinary post |



Office Administration and Facility Management

Exercise 1.6.58

Stenographer Secretarial Assistant (English) - MS Excel - Importance of Office - Office Layouts - Registers - Dictation Exercises

Construct various formulas, charts etc. in MS excel

Objectives: At the end of this exercise you shall be able to

- create basic formulas
- apply various simple formulas in worksheet
- use sum function
- apply SUM IF function
- apply average formula
- apply count and round formula
- create charts in ms excel.

TASK 1: Create worksheet and apply = SUM Formula

Method

- 1 Create a worksheet and do the basic function to calculate the sum of working hours generated in a day. (Fig 1)
- 2 Select the cell where you want to put the formula
- 3 Type the (=)sign and write the desired function name or choose the function from the suggested function list (Fig 2)

Fig 1

| | A | B | C | D | E | F | G |
|----|---------------------|-----|-----------------|---------------|-------------|--------------|---|
| 1 | Name | Sex | Production Qty. | Working hours | Wages/Hr.\$ | Total Salary | |
| 2 | Mohan | M | 10 | 5 | 5.8 | 29 | |
| 3 | Alex | M | 9 | 3 | 6.3 | 18.9 | |
| 4 | Peter | M | 11 | 4 | 4.9 | 15.6 | |
| 5 | Latha | F | 9 | 4 | 5 | 20 | |
| 6 | Krishnan | M | 10 | 4 | 8 | 32 | |
| 7 | Mamatha | F | 10 | 5 | 6.5 | 32.5 | |
| 8 | Muthu | M | 12 | 4 | 4.5 | 18 | |
| 9 | Minu | F | 11 | 4 | 7 | 28 | |
| 10 | David | M | 14 | 3 | 6 | 18 | |
| 11 | Manjula | F | 12 | 5 | 6.75 | 33.75 | |
| 12 | | | | | | | |
| 13 | Total working hours | | | | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |

Fig 2

| | A | B | C | D | E | F | G |
|----|---------------------|-----|-----------------|---------------|-------------|--------------|---|
| 1 | Name | Sex | Production Qty. | Working hours | Wages/Hr.\$ | Total Salary | |
| 2 | Mohan | M | 10 | 5 | 5.8 | 29 | |
| 3 | Alex | M | 9 | 3 | 6.3 | 18.9 | |
| 4 | Peter | M | 11 | 4 | 4.9 | 15.6 | |
| 5 | Latha | F | 9 | 4 | 5 | 20 | |
| 6 | Krishnan | M | 10 | 4 | 8 | 32 | |
| 7 | Mamatha | F | 10 | 5 | 6.5 | 32.5 | |
| 8 | Muthu | M | 12 | 4 | 4.5 | 18 | |
| 9 | Minu | F | 11 | 4 | 7 | 28 | |
| 10 | David | M | 14 | 3 | 6 | 18 | |
| 11 | Manjula | F | 12 | 5 | 6.75 | 33.75 | |
| 12 | | | | | | | |
| 13 | Total working hours | | | | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |
| 16 | | | | | | | |
| 17 | | | | | | | |
| 18 | | | | | | | |
| 19 | | | | | | | |
| 20 | | | | | | | |
| 21 | | | | | | | |

4 Enter the formula as shown (Fig 3)

Fig 3

| | A | B | C | D | E | F | G |
|----|---------------------|-----|-----------------|---------------|-------------|--------------|---|
| 1 | Name | Sex | Production Qty. | Working hours | Wages/Hr.\$ | Total Salary | |
| 2 | Mohan | M | 10 | 5 | 5.8 | 29 | |
| 3 | Alex | M | 9 | 3 | 6.3 | 18.9 | |
| 4 | Peter | M | 11 | 4 | 4.9 | 19.6 | |
| 5 | Latha | F | 9 | 4 | 5 | 20 | |
| 6 | Krishnan | M | 10 | 4 | 8 | 32 | |
| 7 | Mamatha | F | 10 | 5 | 6.5 | 32.5 | |
| 8 | Muthu | M | 12 | 4 | 4.5 | 18 | |
| 9 | Minu | F | 11 | 4 | 7 | 28 | |
| 10 | David | M | 14 | 3 | 6 | 18 | |
| 11 | Manjula | F | 12 | 5 | 6.75 | 33.75 | |
| 12 | | | | | | | |
| 13 | Total working hours | | | =SUM(D2:D11) | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |

- 5 Type the (=) sign and write the desired function name or choose the function from the suggested function list
- 6 Press Enter and see the result (Fig 4).

Fig 4

| | A | B | C | D | E | F | G |
|----|---------------------|-----|-----------------|---------------|-------------|--------------|---|
| 1 | Name | Sex | Production Qty. | Working hours | Wages/Hr.\$ | Total Salary | |
| 2 | Mohan | M | 10 | 5 | 5.8 | 29 | |
| 3 | Alex | M | 9 | 3 | 6.3 | 18.9 | |
| 4 | Peter | M | 11 | 4 | 4.9 | 19.6 | |
| 5 | Latha | F | 9 | 4 | 5 | 20 | |
| 6 | Krishnan | M | 10 | 4 | 8 | 32 | |
| 7 | Mamatha | F | 10 | 5 | 6.5 | 32.5 | |
| 8 | Muthu | M | 12 | 4 | 4.5 | 18 | |
| 9 | Minu | F | 11 | 4 | 7 | 28 | |
| 10 | David | M | 14 | 3 | 6 | 18 | |
| 11 | Manjula | F | 12 | 5 | 6.75 | 33.75 | |
| 12 | | | | | | | |
| 13 | Total working hours | | | 41 | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |

TASK 2: Create a worksheet similar to the one shown in (Fig 5)

Create a worksheet and use the Sum() in other ways.
The syntax is

Example: Sum (B1,B2,B3,B4) Figs 5 & 6

Sum (number1, number2, numnber3.....)

Fig 5

| | A | B | C | D | E | F |
|---|---|-------------------|---|---|---|---|
| 1 | | 7 | | | | |
| 2 | | 9 | | | | |
| 3 | | 5 | | | | |
| 4 | | 3 | | | | |
| 5 | | =sum(B1,B2,B3,B4) | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |

Fig 6

| | A | B | C | D | E | F | G |
|---|---|----|---|---|---|---|---|
| 1 | | 7 | | | | | |
| 2 | | 9 | | | | | |
| 3 | | 5 | | | | | |
| 4 | | 3 | | | | | |
| 5 | | 24 | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |

SUMIF

TASK 3: Create a worksheet and find the sum of working hours generated in a day only for female employees (Figs 7&8)

Fig 7

| | A | B | C | D | E | F | G |
|----|----------|-----|-----------------------------------|---------------|-------------|--------------|---|
| 1 | Name | Sex | Production quantity | Working hours | Wages/Hr.\$ | Total Salary | |
| 2 | Mohan | M | 10 | 5 | 5.8 | 29 | |
| 3 | Alex | M | 9 | 3 | 6.3 | 18.9 | |
| 4 | Peter | M | 11 | 4 | 4.9 | 19.6 | |
| 5 | Latha | F | 9 | 4 | 5 | 20 | |
| 6 | Krishnan | M | 10 | 4 | 8 | 32 | |
| 7 | Mamatha | F | 10 | 5 | 6.5 | 32.5 | |
| 8 | Muthu | M | 12 | 4 | 4.5 | 18 | |
| 9 | Minu | F | 11 | 4 | 7 | 28 | |
| 10 | David | M | 14 | 3 | 6 | 18 | |
| 11 | Manjula | F | 12 | 5 | 6.75 | 33.75 | |
| 12 | | | | | | | |
| 13 | | | Total Working Hours | 41 | | | |
| 14 | | | | | | | |
| 15 | | | Total working hours for female em | 18 | | | |
| 16 | | | | | | | |

Fig 8

| | A | B | C | D | E | F |
|----|----------|-----|--|---------------|-------------|--------------|
| 1 | Name | Sex | Production quantity | Working hours | Wages/Hr.\$ | Total Salary |
| 2 | Mohan | M | 10 | 5 | 5.8 | 29 |
| 3 | Alex | M | 9 | 3 | 6.3 | 18.9 |
| 4 | Peter | M | 11 | 4 | 4.9 | 19.6 |
| 5 | Latha | F | 9 | 4 | 5 | 20 |
| 6 | Krishnan | M | 10 | 4 | 8 | 32 |
| 7 | Mamatha | F | 10 | 5 | 6.5 | 32.5 |
| 8 | Muthu | M | 12 | 4 | 4.5 | 18 |
| 9 | Minu | F | 11 | 4 | 7 | 28 |
| 10 | David | M | 14 | 3 | 6 | 18 |
| 11 | Manjula | F | 12 | 5 | 6.75 | 33.75 |
| 12 | | | | | | |
| 13 | | | Total Working Hours | 41 | | |
| 14 | | | | | | |
| 15 | | | Total working hours for female employees | 18 | | |
| 16 | | | | | | |
| 17 | | | | | | |
| 18 | | | | | | |

AVERAGE

TASK 4: Create a basic function to calculate the average working hours of each employee(Fig 9 & 10)

Fig 9

| | A | B | C | D | E | F |
|----|--|-----|--|---------------|------------------|--------------|
| 1 | Name | Sex | Production quantity | Working hours | Wages/Hr.\$ | Total Salary |
| 2 | Mohan | M | 10 | 5 | 5.8 | 29 |
| 3 | Alex | M | 9 | 3 | 6.3 | 18.9 |
| 4 | Peter | M | 11 | 4 | 4.9 | 19.6 |
| 5 | Latha | F | 9 | 4 | 5 | 20 |
| 6 | Krishnan | M | 10 | 4 | 8 | 32 |
| 7 | Mamatha | F | 10 | 5 | 6.5 | 32.5 |
| 8 | Muthu | M | 12 | 4 | 4.5 | 18 |
| 9 | Minu | F | 11 | 4 | 7 | 28 |
| 10 | David | M | 14 | 3 | 6 | 18 |
| 11 | Manjula | F | 12 | 5 | 6.75 | 33.75 |
| 12 | | | | | | |
| 13 | | | Total Working Hours | | 41 | |
| 14 | | | | | | |
| 15 | Total working hours for female employees | | | 18 | | |
| 16 | | | | | | |
| 17 | | | Average working hours of each employee | | =AVERAGE(D2:D11) | |
| 18 | | | | | | |
| 19 | | | | | | |

Fig 10

| | A | B | C | D | E | F |
|----|--|-----|--|---------------|-------------|--------------|
| 1 | Name | Sex | Production quantity | Working hours | Wages/Hr.\$ | Total Salary |
| 2 | Mohan | M | 10 | 5 | 5.8 | 29 |
| 3 | Alex | M | 9 | 3 | 6.3 | 18.9 |
| 4 | Peter | M | 11 | 4 | 4.9 | 19.6 |
| 5 | Latha | F | 9 | 4 | 5 | 20 |
| 6 | Krishnan | M | 10 | 4 | 8 | 32 |
| 7 | Mamatha | F | 10 | 5 | 6.5 | 32.5 |
| 8 | Muthu | M | 12 | 4 | 4.5 | 18 |
| 9 | Minu | F | 11 | 4 | 7 | 28 |
| 10 | David | M | 14 | 3 | 6 | 18 |
| 11 | Manjula | F | 12 | 5 | 6.75 | 33.75 |
| 12 | | | | | | |
| 13 | | | Total Working Hours | | 41 | |
| 14 | | | | | | |
| 15 | Total working hours for female employees | | | 18 | | |
| 16 | | | | | | |
| 17 | | | Average working hours of each employee | | 4.1 | |
| 18 | | | | | | |

COUNT

TASK 5: Create a worksheet using count formula (Figs 11 & 12)

Fig 11

| ABS | | | | | | |
|----------------|--|-----|---------------------|------------------------------|-------------|--------------|
| =COUNT(C2:C11) | | | | | | |
| | A | B | C | D | E | F |
| 1 | Name | Sex | Production quantity | Working hours | Wages/Hr.\$ | Total Salary |
| 2 | Mohan | M | 10 | 5 | 5.8 | 29 |
| 3 | Alex | M | 9 | 3 | 6.3 | 18.9 |
| 4 | Peter | M | 11 | 4 | 4.9 | 19.6 |
| 5 | Latha | F | 9 | 4 | 5 | 20 |
| 6 | Krishnan | M | 10 | 4 | 8 | 32 |
| 7 | Mamatha | F | 10 | 5 | 6.5 | 32.5 |
| 8 | Muthu | M | 12 | 4 | 4.5 | 18 |
| 9 | Minu | F | 11 | 4 | 7 | 28 |
| 10 | David | M | 14 | 3 | 6 | 18 |
| 11 | Manjula | F | 12 | 5 | 6.75 | 33.75 |
| 12 | | | | | | |
| 13 | Total Working Hours | | | 41 | | |
| 14 | | | | | | |
| 15 | Total working hours for female employees | | | 18 | | |
| 16 | | | | | | |
| 17 | Average working hours of each employee | | | | 4.1 | |
| 18 | | | | | | |
| 19 | Using count function | | | =COUNT(C2:C11) | | |
| 20 | | | | COUNT(value1, [value2], ...) | | |
| 21 | | | | | | |

Fig 12

| D19 | | | | | | |
|----------------|--|-----|---------------------|---------------|-------------|--------------|
| =COUNT(C2:C11) | | | | | | |
| | A | B | C | D | E | F |
| 1 | Name | Sex | Production quantity | Working hours | Wages/Hr.\$ | Total Salary |
| 2 | Mohan | M | 10 | 5 | 5.8 | 29 |
| 3 | Alex | M | 9 | 3 | 6.3 | 18.9 |
| 4 | Peter | M | 11 | 4 | 4.9 | 19.6 |
| 5 | Latha | F | 9 | 4 | 5 | 20 |
| 6 | Krishnan | M | 10 | 4 | 8 | 32 |
| 7 | Mamatha | F | 10 | 5 | 6.5 | 32.5 |
| 8 | Muthu | M | 12 | 4 | 4.5 | 18 |
| 9 | Minu | F | 11 | 4 | 7 | 28 |
| 10 | David | M | 14 | 3 | 6 | 18 |
| 11 | Manjula | F | 12 | 5 | 6.75 | 33.75 |
| 12 | | | | | | |
| 13 | Total Working Hours | | | 41 | | |
| 14 | | | | | | |
| 15 | Total working hours for female employees | | | 18 | | |
| 16 | | | | | | |
| 17 | Average working hours of each employee | | | | 4.1 | |
| 18 | | | | | | |
| 19 | Using count function | | | 10 | | |
| 20 | | | | | | |

ROUND FUNCTION

TASK 6: Create a worksheet and round the figures to 1 and 2 digits using Round Function

The round function is used to round a number to a specified number of digits.

Create a separate round function using single digit and 2 digit.

Round function single digit. (Figs 13&14)

Fig 13

Figure 13 shows an Excel spreadsheet with columns A through F. The formula bar displays `=ROUND(D6,0)`. The spreadsheet contains the following data:

| | A | B | C | D | E | F |
|---|---|---|---|---------------------------|---|---|
| 1 | | | | 15.25 | | |
| 2 | | | | 10.1 | | |
| 3 | | | | 6.3 | | |
| 4 | | | | 12.25 | | |
| 5 | | | | | | |
| 6 | | | | 43.9 | | |
| 7 | | | | <code>=ROUND(D6,0)</code> | | |
| 8 | | | | | | |
| 9 | | | | | | |

Fig 14

Figure 14 shows the same Excel spreadsheet as Figure 13, but with the result of the `=ROUND(D6,0)` formula applied. The value in cell D7 is now 44.

| | A | B | C | D | E | F |
|----|---|---|---|-------|---|---|
| 1 | | | | 15.25 | | |
| 2 | | | | 10.1 | | |
| 3 | | | | 6.3 | | |
| 4 | | | | 12.25 | | |
| 5 | | | | | | |
| 6 | | | | 43.9 | | |
| 7 | | | | 44 | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

Round function 2 digits (Figs 15,16,17 & 18)

Fig 15

Figure 15 shows an Excel spreadsheet with columns A through E. The formula bar displays `=SUM(D1:D4)`. The spreadsheet contains the following data:

| | A | B | C | D | E |
|---|---|---|---|--------------------------|---|
| 1 | | | | 15.2512 | |
| 2 | | | | 10.1234 | |
| 3 | | | | 6.3233 | |
| 4 | | | | 12.2525 | |
| 5 | | | | | |
| 6 | | | | <code>=SUM(D1:D4)</code> | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |

Fig 16

Figure 16 shows the same Excel spreadsheet as Figure 15, but with the result of the `=SUM(D1:D4)` formula applied. The value in cell D6 is now 43.9504.

| | A | B | C | D | E |
|---|---|---|---|---------|---|
| 1 | | | | 15.2512 | |
| 2 | | | | 10.1234 | |
| 3 | | | | 6.3233 | |
| 4 | | | | 12.2525 | |
| 5 | | | | | |
| 6 | | | | 43.9504 | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |

Fig 17

Figure 17 shows an Excel spreadsheet with columns A through F. The formula bar displays `=ROUND(D6,2)`. The spreadsheet contains the following data:

| | A | B | C | D | E | F |
|---|---|---|---|---------------------------|---|---|
| 1 | | | | 15.2512 | | |
| 2 | | | | 10.1234 | | |
| 3 | | | | 6.3233 | | |
| 4 | | | | 12.2525 | | |
| 5 | | | | | | |
| 6 | | | | <code>=ROUND(D6,2)</code> | | |
| 7 | | | | | | |
| 8 | | | | | | |

Fig 18

Figure 18 shows the same Excel spreadsheet as Figure 17, but with the result of the `=ROUND(D6,2)` formula applied. The value in cell D6 is now 43.95.

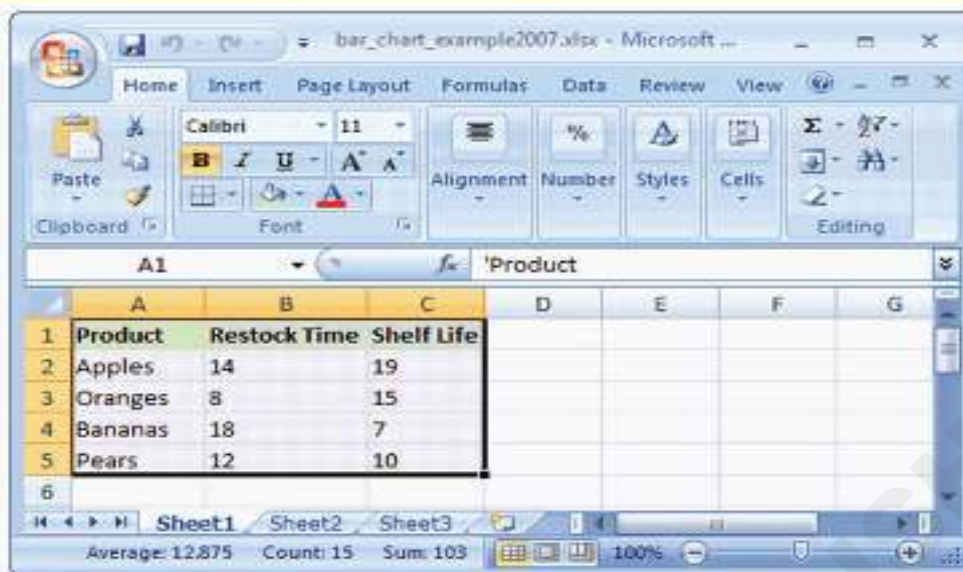
| | A | B | C | D | E |
|---|---|---|---|---------|---|
| 1 | | | | 15.2512 | |
| 2 | | | | 10.1234 | |
| 3 | | | | 6.3233 | |
| 4 | | | | 12.2525 | |
| 5 | | | | | |
| 6 | | | | 43.9504 | |
| 7 | | | | 43.95 | |

TASK 7: Create a bar chart

To create a bar chart in Excel 2007, you will need to do the following steps

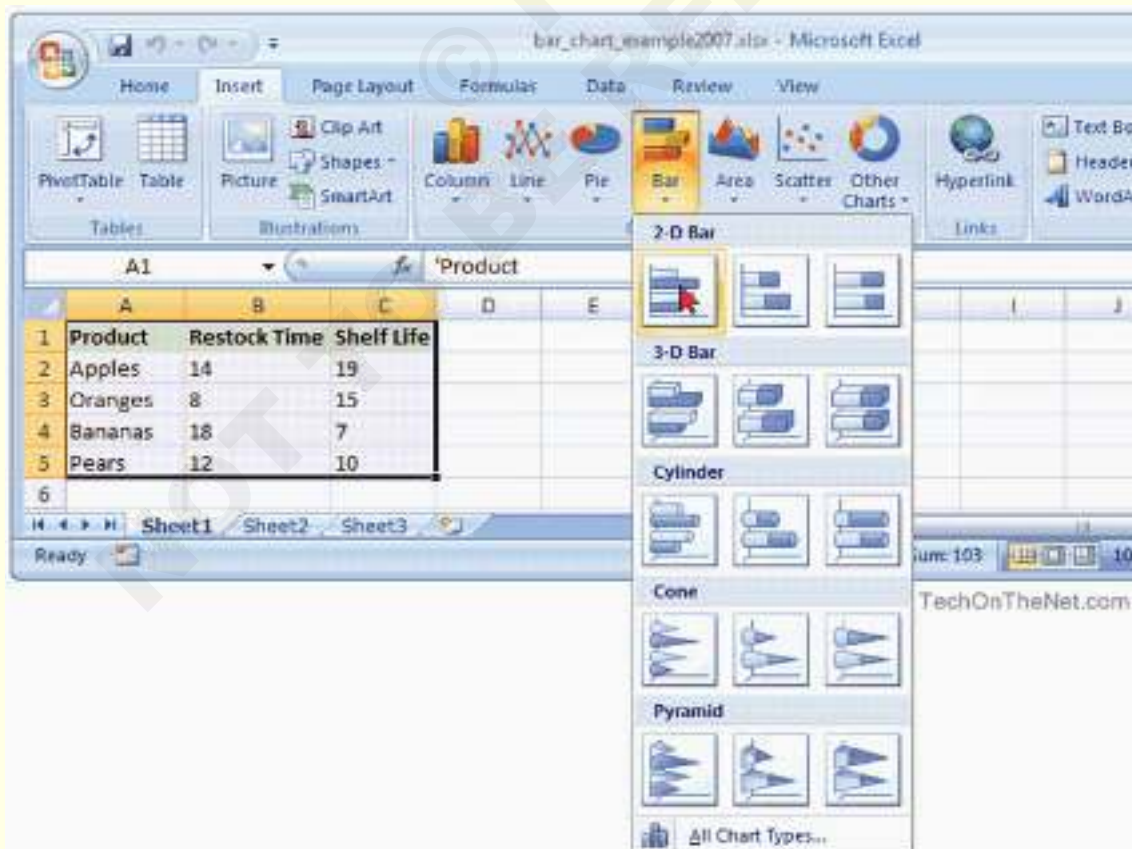
- 1 Highlight the data that you would like to use for the bar chart. In this example we have selected the range A1:C5 (Fig 19)

Fig 19



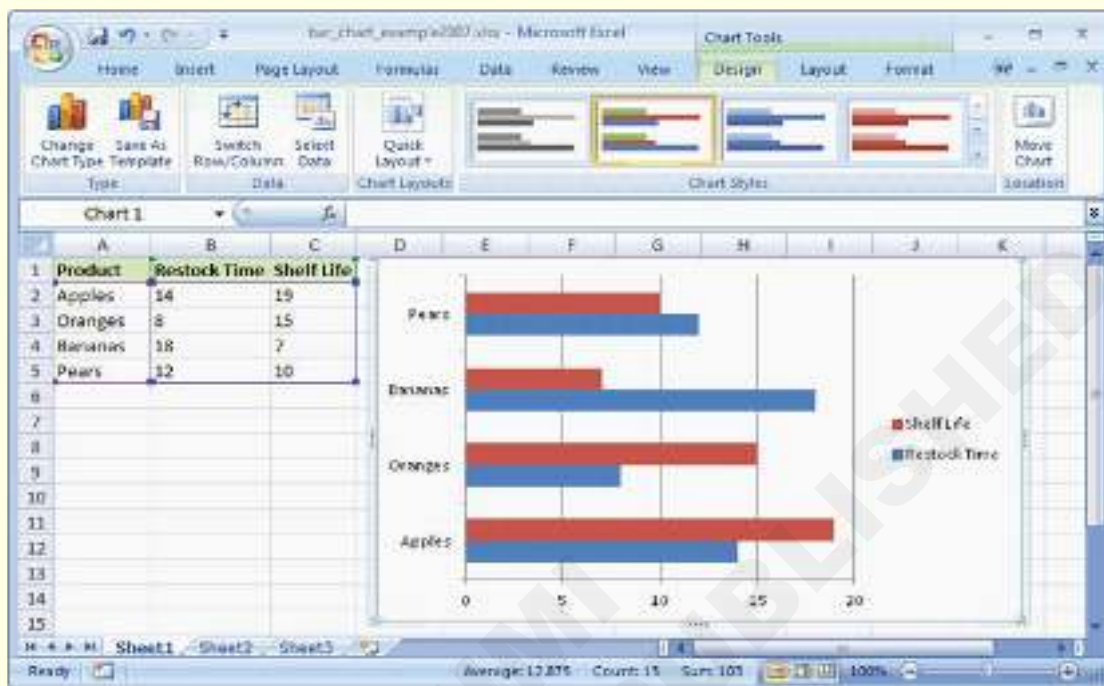
- 2 Select the Insert tab in the toolbar at the top of the screen. Click on the Bar button in the Charts group and then select a chart from the drop down menu. In this example, we have selected the first bar chart (called Clustered Bar) in the 2-D Column section. (Fig 20)

Fig 20



- 3 Now you will see the bar chart appear in your spreadsheet with horizontal bars to represent both the shelf life and restock time for each product. The shelf life (in days) is displayed as red horizontal bars and the restock time (in days) is displayed as blue horizontal bars. You can see the axis values on the bottom of the graph for these horizontal bars.(Fig 21)

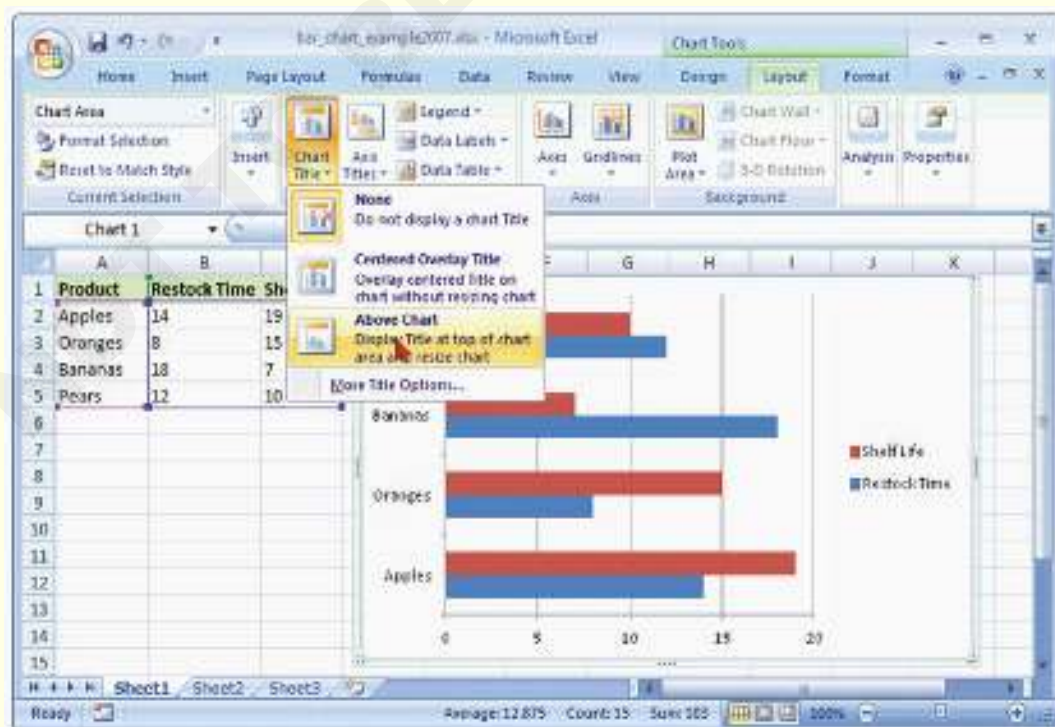
Fig 21



- 4 Finally, let's add a title for the bar chart. By default, your chart will be created without a title in Excel 2007.

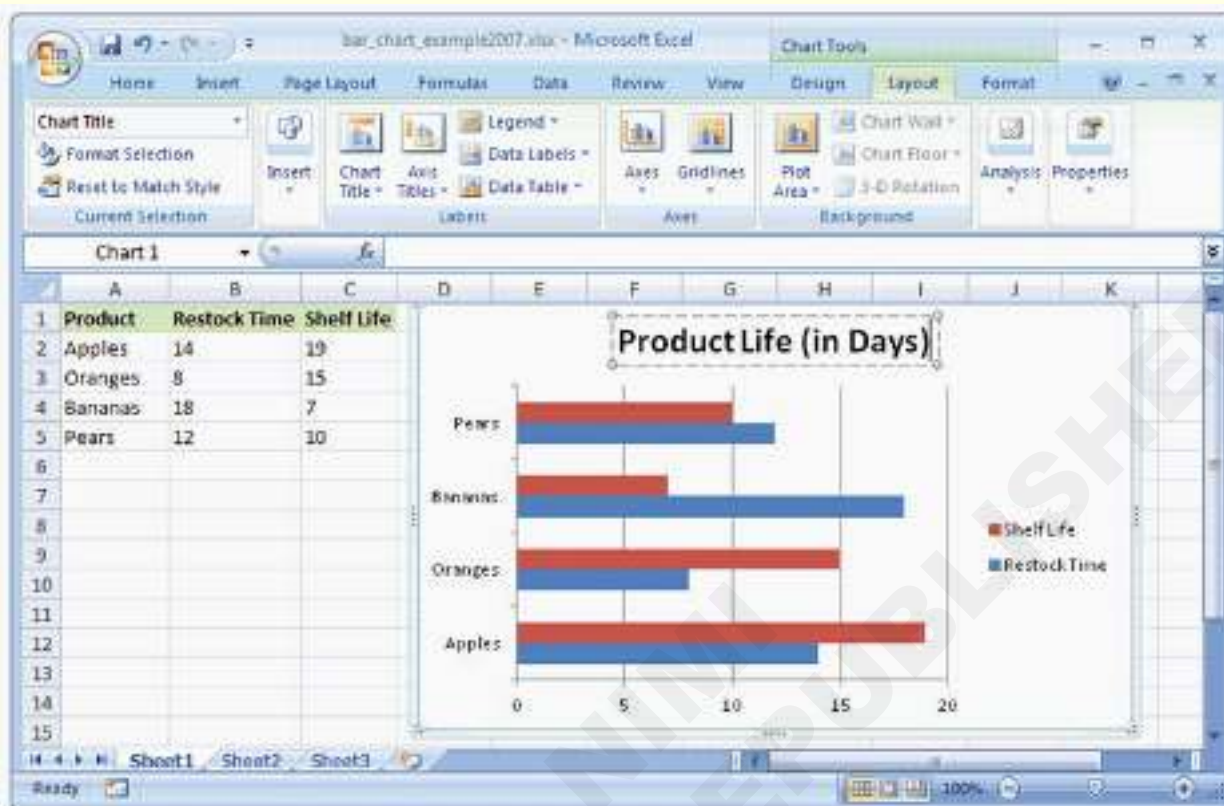
To add a title, select the Layout tab under Chart Tools in the toolbar at the top of the screen (Chart Tools will only appear when you have the chart selected). Click on the Chart Title button in the Labels group and then select "Above Chart" from the drop down menu. (Fig 22)

Fig 22



- 5 Now you should see a title appear at the top of the chart area. Click on the title and it will become editable. Enter the text that you would like to see as the title. In this tutorial, we have entered "Product Life (in Days)" as the title for the bar chart. (Fig 23)

Fig 23

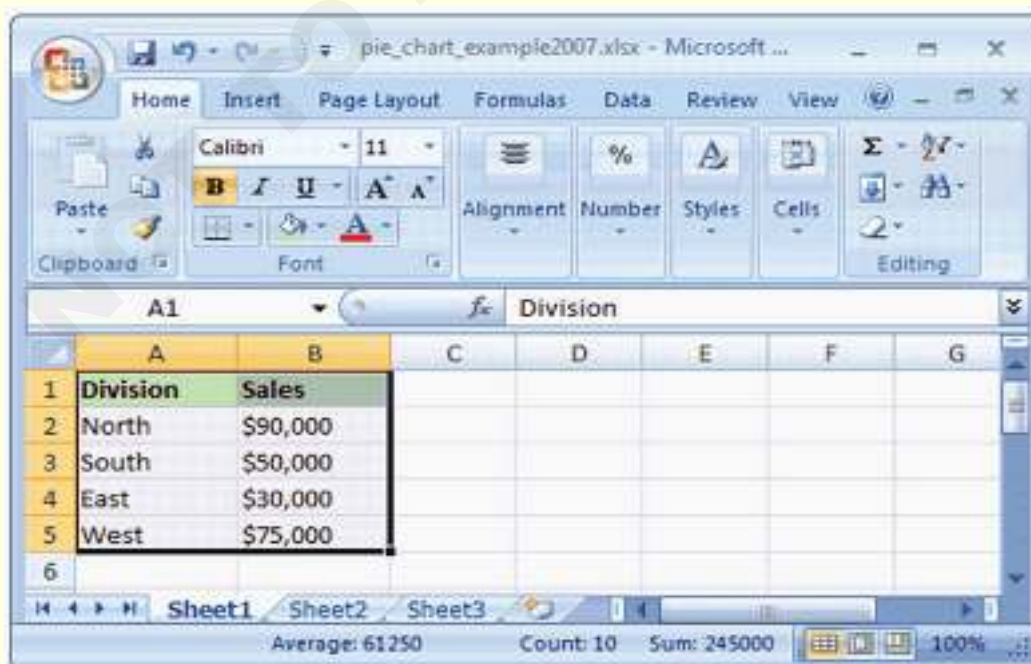


TASK 8: Create a Pie chart

To create a pie chart in Excel 2007, you will need to do the following steps:

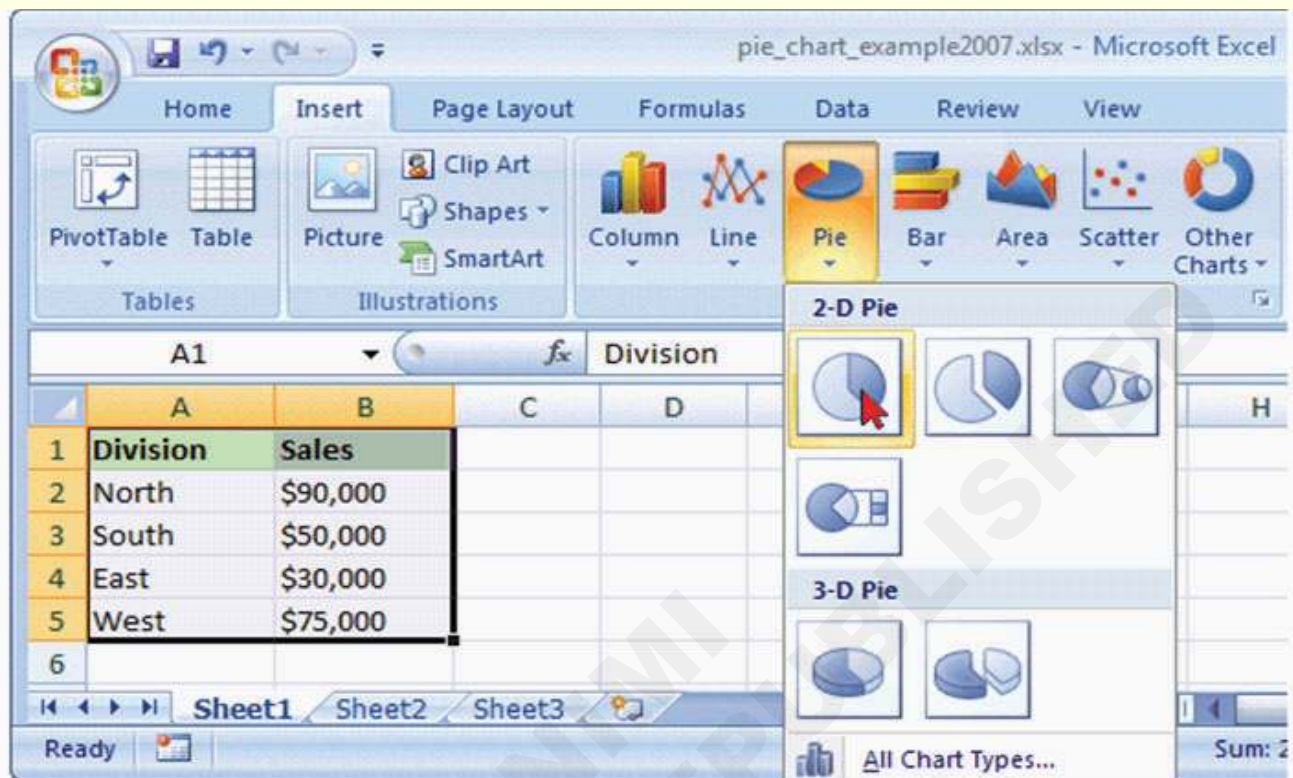
- 1 Highlight the data that you would like to use for the pie chart. In this example, we have selected the range A1:B5. (Fig 24)

Fig 24



- 2 Select the Insert tab in the toolbar at the top of the screen. Click on the Pie button in the Charts group and then select a chart from the drop down menu. In this example, we have selected the first pie chart (called Pie) in the 2-D Pie section.(Fig 25)

Fig 25



- 3 Now you will see the completed pie chart (Fig 26). In this tutorial, the pie chart has 4 slices (one for each division). Each slice represents the sales as a percentage of the total sales. Save and close the program.

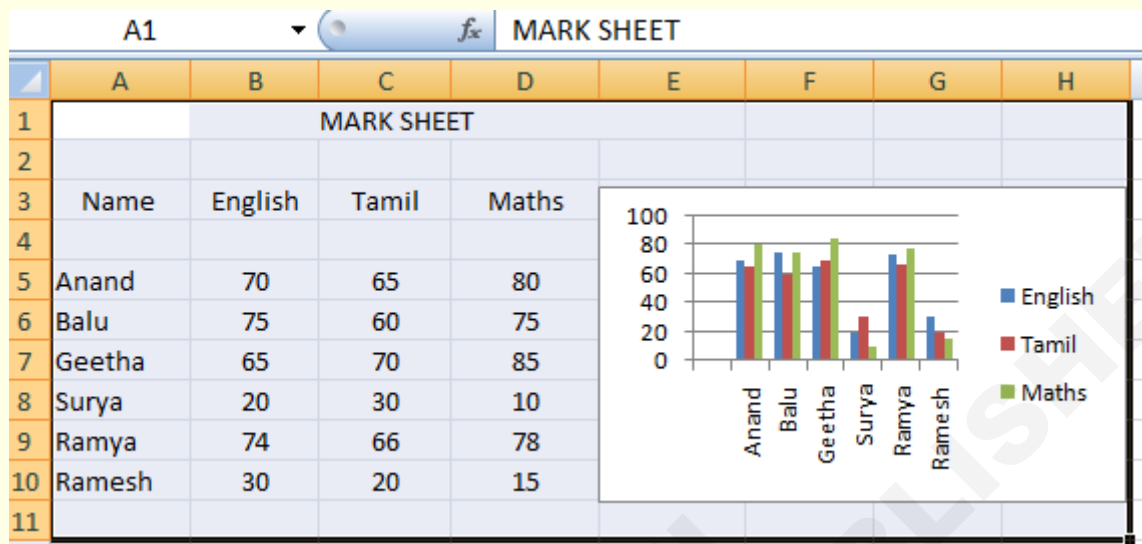
Fig 26



TASK 9: Create column chart

- 1 Open Excel worksheet.
- 2 Create table as in (Fig 27).
- 3 Click insert tab.
- 4 Click chart type and click on it.
- 5 Select chart type and click on it.
- 6 Chart is placed in your worksheet.
- 7 Click and drag the chart where you want to place it.

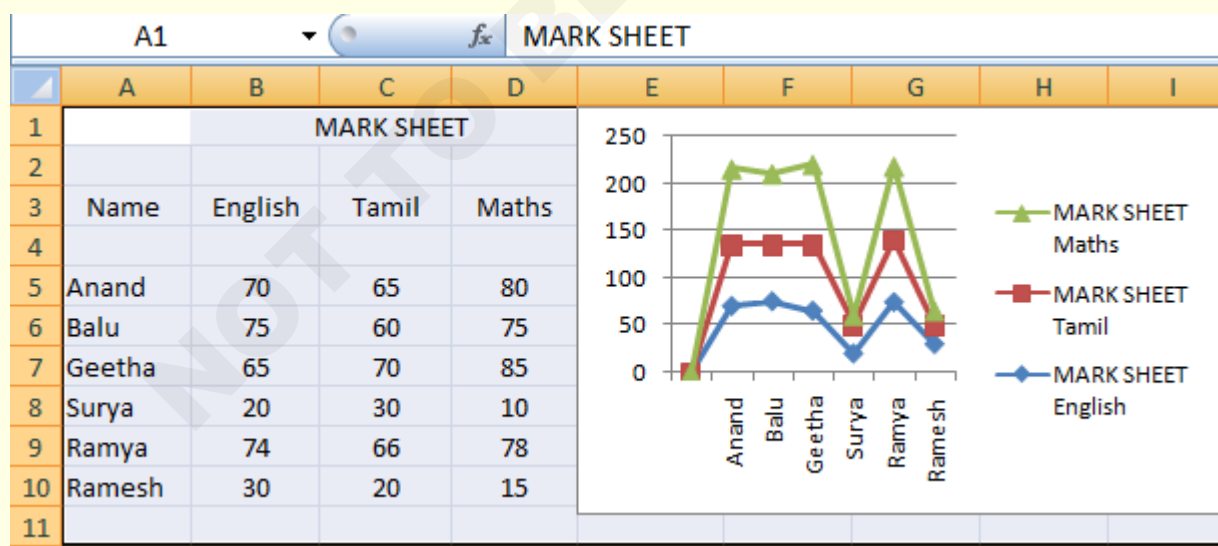
Fig 27



TASK 10: Line chart

- 1 Follow the steps 1 to 3.
- 2 Click chart type as line. (Fig 28)
- 3 Then follow the steps 5 to 7 as above.

Fig 28



Download, Install and scan copies using antivirus

Objectives: At the end of this exercise you shall be able to

- download antivirus software
- install antivirus software using CD/DVD
- scan computer/file using antivirus software.

TASK 1: Install an Antivirus software online

- 1 Download the antivirus program on the Internet.
- 2 Find the downloaded file on your computer.
- 3 If the downloaded file is a zip file, unzip the file to extract and access the installation files.
- 4 Look for a file, named **setup.exe**, **install.exe**, or something similar.
- 5 Double click the file.
- 6 The installation process should start and then Window opens to help guide you through the install process.

TASK 2: Install an Antivirus program using CD/DVD

- 1 Procure an Antivirus program from a retail.
- 2 Insert the CD/DVD into computers disc drive.
- 3 Window appears as in (Fig 1).
- 6 Enter the code number given along with the CD as in (Fig 3).

Fig 1



- 4 The installation process should start automatically.
- 5 Click install as in (Fig 2).

Fig 2



Fig 3



- 7 The installation process begins as in (Fig 4).

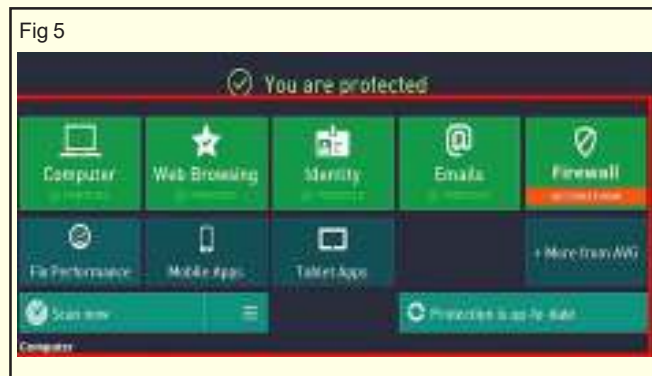
Fig 4



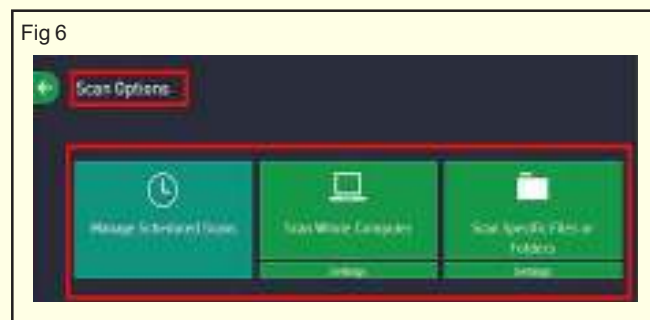
- Follow further instructions and fill up the details as required.
- Click finish.

TASK 3: Scan your computer

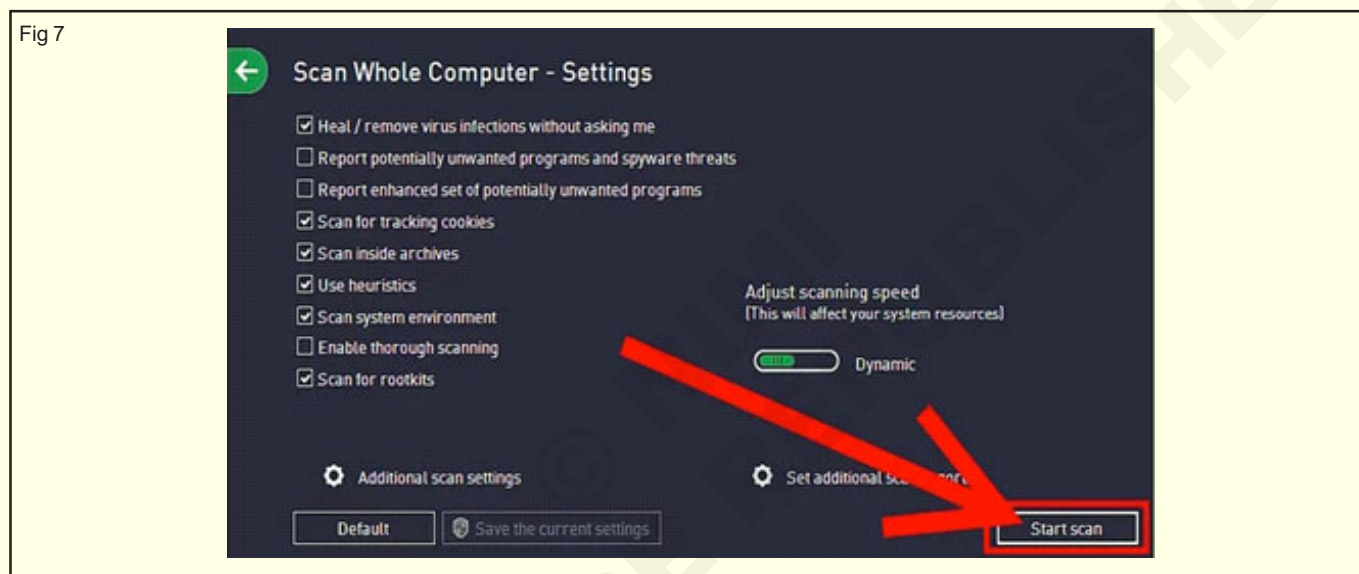
- 1 Locate your Anti-virus software in the system tray icon at the lower-right corner of the task bar.
- 2 A window similar to (Fig 5) appears in the screen.



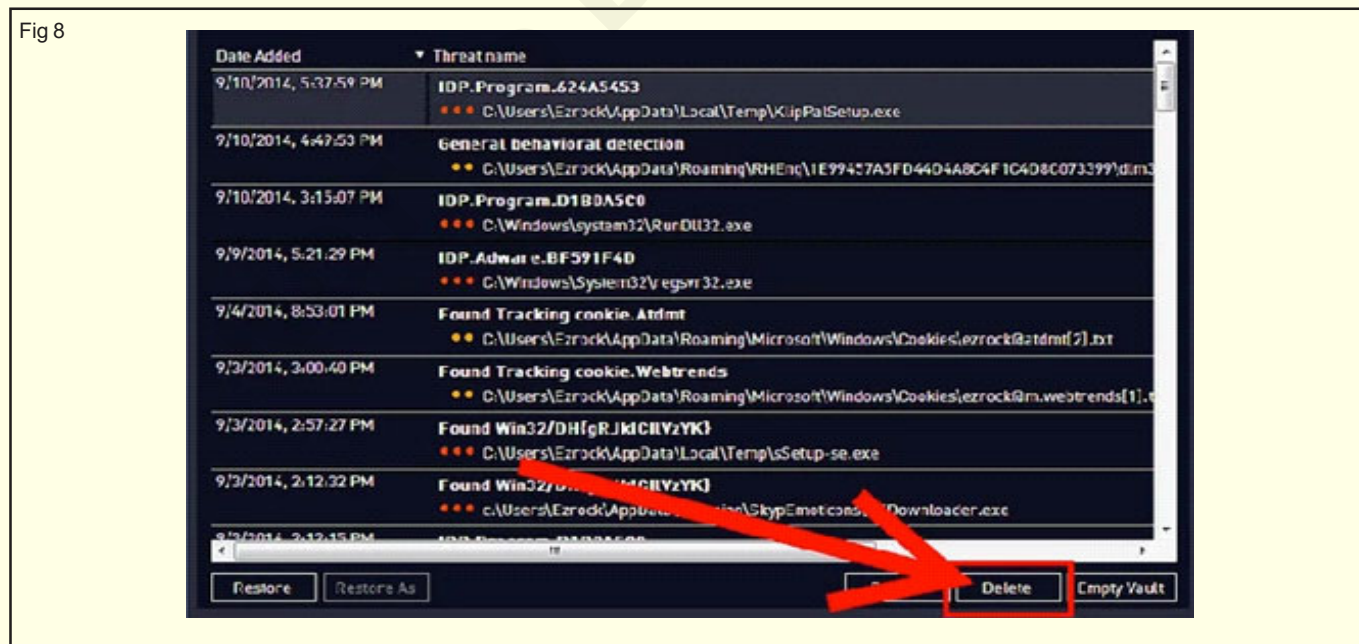
- 3 Click on scan now.
- 4 Window appears as in (Fig 6).



- 5 Select a scan option (here we select Scan whole computer). Window appears as in (Fig 7).



- 6 Click start scan.
- 7 Scan result appears as in (Fig 8).



- 8 Click delete.
- 9 Restart your computer.

Take dictation from books and transcribe it on computer

Objectives: At the end of this exercise you shall be able to

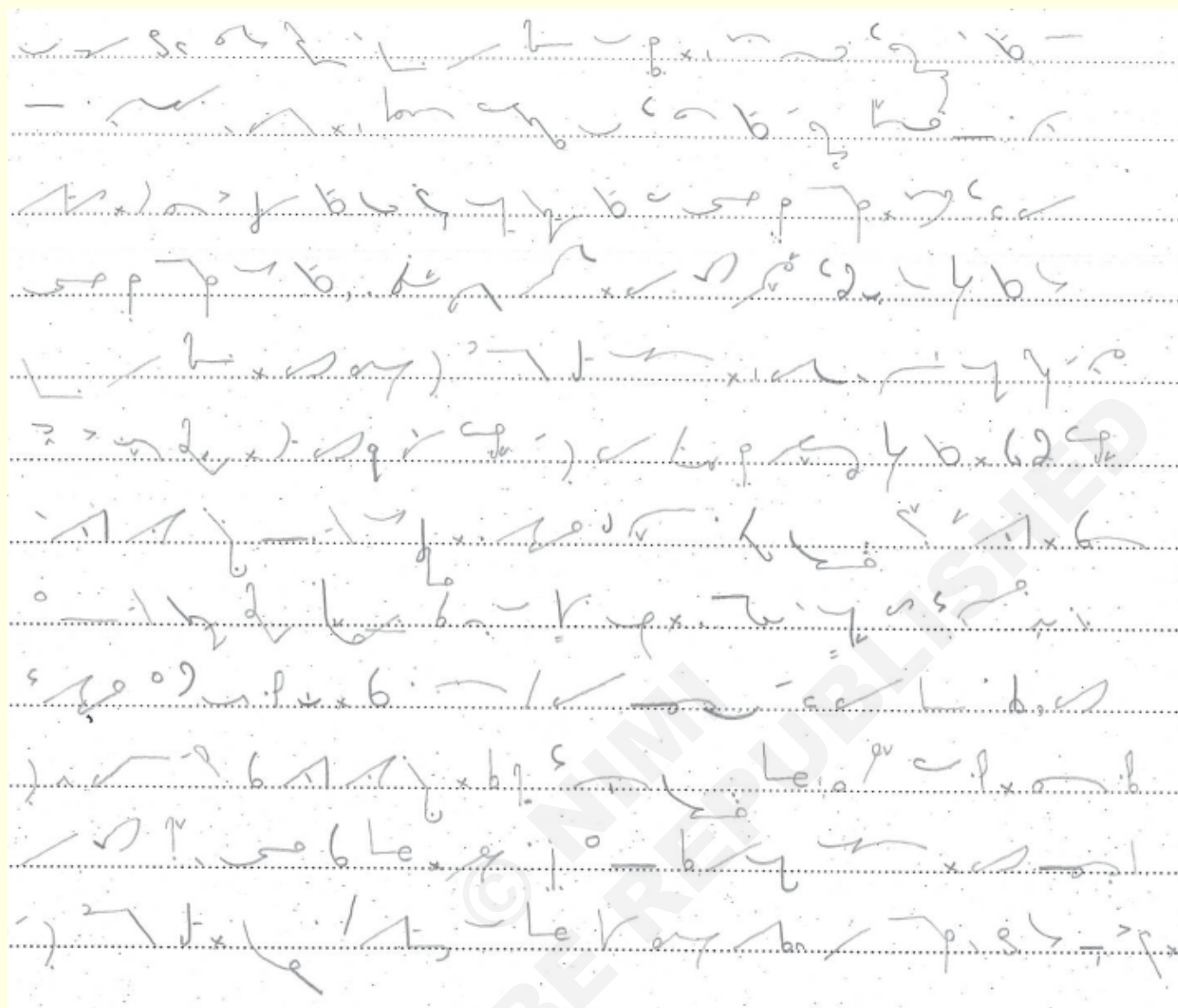
- take down dictation @60 words per minute
 - transcribe shorthand notes on computer observing rules of punctuation
 - identify the correct outlines (for the wrong ones in your transcript) and practise them
 - correct spelling of words for the wrong ones in your transcription
 - take down re-dictation at a faster rate and read back.
-

TASK: Take down dictation (Exercise 1 to 13) and transcribe it on computer. Check with key for wrong outlines and correct them. Take down re-dictation at a faster rate and read back

Exercise 1

No country has been able to solve the problem of peak hour traffic in its cities. But, I may mention that frequency of buses can go a long way to help. But, at the same time, Honourable Members know that more buses and frequent timings give a low return. So, some of the diesel buses have been converted into (1) petrol buses in order to increase the seating capacity. I am sure that when we increase the seating capacity in the buses, the congestion will be relieved. We also realise that there is need for additional buses for the peak hour traffic. We shall certainly see what can be done in the matter. But we have to look into the (2) profit and loss account of the entire transport. So, we shall consider the whole question and see whether Chennai city requires additional buses. Then, there is the question of road rail competition coming up in the districts. The Railways do not like a large number of vehicles plying on the road. This matter has come up before the Transport Advisory (3) Council which is meeting in Delhi next month. The Government of India want that the lorries should not compete with the Railways as they are now state-owned. This is a matter which we are examining and when we take a decision, we shall see how we can stop this road rail competition. It is true that the motor vehicles (4) taxation is high in our state. Some other states are also trying to increase this taxation. Recently a Committee has given its recommendation in the matter. We shall examine it and see what can be done. If there is to be a large reduction in taxation it will certainly reduce our capacity to spend for the good of the people. (5)

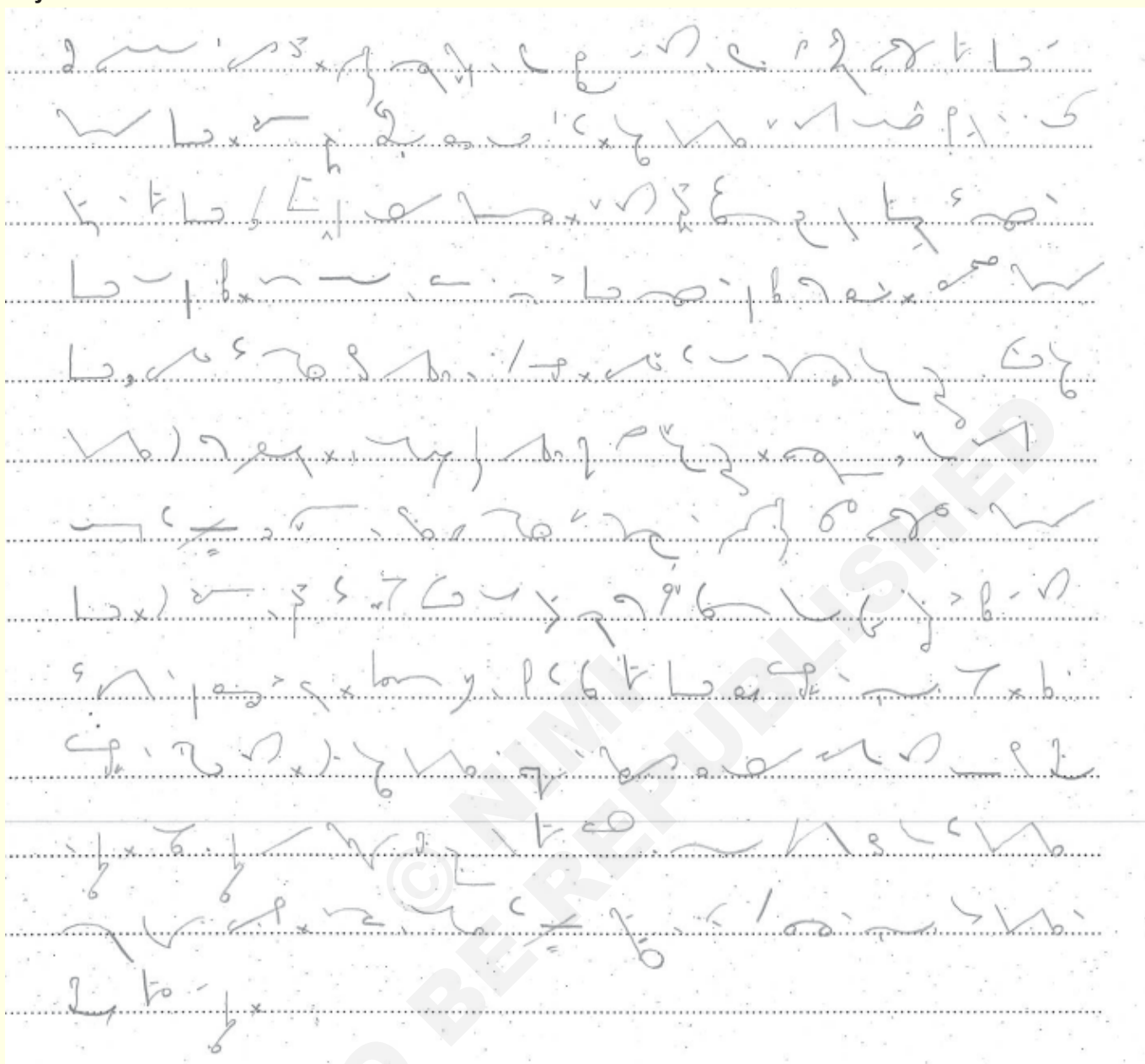
Key to Exercise 1



Exercise 2

There is unanimity on one point---literacy must be provided to every citizen and also to every child and there should be universal adult education and primary education. I would like to tell you that there is no second opinion on that. For this purpose, I already announced setting up of a National Board of Adult Education which would chalk (1) out necessary programmes. I also pointed out that this matter would have to be taken up with the Ministers of Education in different states. I am going to call a meeting of the Educational Ministers of different states very soon. As regards primary education, we find that the emphasis has been reduced to a large extent. We find that in (2) earlier Five Year Plans, the allocation for this purpose was very reasonable. But, unfortunately, it was reduced during the last Five Year Plan. Mr. Speaker, I have already indicated that our Government would like to place first emphasis on the removal of illiteracy as well as universalisation of primary education. So, I would like to point out that the actual (3) allocation in the budget may not be very high, this matter being within the competence of the states and also with the help of different sections of the people. At the same time, I wish to state that this adult education is not the question of money only. It is a question of motivation also. So, for this purpose, a (4) great deal of persuasion is necessary and we have also to give special training to teachers. Unless the teachers are properly trained to take up adult classes, the money which will be spent for that purpose may be fully wasted. I am glad to inform you that our Government proposes to allot large sums of money for the purpose of (5) training the adults and teachers.

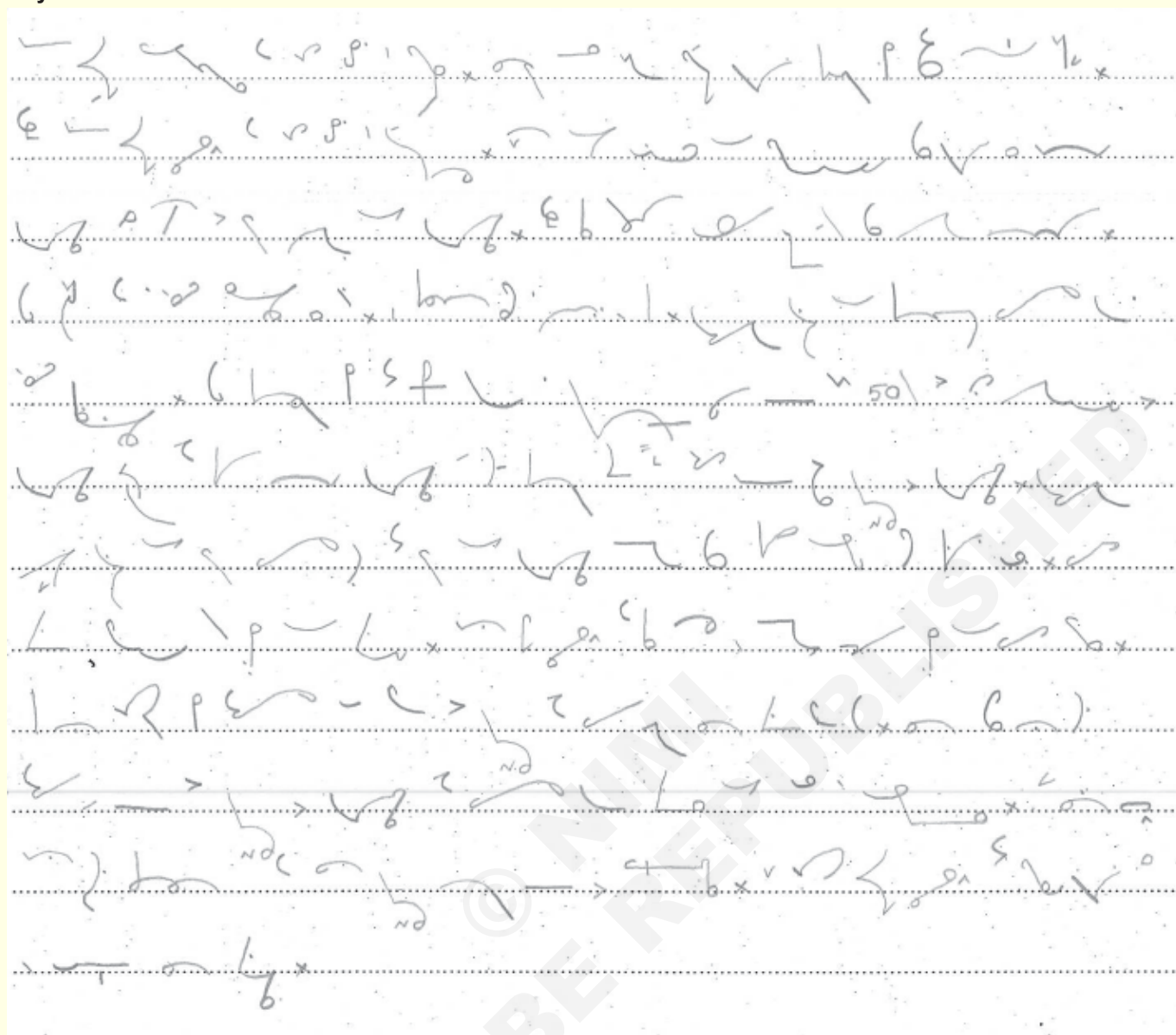
Key to Exercise 2



Exercise 3

I can assure the Honourable Members that I will not stand on prestige. Simply because I have brought the Bill, it should not be said that this is my own idea. That is why I can assure the House that I will not stand on formalities. My only intention in bringing forward this Bill is to improve the villages, as (1) the majority of people live in the villages. That is why it is absolutely necessary to take up this reform immediately. Then, I do not think that a sort of centralization is bad. But at the same time, there is a limit to it. If we have faith in democracy, we must have a sort of decentralisation. Then, it may (2) be said that the State Government, being a popular Government, will give about 50 per cent of the land revenue to the villages hereafter and that it will improve the villages and so, it may be asked why I want to give all these powers to the villagers. If we have real faith in the people, we must see that (3) the people in the villages govern themselves at least in respect of their daily needs. We cannot check everything by sitting in Chennai. I may tell the House that it is impossible to govern the country sitting in one place. It may also be said that we must hand over all the powers and that we should have some check (4) over them. Some others may say that we should give all the powers to the villagers and that we must have checks in the hands of Inspectors. On the same ground, I may say that it seems to me that more powers may be given to the Collectors. I also assure the House that the present Bill has to undergo (5) some changes.

Key to Exercise 3



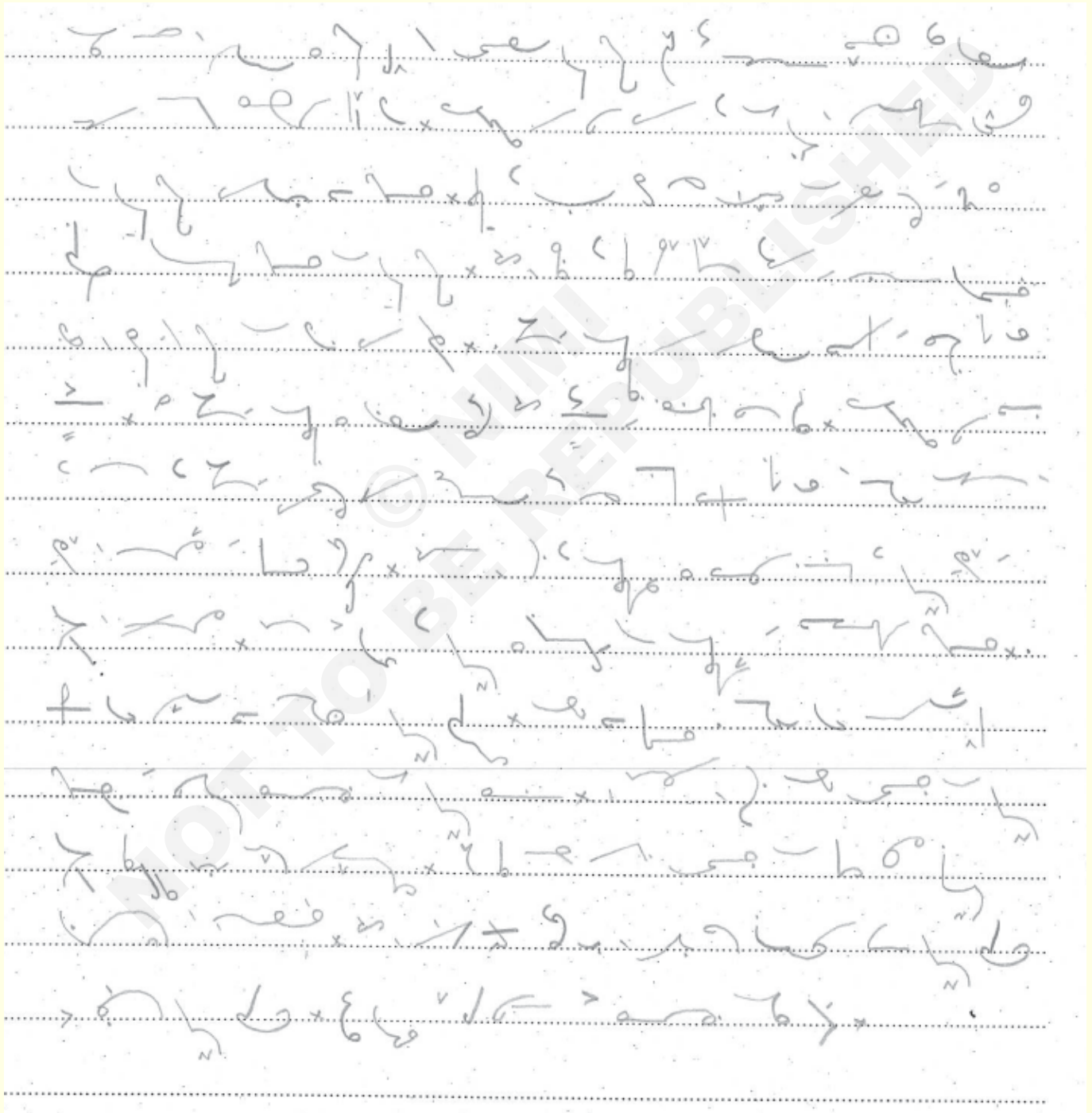
Exercise 4

Unless cost of living is brought down by increasing food production, I do not think that the economic crisis that is facing the country can be successfully tided over. Honourable Members are well aware that in the field of long term foundations for food production, we have made great progress. It is true that nature has been most unkind in (1) recent years and drought has adversely affected the progress in food production. I want to stress that it is high time that we should make vigorous efforts to speed up production in every way possible.

The handloom industries are receiving greater attention and sympathy at the hands of the Government. As the handloom industry is facing hardships, I want that (2) the Government should concentrate more on this. Honourable Members will agree with me that handloom weavers who are working hard must get equal attention at the hands of Government in the matter of supply of materials and education of their children.

I would like to say that industrialization is closely connected with power supply and availability of raw materials. (3) I am of the view that power is the backbone for industrial and agricultural progress. The State Government have been laying great emphasis on power development. In spite of great difficulties, the Government have been carrying out progressive and welfare schemes in the power sector. But I am sorry to say that in spite of increase in power availability, it (4) has not been possible to meet the entire requirement. I think it is because of rapid increase in demand as well as continuous failure of monsoons. I want to urge upon the Government that there is need to shift from conventional electric power generation to the solar power generation. With these few words, I generally welcome all the schemes in (5) this Budget.

Key to Exercise 4



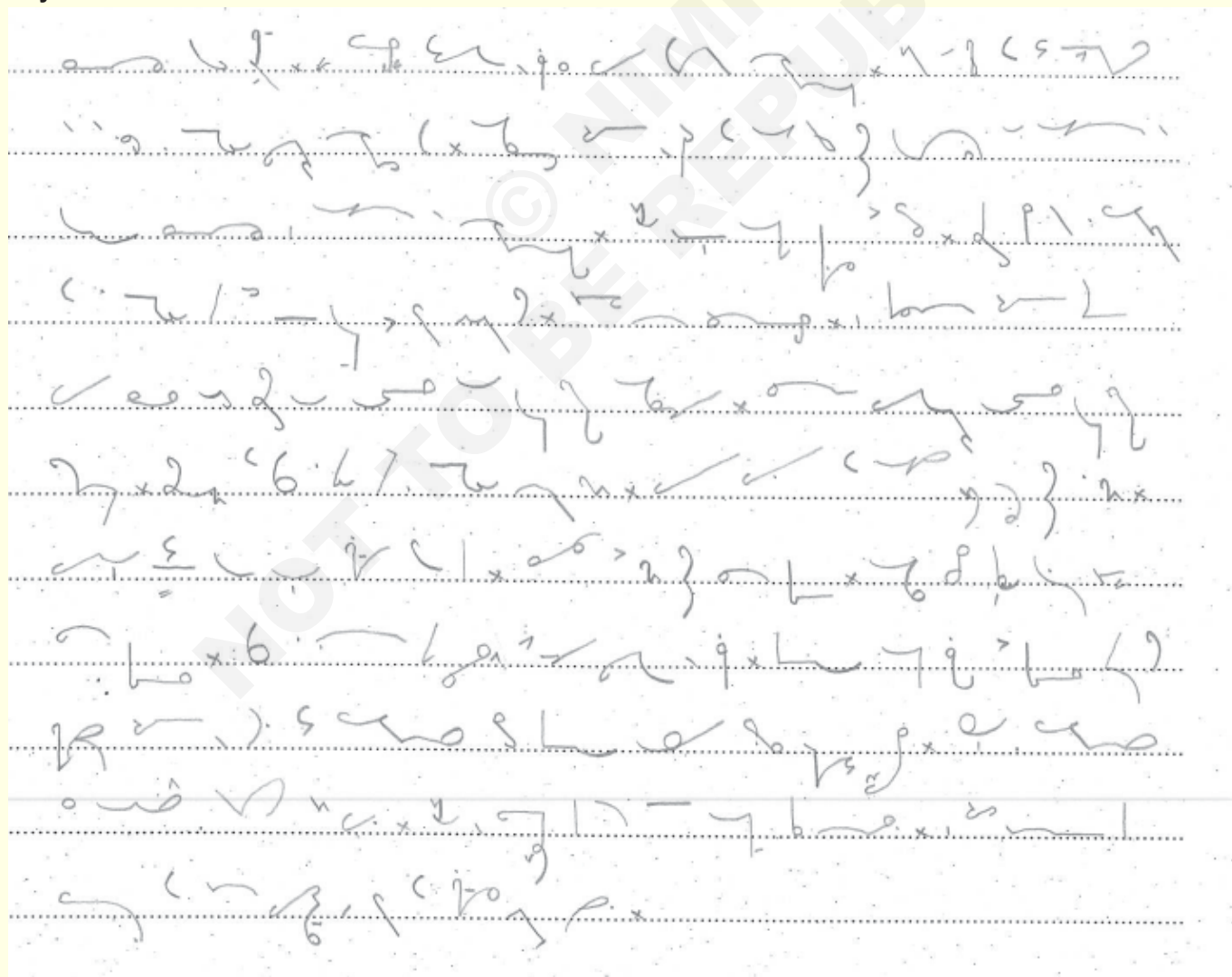
Exercise 5

Schemes have been drawn up. But the question that we have to consider is whether they will be implemented. I hope and trust that with the co-operation of all concerned, the Government will be able to implement them. In this connection, I would like to point out that in the past, there was failure, not in the matter of having (1) schemes but in the matter of implementation. I do not want to go into the details of the plans.

It has been said by an Honourable Member that a Government which cannot give food to the people should not be there. I agree with him to some extent. But, at the same time, I would like to ask whether since (2) Independence, there has been no increase in food production in this country. As a matter of fact, we have been able to increase food production very much. There is no doubt that this is an achievement of which the Government may be proud. We are aware that in the last two or three years, there was a drought. We know (3) that the Government have no control over it. As a result of the drought, there was some difficulty. In these circumstances, it is not fair to create more difficulties. This is a matter which the House and the country will have to consider. Taking into consideration all the difficulties which were there during the last year, I would like to (4) say that the Honourable Minister has been taking necessary steps to deal with the situation.

As we know, the Honourable Minister has announced the policy about wheat. I do not want to criticise it or go into its merits. But I want to make it clear that I am one of those who believe that controls should be the least. (5)

Key to Exercise 5

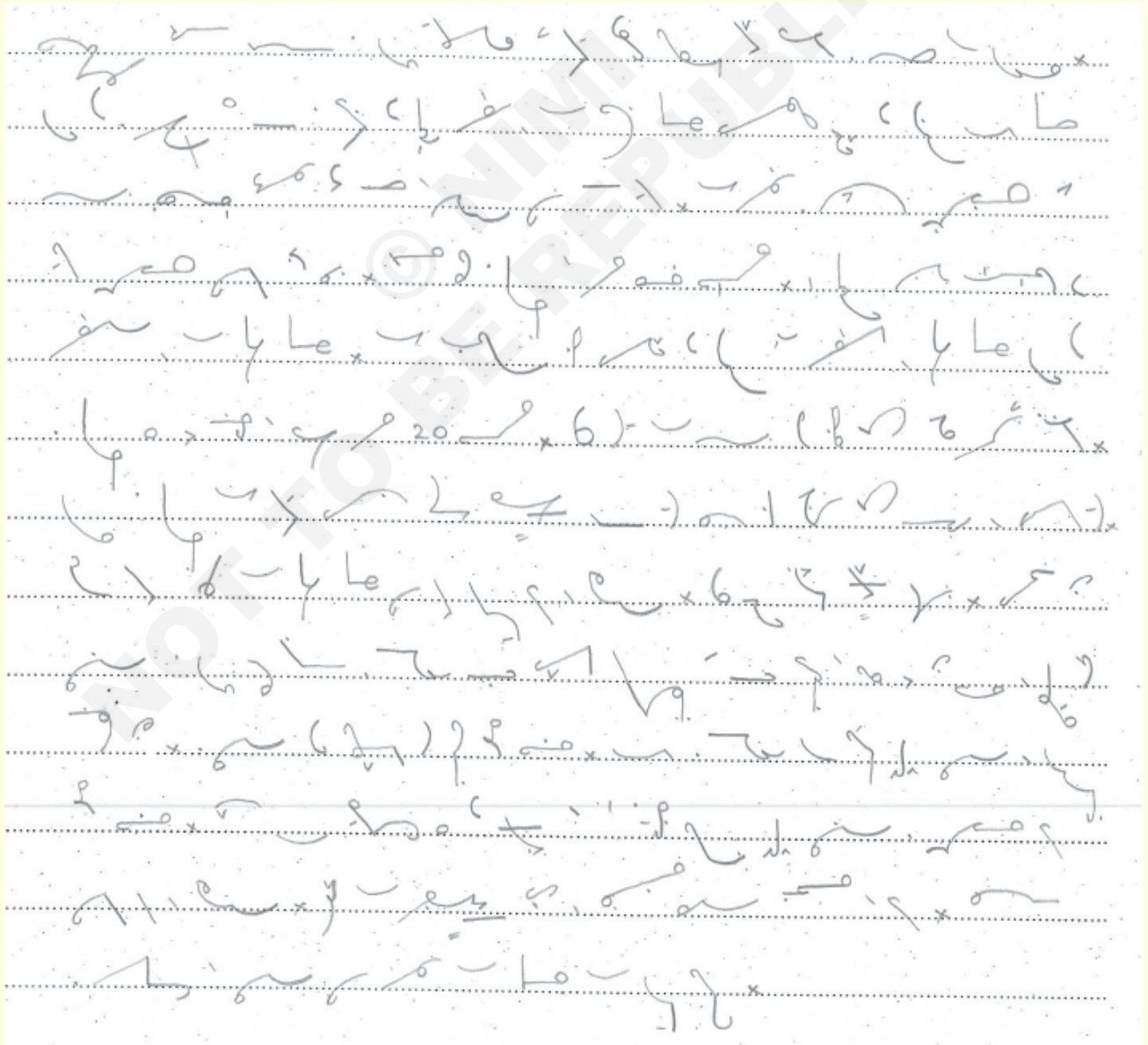


Exercise 6

Mr. Chairman, Sir, I would like to make a few observations on the Budget that has been presented to the House by the Honourable the Minister for Finance. Even though the ruling party has given a pledge that it would not resort to any fresh taxation, we are surprised to find that they have now taxed many consumer goods with (1) the result that the cost of living will go up. In the result, the lower middle classes and the upper middle classes will be hard hit. Of course, there is a deficit of rupees six crores. But, it would have been left uncovered, without resorting to any additional taxation. In the neighbouring state, we find that they have not resorted (2) to additional taxation even though the deficit is to the extent of nearly rupees twenty crores. This is so in many other states also and that is really commendable. If there is a deficit in the Budget, we may ask the Central Government to give us some aid and they will also come forward to help us. Whatever be the (3) justification, any additional taxation will put the poor people to suffering. This could have been avoided by the Government easily.

With regard to land ceiling, a few years back, the Government gave wide publicity and gave plenty of opportunities to the land owners to dispose of their excess lands. The ceiling then prescribed was thirty standard acres. Now, the Government (4) have brought down the ceiling to fifteen standard acres. My own submission is that if the Government all on a sudden bring down the ceiling, the middle class people will be put to suffering. I do not see any reason why the Government want to harass certain categories of people. As a matter of fact, the reduction of ceiling will (5) result in decrease in food production.

Key to Exercise 6



Exercise 7

Ladies and Gentlemen, I have great pleasure in presiding over the conference of Ministers of State Governments in charge of Social Welfare and the Presidents of Welfare Associations in the country. On this occasion, I would like to share with you some of my views for your consideration.

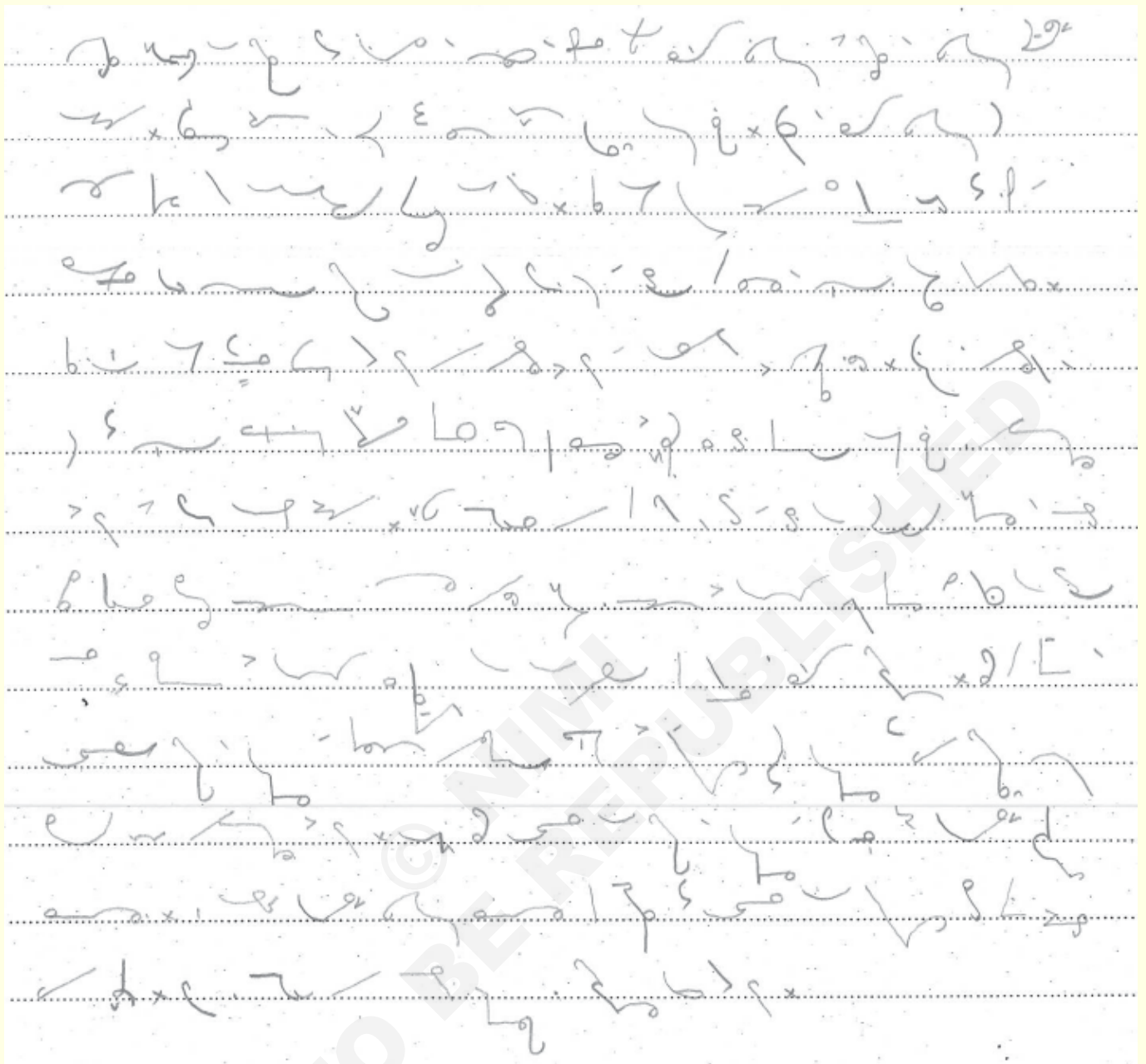
This subject of Social Welfare was mostly dealt with by non-official (1) agencies in the past. It is only after the country has become independent that the State and Central Governments have been making provision in their budgets every year and spending large sums of money for this purpose. It is common knowledge that Governments elected by the people are responsible to the people and answerable to the Legislatures concerned. They have (2) a responsibility to see that the money collected by way of taxes from different sections of the society is spent, taking into consideration the requirements of the people and the overall interest of the country. While Governments are at liberty to plan and spend for essential items of expenditure such as defence, as far as economic matters are concerned. I (3) feel the economy of the family should be taken as the basis for planning because when the structure of the family is disturbed for any reason, it becomes a social problem.

There is much talk of increasing the production of food grains and at the same time, restricting the growth of the population so that the food grains that we produce may (4) be sufficient to meet the requirements of the people. No doubt, there is increase in production of food grains and other goods on account of various development schemes. But in spite of the family welfare schemes, it cannot be said that the increase in population has been checked to the extent we desired. However, the Government are expected to take into (5) consideration the problems faced by the people.

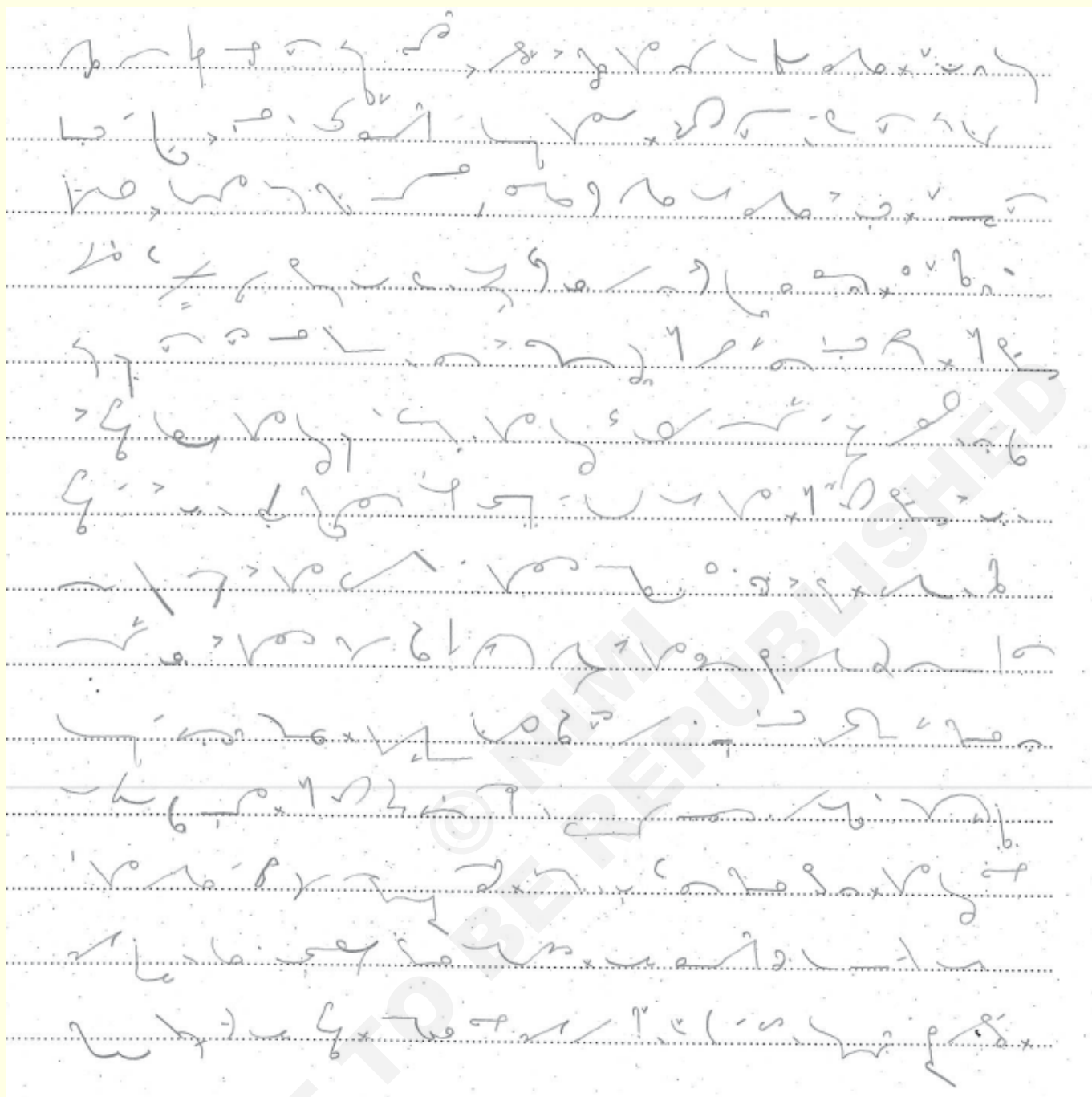
Exercise 8

Ladies and Gentlemen, Let me, at the outset, extend my heartiest congratulations to the recipients of the President's Police Medal for distinguished service. I commend you for your dedication and the devotion to the cause of national security and effective policing. I would also like to offer my heartfelt condolences to the families of your brave colleagues who sacrificed their (1) lives in the service of the nation. I give you my assurance that our Government will spare no effort to ensure that their needs are met and their future is secured. As I address you all here today, my mind goes back to some of the very important issues I had raised on the same occasion last year. I had (2) spoken of the challenges facing the police forces today, of equipping the police forces with the necessary material and intellectual resources to meet these challenges and of the need to generate professionalism, honesty, integrity and efficiency in the police. I had also spoken of the need to improve the public image of the police whereby a policeman can be seen (3) as a friend of the people. We have to address the material needs of the policemen, particularly of those at the lower level and the police system has to be reformed so as to make it a more effective and humane organization. Periodic conferences of this kind are a good occasion to reflect on the progress made in achieving these (4) goals. I had also asked the Home Ministry to quickly examine the recommendations of earlier committees on Police Reforms and suggest easily implementable measures. I am happy to note that some progress has been made. Police forces across the world continue to face an increasingly complex environment. New security threats have come up now, bringing before us new challenges. Governments (5) across the world are trying to fight them and want to formulate a suitable response.

Key to Exercise 7



Key to Exercise 8

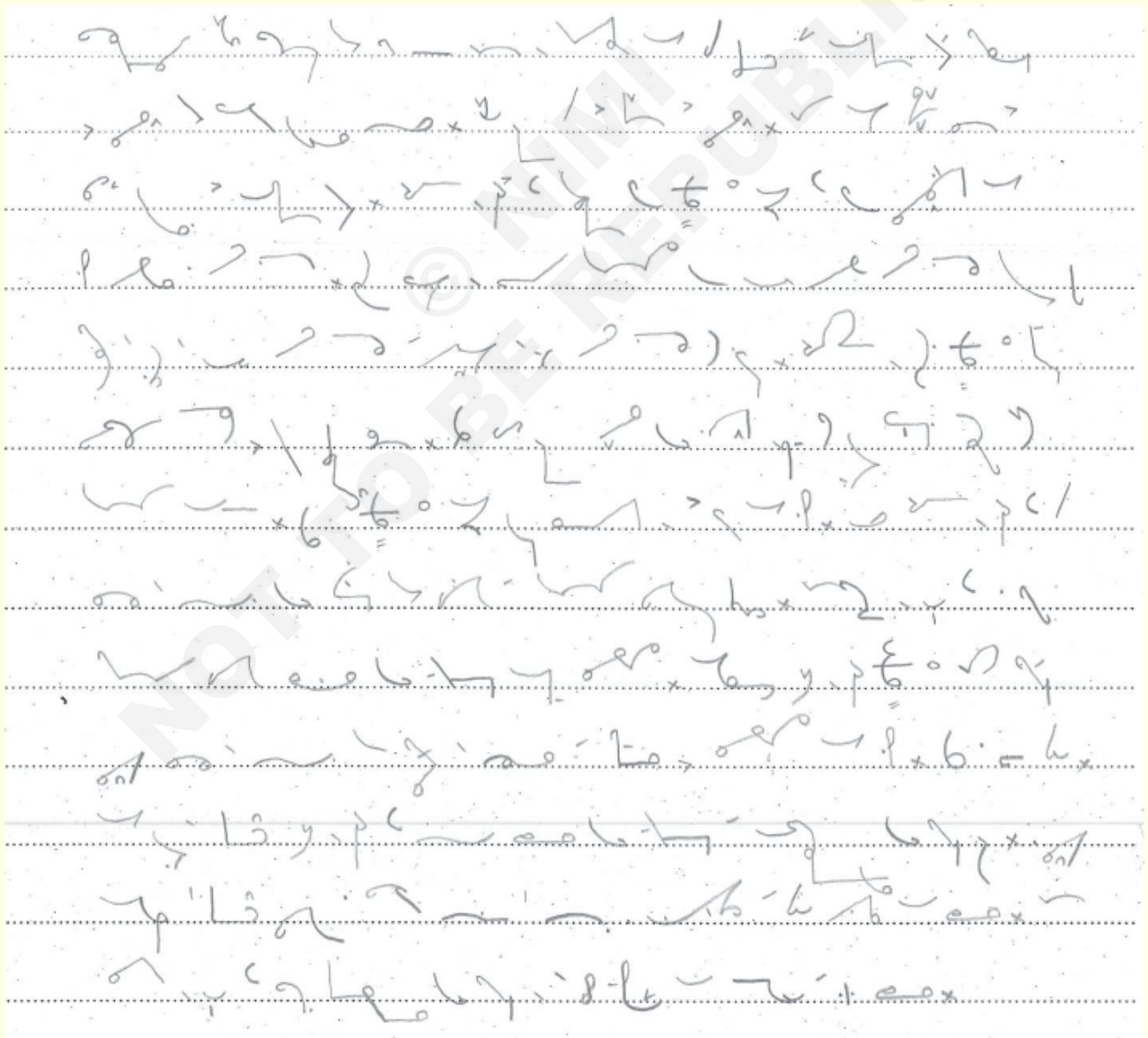


Exercise 9

Mr. Speaker, Sir, I thank you very much for the opportunity given to me to participate in the general discussion on the Interim Budget presented to the House by the Honourable Finance Minister. I do not want to take much of the time of the House. I will only highlight some of the salient features of the Interim Budget. I (1) would like to point out that for the first time ever, this Government has ensured that every household in the state receives a ration card. So far nearly two crore families have now received ration cards after the difficult process of issue of new ration cards and renewal of old ration cards was completed. I would also like to say (2) that this Government has adopted universal access to the Public Distribution System. Those who want to take rice have been allowed to draw their full quota irrespective of their family income. Thus this Government has ensured food security to all the people in the state.

Next, I would like to point out that large sums of money have been allocated (3) for the Health and Family Welfare Department. I am very glad to note that a number of primary health centres have been upgraded into hospitals. In this connection, I wish to point out that this Government has also provided huge sums of money for purchase of medicines and drugs to the hospitals in the state. This is a great achievement. In the field of education, I wish to point out that many schools have been upgraded and infrastructure facilities have been provided to them. The huge investment on education will have a remarkable impact on improving the enrolment and achievement rates in schools. I am happy to note that free text-books have been provided to all students studying in (5) Government and Aided Schools.

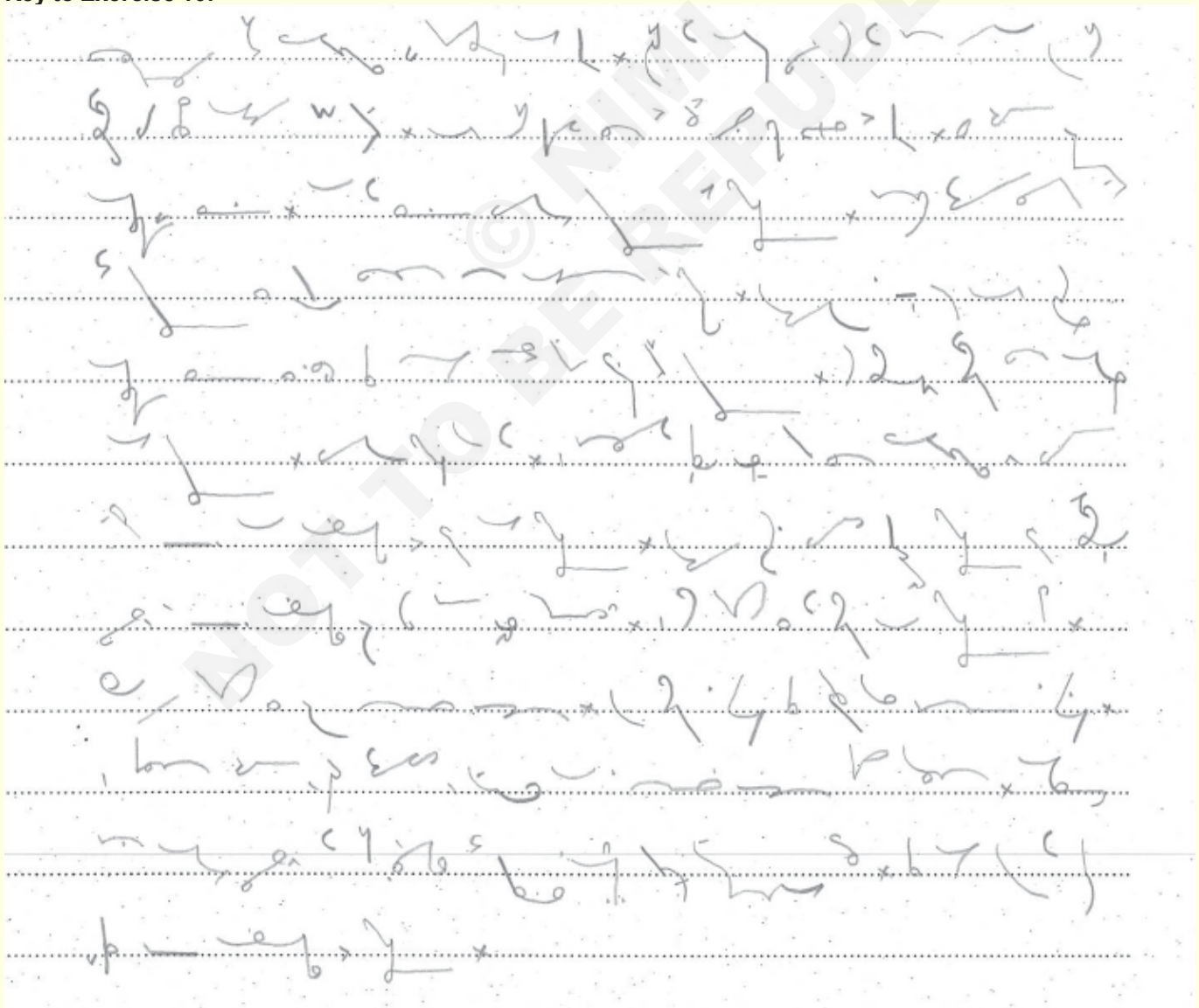
Key to Exercise 9:



Exercise 10

Mr. Speaker, Sir, I thank the Honourable Members who have participated in the debate. I do not think that anybody will say that I am wrong if I say that there has been general satisfaction in the country about the Budget. Now, I shall deal with some of the points raised during the course of the debate. First, I would (1) like to take up the industrial sector. In that sector we have the public sector and the private sector. I am sure that we are happy that the public sector is becoming more and more important in the matter of production. If we have a good year now, so far as the industrial sector is concerned, it is mainly because (2) of the part played by the public sector. So, there is no doubt that there should be more investment in the public sector. We have provided for that. But I am sorry that it is not understood by some Honourable Members how we can stop giving any incentive to the people in the private sector. If they say that we (3) cannot depend upon the private sector people and that there is no use of giving incentives to them, then I can understand the argument. But, their policy is that there should be no private sector at all. As we know, our policy is to have mixed economy. If there should be a change, it is possible for us to make (4) a change. But, at the same time, I would like to point out that we want to function in a mixed economy at least for some time. In this connection, I may inform the House that I had consultations with the business community before formulating the plans. It is only after that, it was decided to give incentives to the (5) private sector.

Key to Exercise 10:

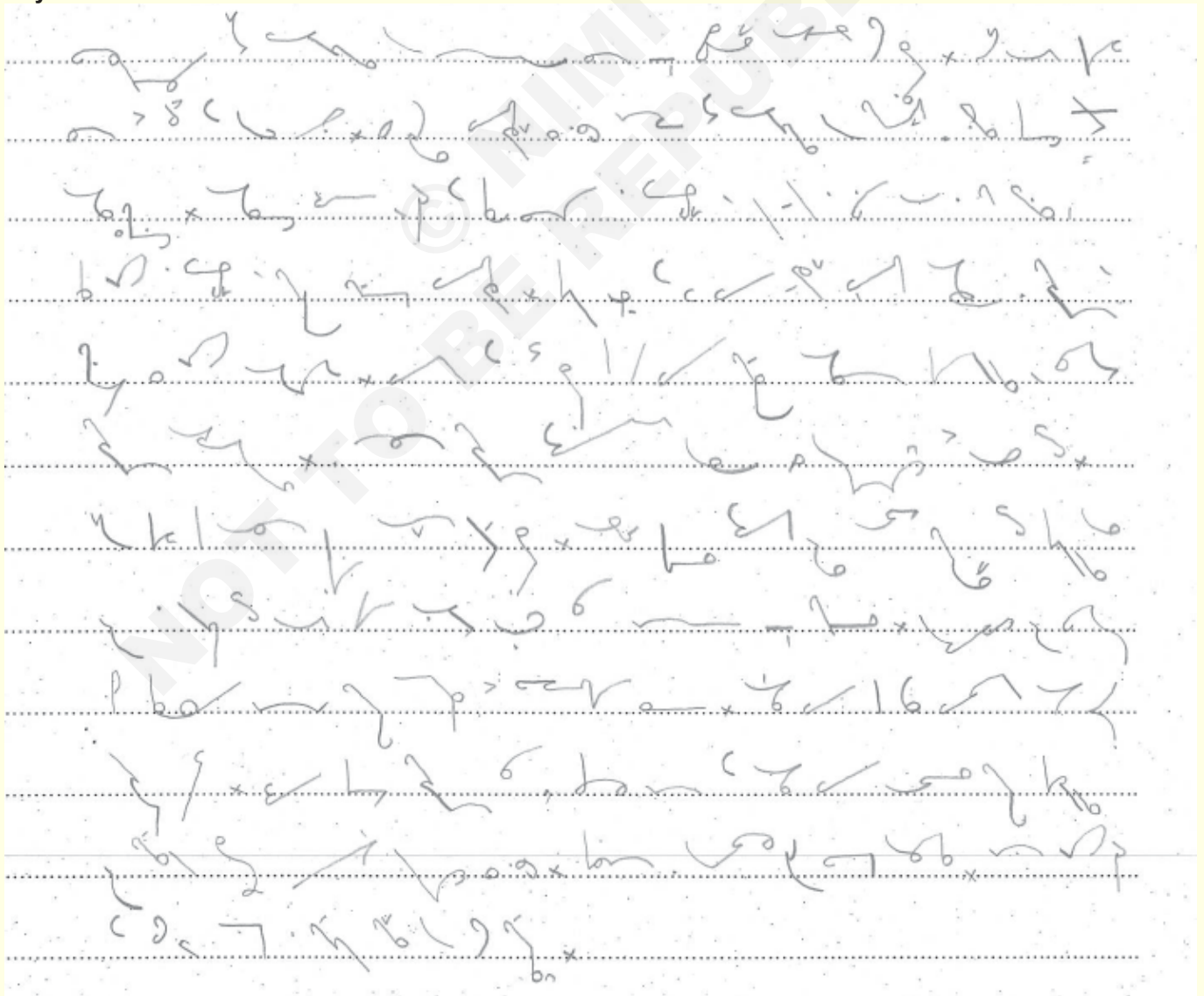


Exercise 11

Mr. Speaker, Sir, I thank the Honourable Members for making some good suggestions in the course of their speeches. I shall now deal with some of the points that have been raised. First, so far as water supply is concerned, I am glad that the Honourable Members have appreciated the steps taken by the Government in this direction. In this (1) connection, I would like to point out that it is not merely a question of putting up a well in a particular place, but it is also a question of providing protected water supply. It should be understood that when we supply water in this manner, the problem of drainage is also involved. We hope that with the speed at (2) which we are proceeding in this matter, it will be possible to solve the problem in the near future.

The most important problem that we are now facing is the formulation of the next plan. I have dealt with it in some detail in my Budget speech. In spite of the difficulties we had to face in regard to the previous plan, it should be possible for us to have a better plan now which will enable the nation as a whole to make good progress. If we want to have Welfare State, it is necessary to improve the productive capacity of the agricultural sector. Unless we do that, we will be only sharing poverty with each other. When (4) we take the problem as a whole, it seems to me that unless we increase production, it will not be possible to have prosperity as far as the rural population is concerned. At the same time, the farmers do not have credit facilities. I may also point out that they are not able to get a proper price for their (5) produce.

Key to Exercise 11:

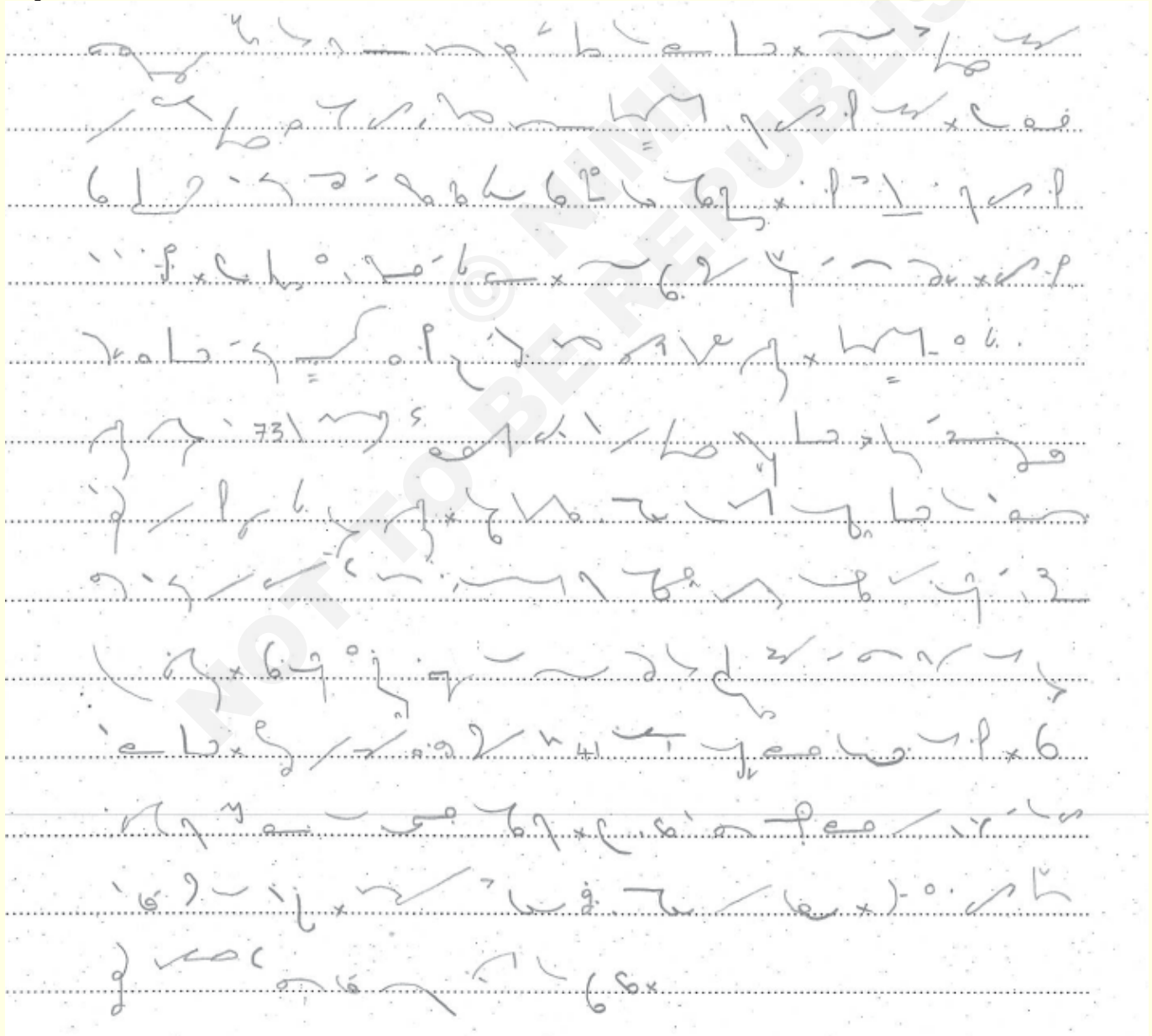


Exercise 12

Mr. Speaker, Sir, I thank you for the opportunity given to me to speak on the Demand for School Education. Among all the Chief Ministers in the country, our Honourable Chief Minister is the only one who promised to make Tamil Nadu the number one state in the country. Ever since this declaration, all her actions and steps towards achieving (1) this target have been in this direction. A state cannot become a number one state all of a sudden. Every department has to progress and achieve equally. Among these, there are vital and important areas. One such area is education and here, Kerala is said to have obtained almost hundred per cent literacy. Tamil Nadu has achieved a literacy level (2) of 73 per cent and I am sure, with the sincerity shown by our Chief Minister to provide education to the poor and weaker sections of society, our state will achieve full literacy. For this purpose the Government have already introduced 'Education for All' Scheme.

Sir, all here are aware that I am a nominated member in this House (3) to represent the interests of our community and to work for their welfare. This community has contributed a great deal in many areas for the development of the country and more particularly in the field of school education. As far as our community is concerned, there are about forty one Anglo Indian Schools functioning in the state. This is a (4) healthy number and I do not seek any increase in this number. However, the buildings of some existing schools are too old and for want of funds, they are in bad condition. I am aware of the financial constraints the Government are facing. So, as a one time assistance, I request that some funds may be allotted for these buildings. (5)

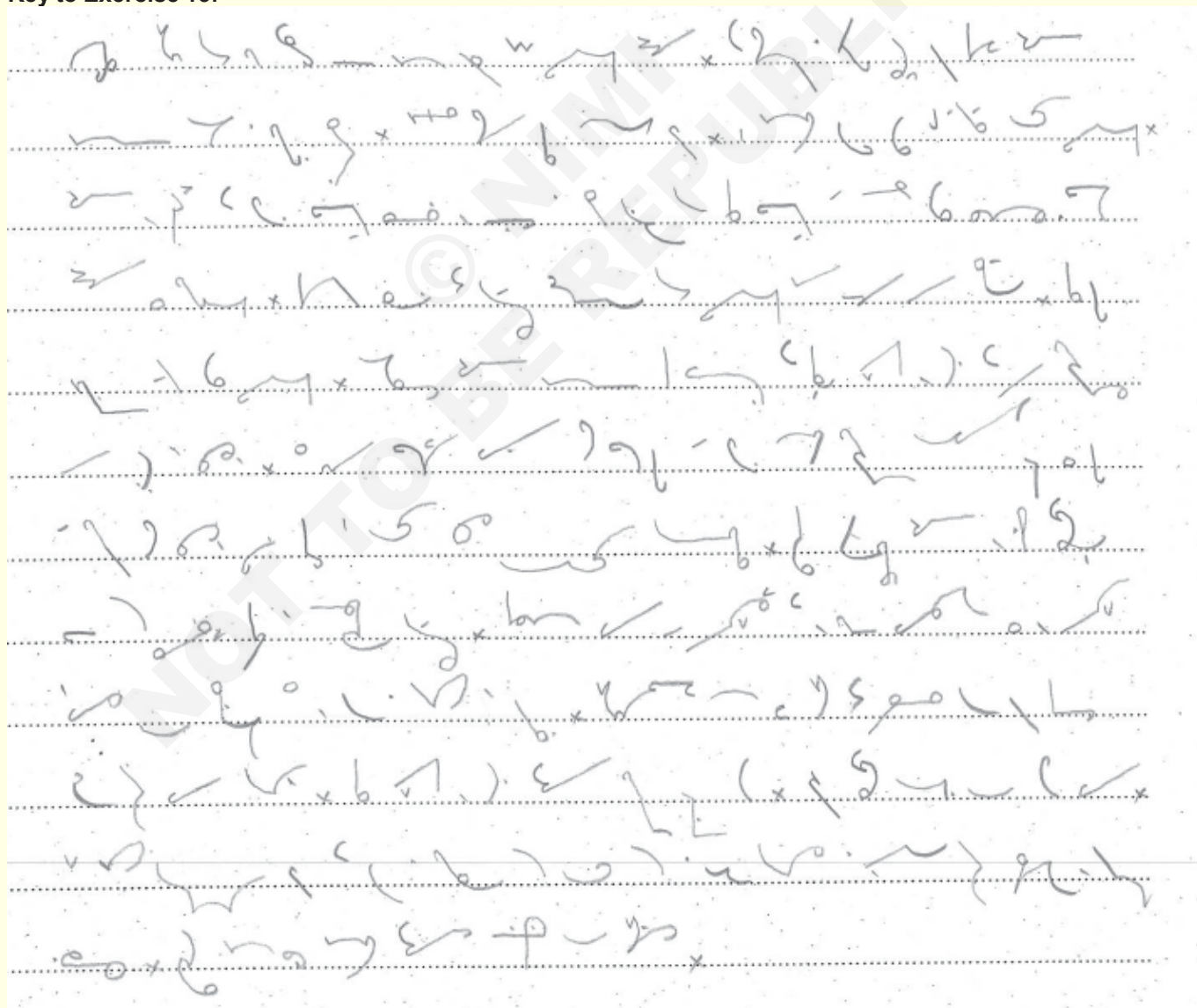
Key to Exercise 12:



Exercise 13

Ladies and Gentlemen, I thank you for the opportunity that has been given to me to speak about the unity of the country. Though there may be large number of issues to be dealt with, I would like to make only a brief speech. Of course, there are differences among the people. But, I am sure, even these do (1) not oppose national unity. I would like to point out that every group seeks to gain a special favour for its group and because of this, sometimes the growth of the country is prevented. It will be seen that the forces working for the unity of our country are strong. It is difficult to break up this unity. In this (2) connection, I would like to make it clear that it is not right to say that our problems are easy of solutions. As you are very well aware, they are very difficult and every major problem in the world today is difficult and probably their solution will depend on national as well as international factors. At this juncture, I would (3) like to state that there is no great or serious danger of external forces. At the same time, we should realize that to protect oneself is to rely on one's own strength as to have a policy of peace. I think you will agree with me when I say that risks have to be taken whatever (4) path we follow. It is right to say that we are prepared to take them. I believe that there is indeed no other way. I also firmly believe that if a person or a nation or an individual follows a wrong path, he will have to bear the consequences. So far as I am concerned, I am sure that we (5) cannot exist in isolation.

Key to Exercise 13:



Practice the use of various files

Objectives: At the end of this exercise you shall be able to

- **identify different types of files**
 - **practise different types of filing.**
-

TASK 1: Demonstrate Vertical Filing (Fig 1)

- 1 Arrange hard cardboard type boxes with paper holding device.
- 2 Place the documents/letters in the holder.
- 3 Arrange vertically in the shelf by giving proper name.

Fig 1



TASK 2: Demonstrate Drawer filing system (Fig 2)

- 1 Fill your file drawers with hanging folders.
- 2 Sort your papers into piles by category.
- 3 Place each pile into a manila folder and label it clearly.
- 4 Place the manila folders into the hanging folders.
- 5 Label the hanging folders with the same names as the manila folders.
- 6 Place them in the drawer as shown in (Fig 2).

Fig 2



TASK 3: Demonstrate Alphabetic & Numeric filing system

For Alphabetic filing

- 1 Give descriptive heading (Section names. Names of employees, Subject category).
- 2 Arrange them alphabetically.
- 3 Give index numbers.
- 4 Place the folders in the cabinet.

For Numeric filing

- 1 Give account numbers.
- 2 Give transaction numbers.
- 3 Record Product or part number.
- 4 Give Case numbers.
- 5 Give index number.
- 6 Place them in the cabinet properly (Fig 3).

Fig 3



TASK 4: Demonstrate Filing equipment

(Institution may arrange to procure the filing equipment and trainees may be asked to demonstrate based on the theory conducted under the supervision of the Instructor)

1 Guard file (Fig 4)

Fig 4



2 Spike file (Fig 5)

Fig 5



3 Box file (Fig 6)

Fig 6



4 Concertina file (Fig 7)

Fig 7



5 Clip file (Fig 8)

Fig 8



Office Administration and Facility Management

Exercise 1.7.62

Stenographer Secretarial Assistant (English) - MS Power Point - Office Secretary - Filing - Dictation Exercises

Prepare PPT on current topics

Objectives: At the end of this exercise you shall be able to

- open power point program
- familiarize different power point screen components
- select new slides
- create new presentation on current topic
- save the power point presentation
- rename the presentation.

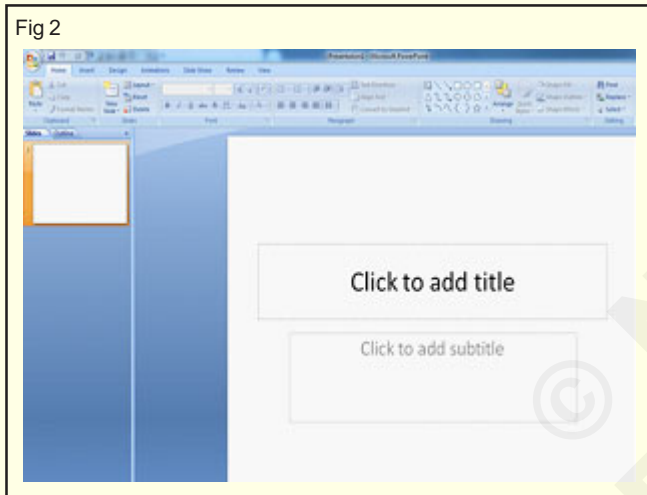
TASK 1: Open a power point and create new document

- 1 Click start button → All programs → Microsoft Office → click Microsoft Power Point. (Fig 1)
- 2 Power Point window opens as in (Fig 2).

Fig 1

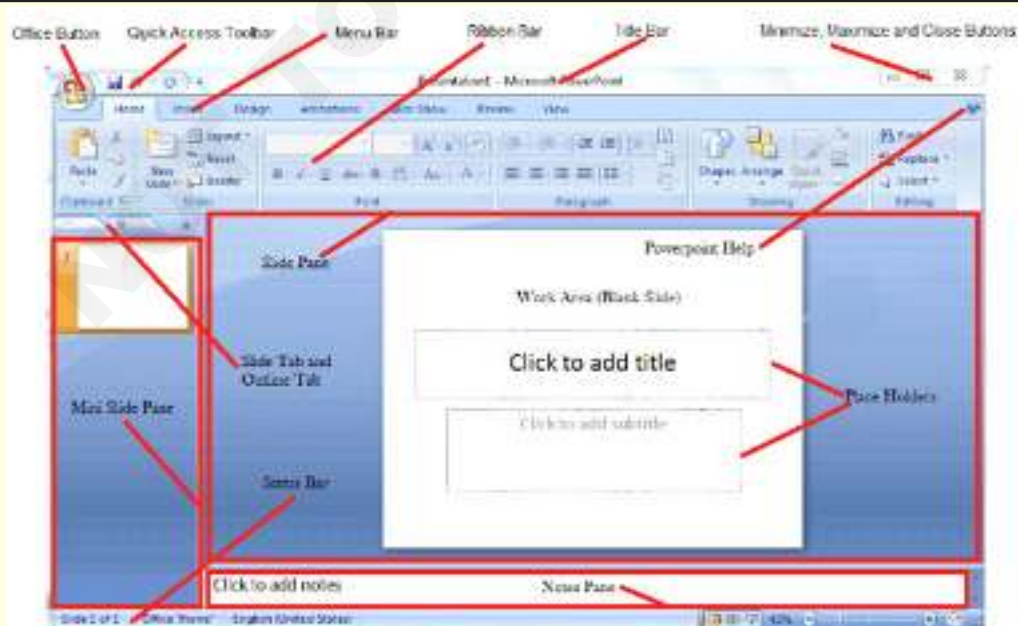


Fig 2



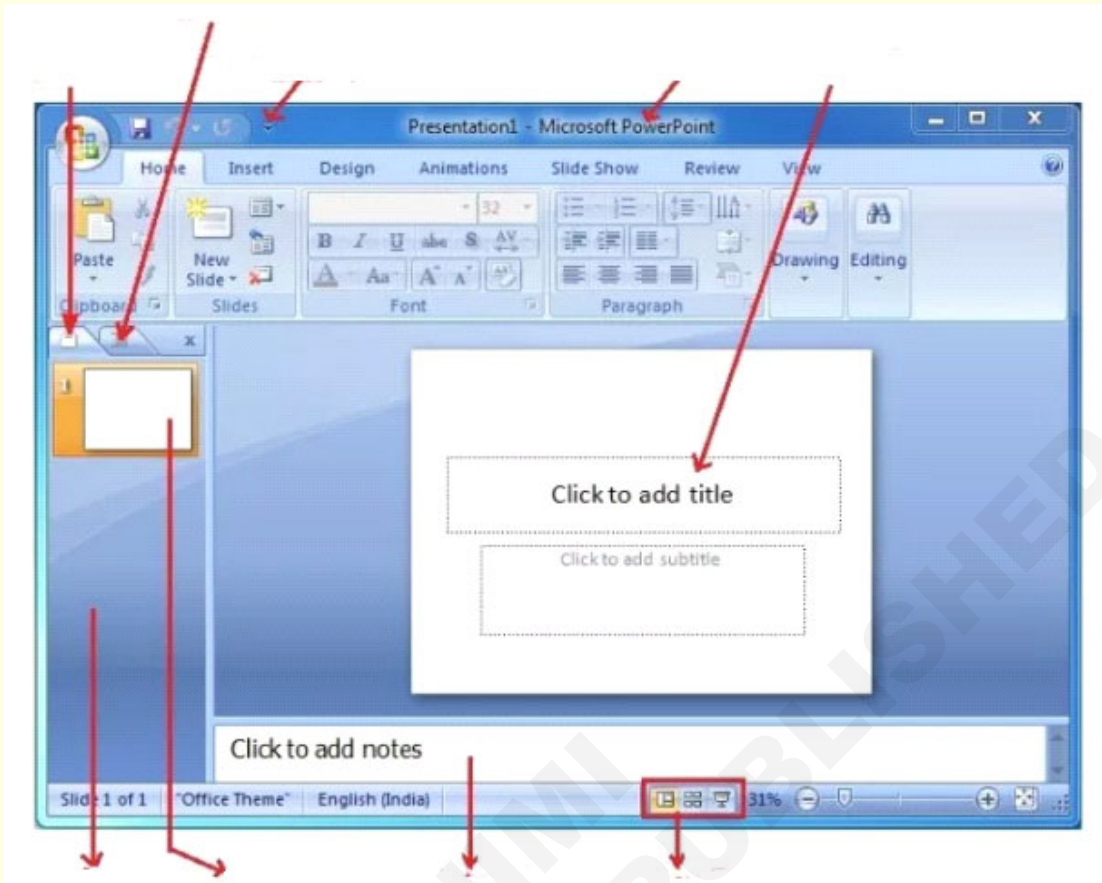
TASK 2: Familiarise different Power Point screen components (Fig 3)

Fig 3



TASK 3: Write the name of the Power point screen components in (Fig 4)

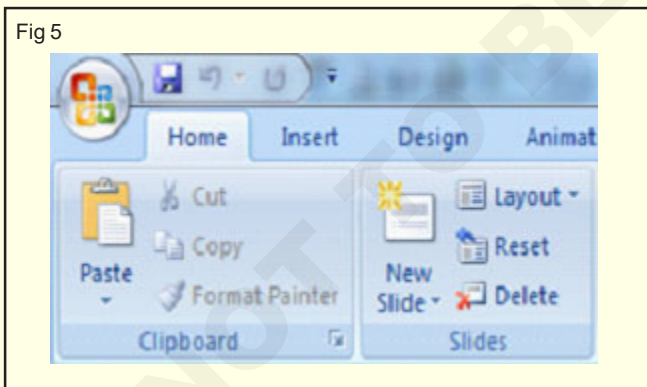
Fig 4



TASK 4: Select a New slide

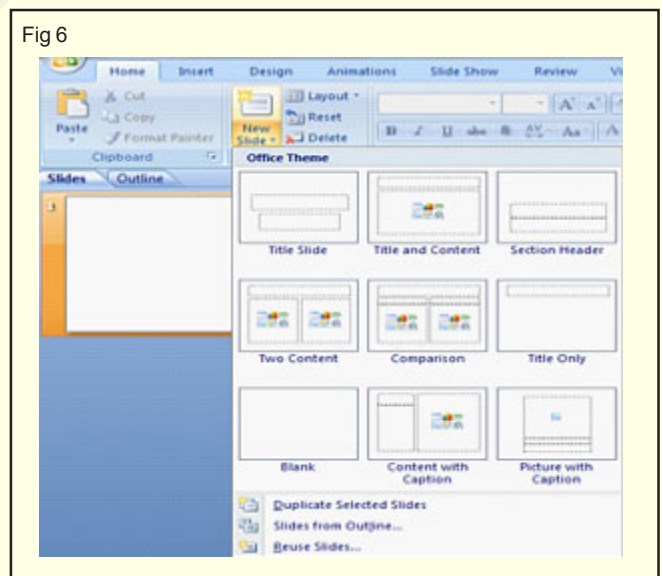
- 1 Choose file menu.
- 2 In Home tab click New Slide. (Fig 5)

Fig 5



- 3 Window appears as in (Fig 6).
 - 4 Select the slide as per requirement.
 - 5 A blank slide appears in mini side pane.
- To enter a caption in the slide click Insert tab and text box.

Fig 6



TASK 5: Insert image in to the slide

To the Instructor: Save some pictures to the picture library of the systems to practice of trainees if online facility is not available.

- 1 Click insert tab and click open clip art menu as in (Fig7).

Fig 7



- 2 Click on the options available as per your requirement.

There are three ways to add graphics to your presentation.

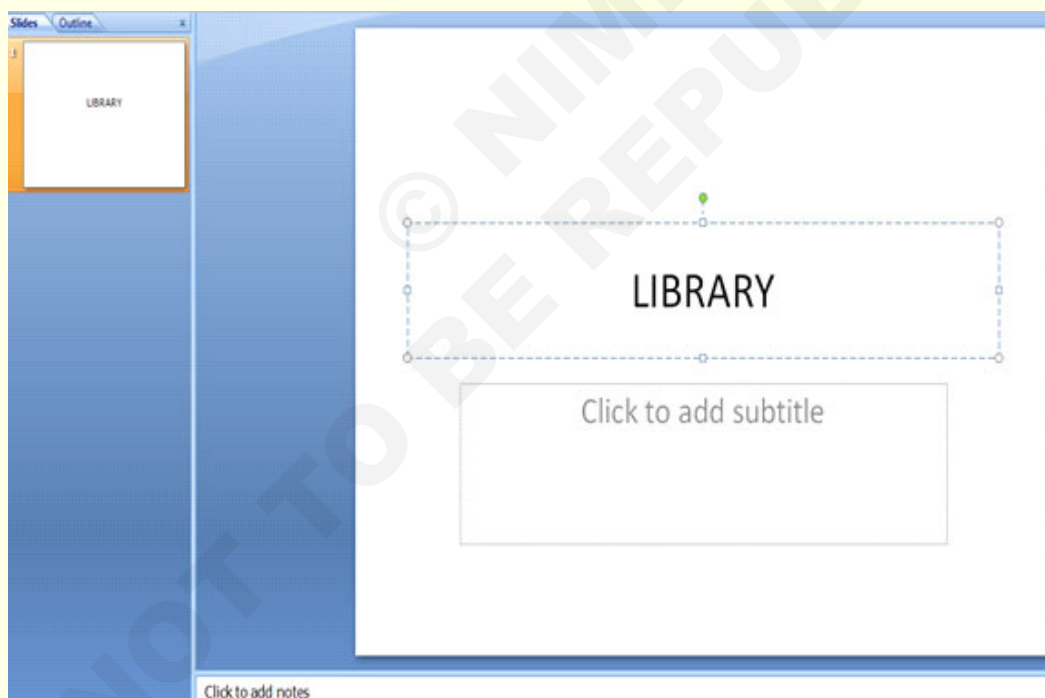
- A Use the Microsoft Clip Art Gallery, which is a built-in feature.**
- B Use graphics you have saved on your computer or USB key.**
- C Copy and paste pictures you find on the Internet.**

- 3 Select the image and click on the image.
- 4 The image appears on your slide.
- 5 Resize the image to fit into the slide.

TASK 6: Create a presentation

- 1 Open Power Point program.
- 2 Blank slide appears.
- 3 Type name of your presentation as LIBRARY in the Click to add title column as in (Fig 8).

Fig 8



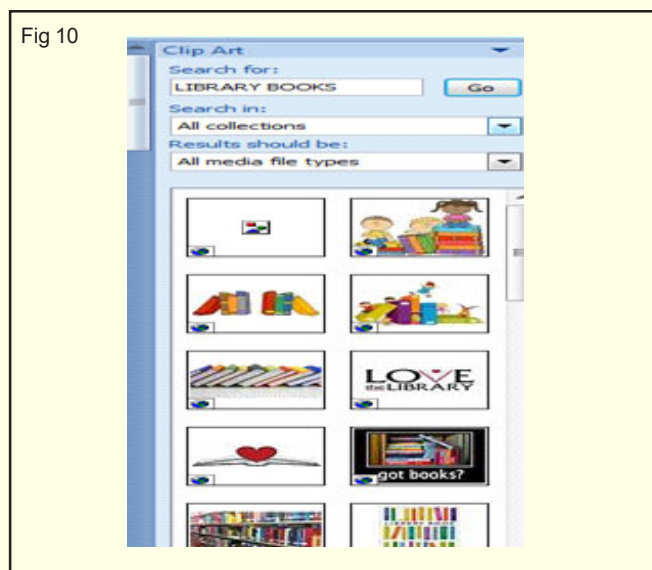
- 4 Add a picture of Library.
- 5 Click Insert tab.
- 6 Window appears as in (Fig 9).
- 7 Select picture if available in the system, if not.
- 8 Click clip art.
- 9 A pull down menu appears in the right side of the screen.

Fig 9



10 Type library books in the search column.

11 Pictures appear as in (Fig 10).



12 Click and select the picture as per your choice.

13 Selected picture appears as in (Fig 11) as your first slide.



14 Similar way you can add any number of slides.

TASK 7: Create second slide as Books on Computers (Fig 12)

1 Follow the steps 5 to 12 as in task 6.

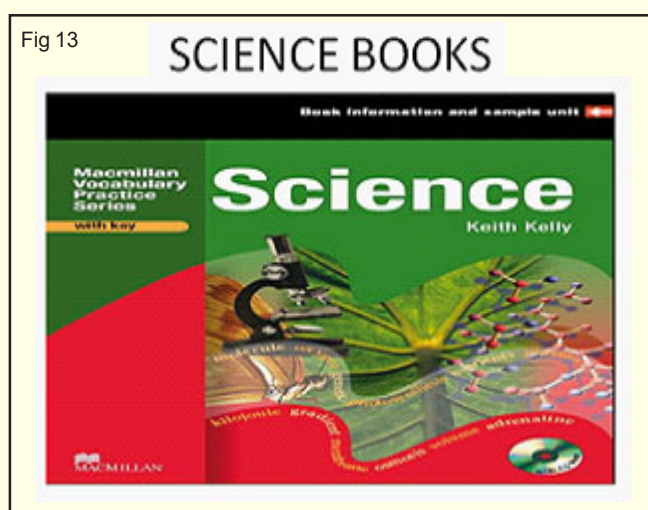
2 Second slide appears as in (Fig 12).



TASK 8: Create third slide as Science books

1. Follow the steps 5 to 12 in task 6.

2. Third slide appears as in (Fig 13).



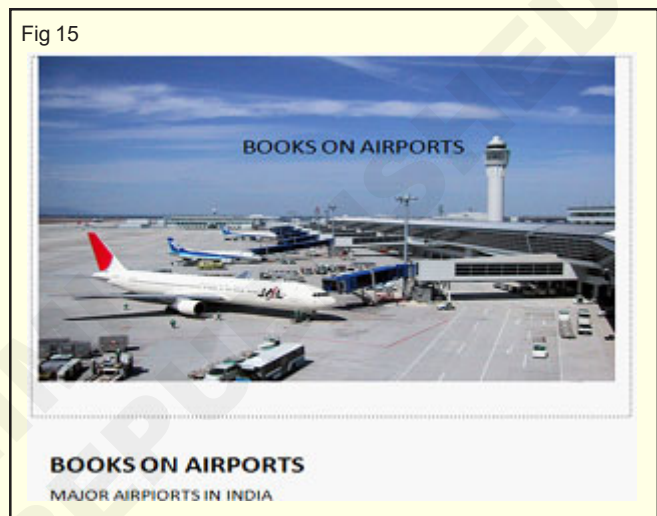
TASK 9: Create fourth slide as Books on social studies

- 1 Follow the steps 5 to 12 in task 6.
- 2 Fourth slide appears as in (Fig 14).



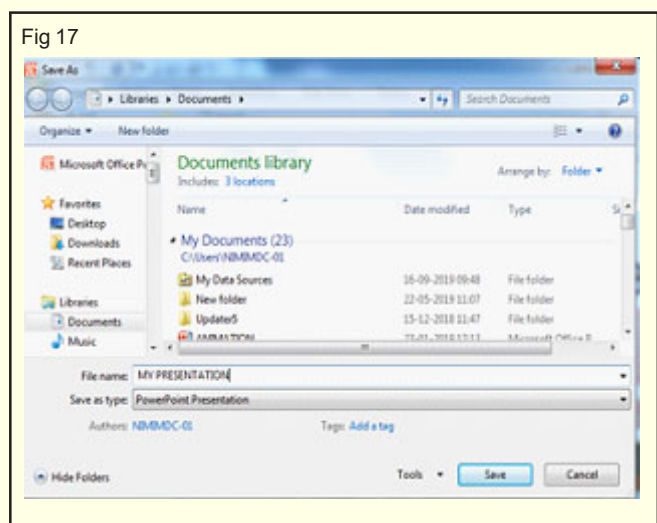
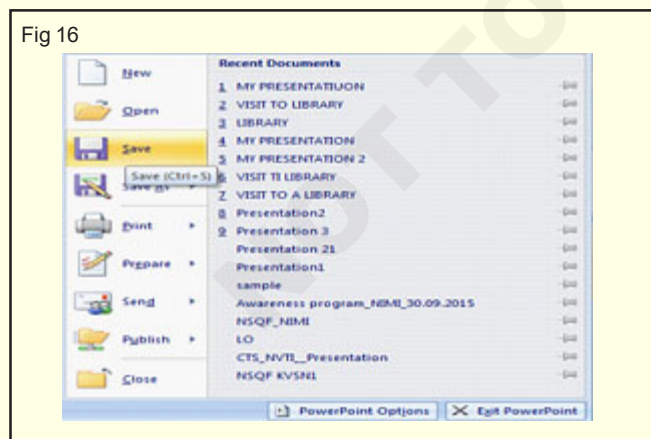
TASK 10: Create fifth slide as Books on Airports

- 1 Follow the steps 5 to 12 as in task 6.
- 2 Fifth slide appears as in (Fig 15).



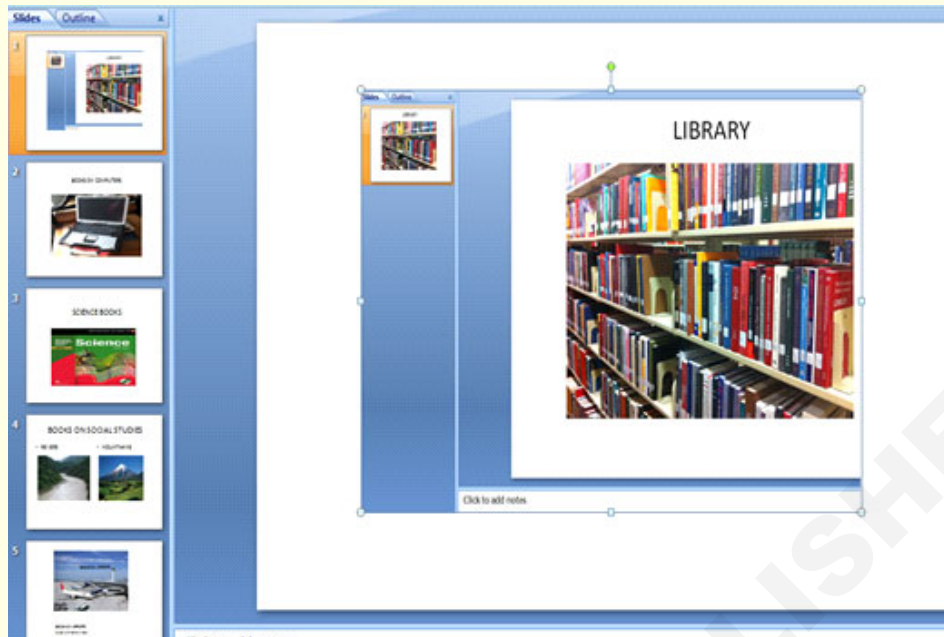
TASK 11: Save a current presentation

- 1 Click file icon in Power point presentation.
- 2 Window appears as in (Fig 16).
- 3 Click save.
- 4 Window appears as in (Fig 17).



- 5 Click save.
- 6 The Power point presentation is saved as "MY PRESENTATION".
- 7 When you open your file MY PRESENTATION, the presentation will look like as in (Fig 18).

Fig 18



TASK 12: View presentation

- 1 Open Power point program.
- 2 Click on file and open 'My presentation' file.
- 3 Click view tab and click slideshow button.
- 4 First slide appears in the screen.
- 5 Click anywhere in the screen.
- 6 Next slide appears.
- 7 Repeat action 5 till you reach the last slide.
- 8 At the end black screen appears with a message "end of slide show, click to exit".
- 9 Click and exit.

TASK 13: Rename presentation

- 1 Click open file tab.
- 2 Select Save As option.
- 3 Window appears with file name "MY PRESENTATION".
- 4 Type the file name as 'Sample'.
- 5 Click save.
- 6 The name of the file has been changed to sample.

Office Administration and Facility Management

Exercise 1.7.63

Stenographer Secretarial Assistant (English) - MS Power Point - Office Secretary - Filing - Dictation Exercises

Add graphics to power point

Objectives: At the end of this exercise you shall be able to

- create/insert/delete power point slide
- add graphics from microsoft clip art gallery
- add graphics saved on the your computer or USB key
- copy and paste pictures you find on the internet.

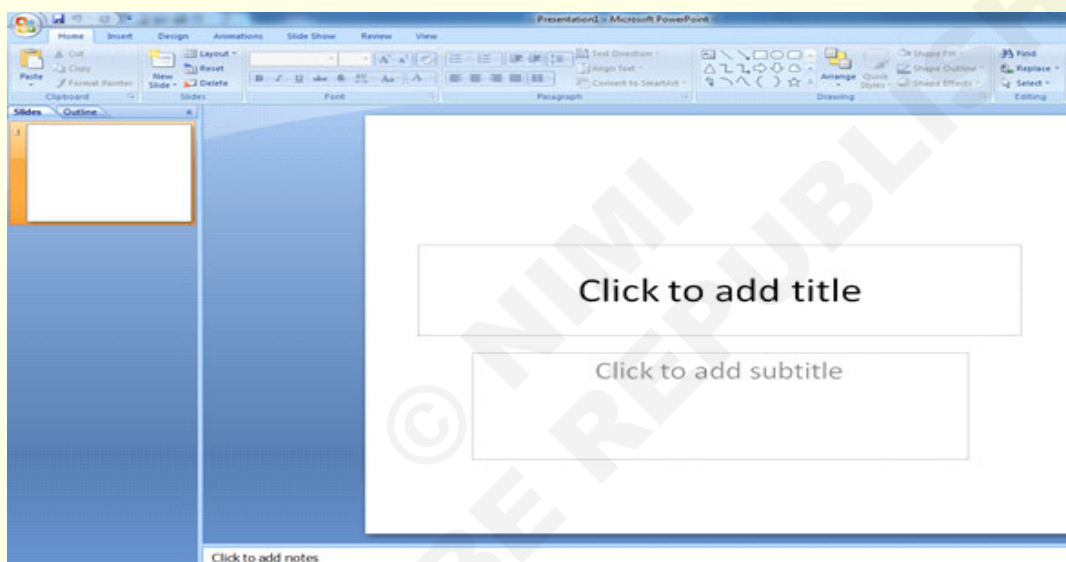
TASK 1: Create / Insert / Delete Power point slide

To the Instructor - save some pictures to the picture library of your system and name it to identify by the trainees eg. Pic1.jpg, and pic2 .jpg etc.

1 Open Power point program

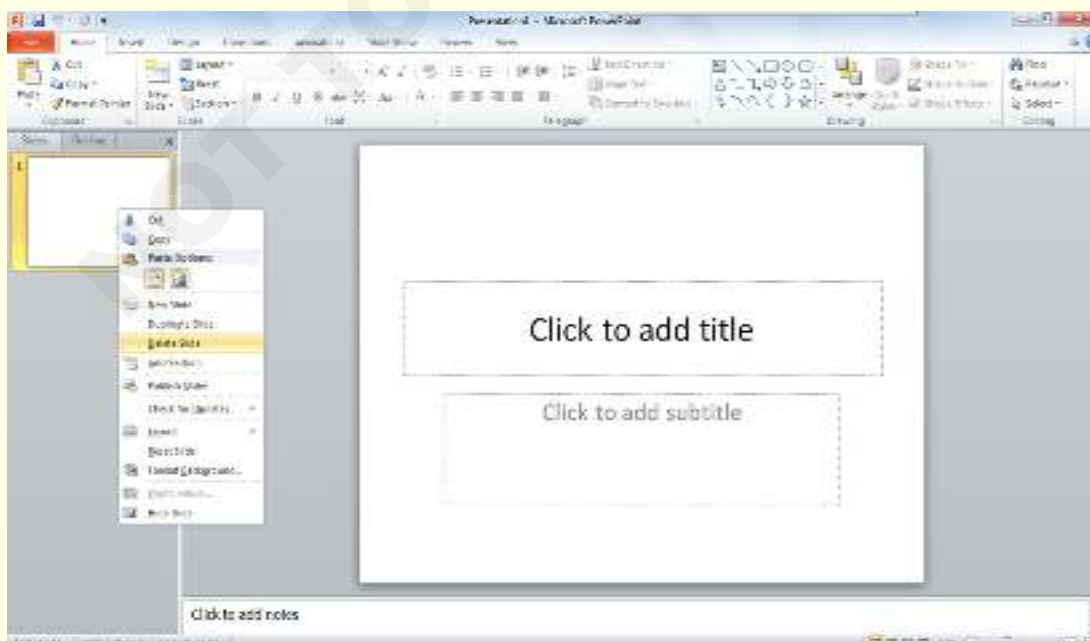
2 A new default power point slide appears on the screen as in (Fig 1).

Fig 1



3 Right click the slide - 1 at the left top of the screen and choose delete slide to delete the default slide as in (Fig 2).

Fig 2



- 4 Click New slide to choose "Two content layout" from the home tab as on (Fig 3) or Click layout and select "two content layout" slide without deleting the default appeared slide.

A two content layout displayed on the screen as on (Fig 4).

Fig 3

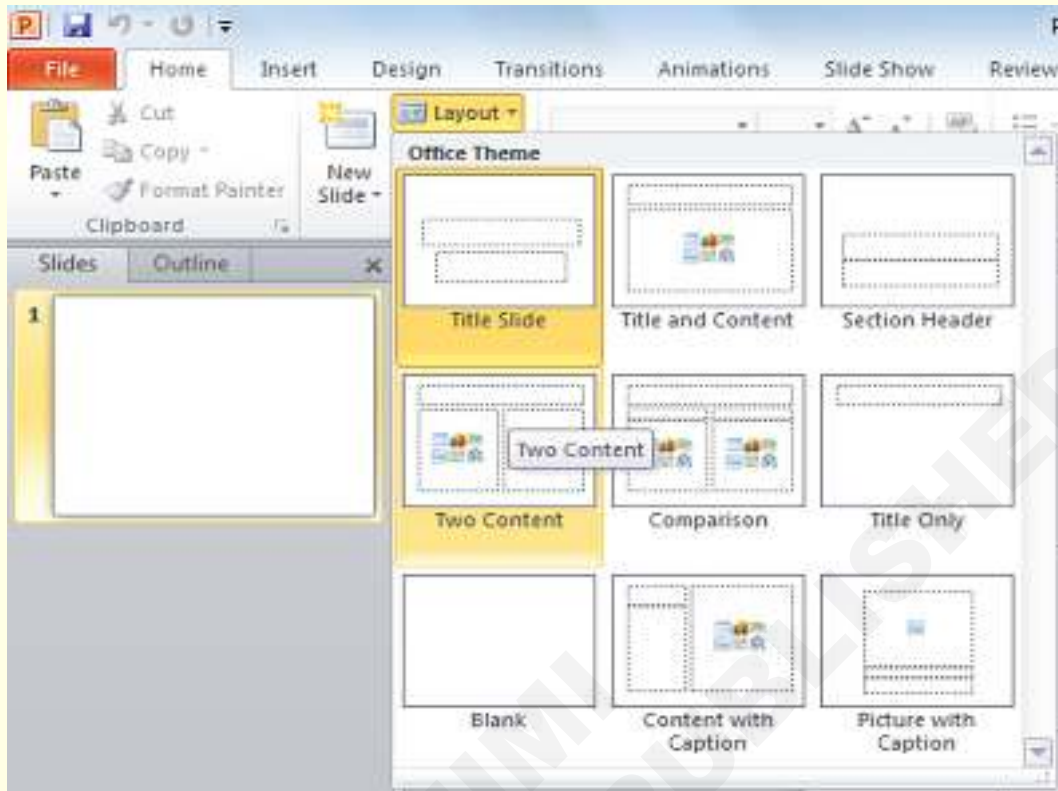
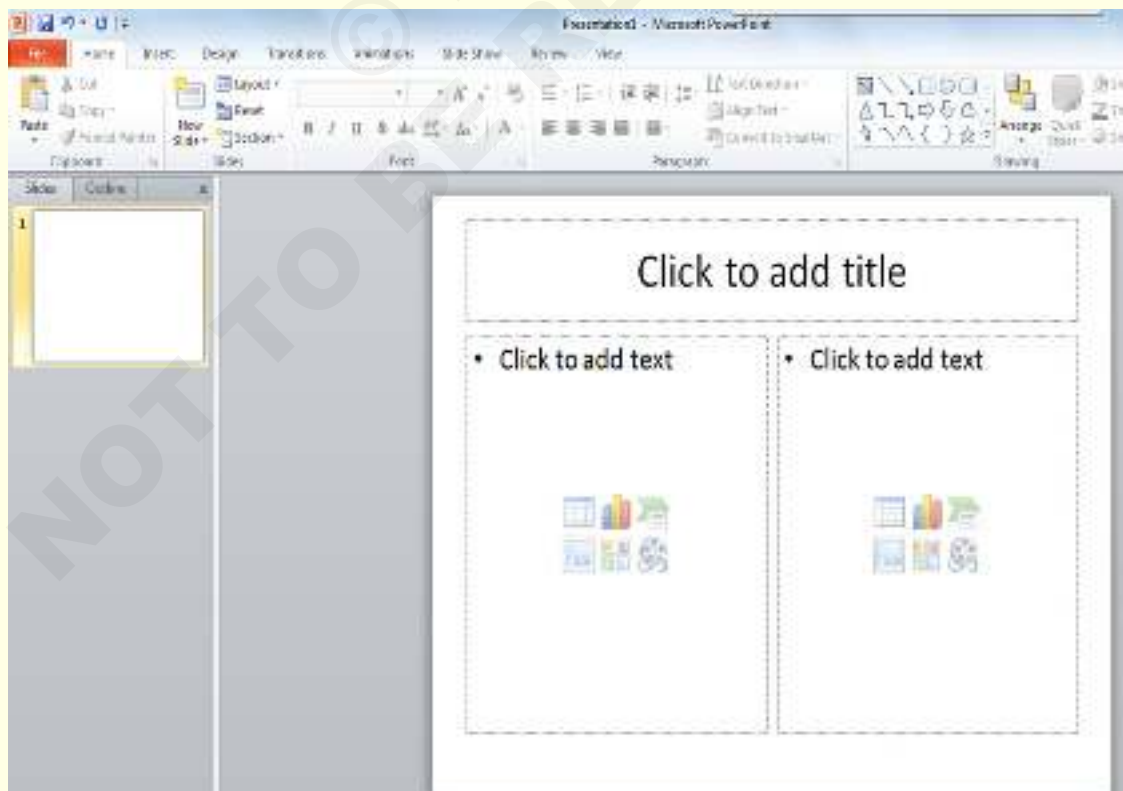


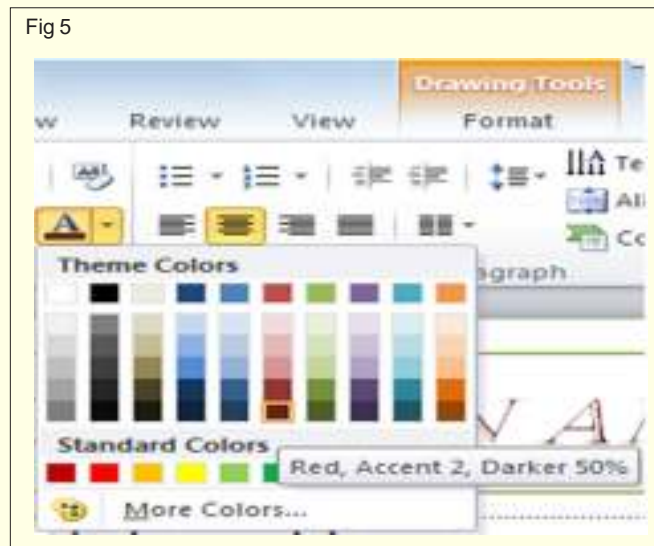
Fig 4



TASK 2 : Insert a picture

- 1 Click the "Add title" and Type "THE LION AND THE MOUSE" in capital give the font size 40 and font faces as CASTLER, theme colour as red accent 2, Darker 50% italicize it from Font of home ribbon.
- 2 Click "Centre on paragraph" from home tab to centre the text as on (Fig 5).

Fig 5



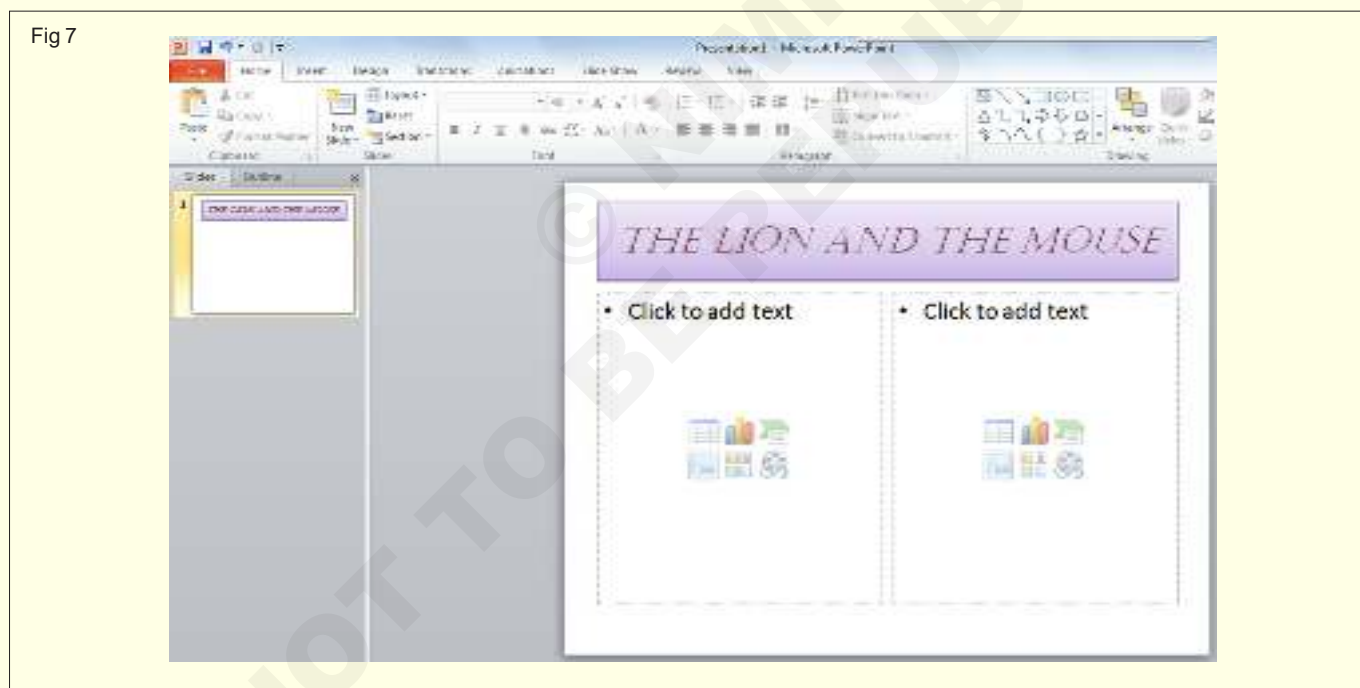
- 3 Apply visual style by choosing Quick style as subtle effect purple accent 4 from the home tab as on (Fig 6).


Fig 6



The layout is shown as on (Fig 7).

Fig 7



- 4 Click the add text of the right hand side of the place holder and click  insert picture from file tab on the holder.

The default picture library folder of the system appears.

- 5 Choose a pic1.jpg from the picture library and click insert key as on (Fig 8).

The added picture is seen on the screen as on (Fig 9).

- 6 Drag the picture edges and set it as on (Fig 10).
- 7 Click the add text on the left hand side of the place holder and type the following text by removing the bullet by pressing backspace.

Fig 8

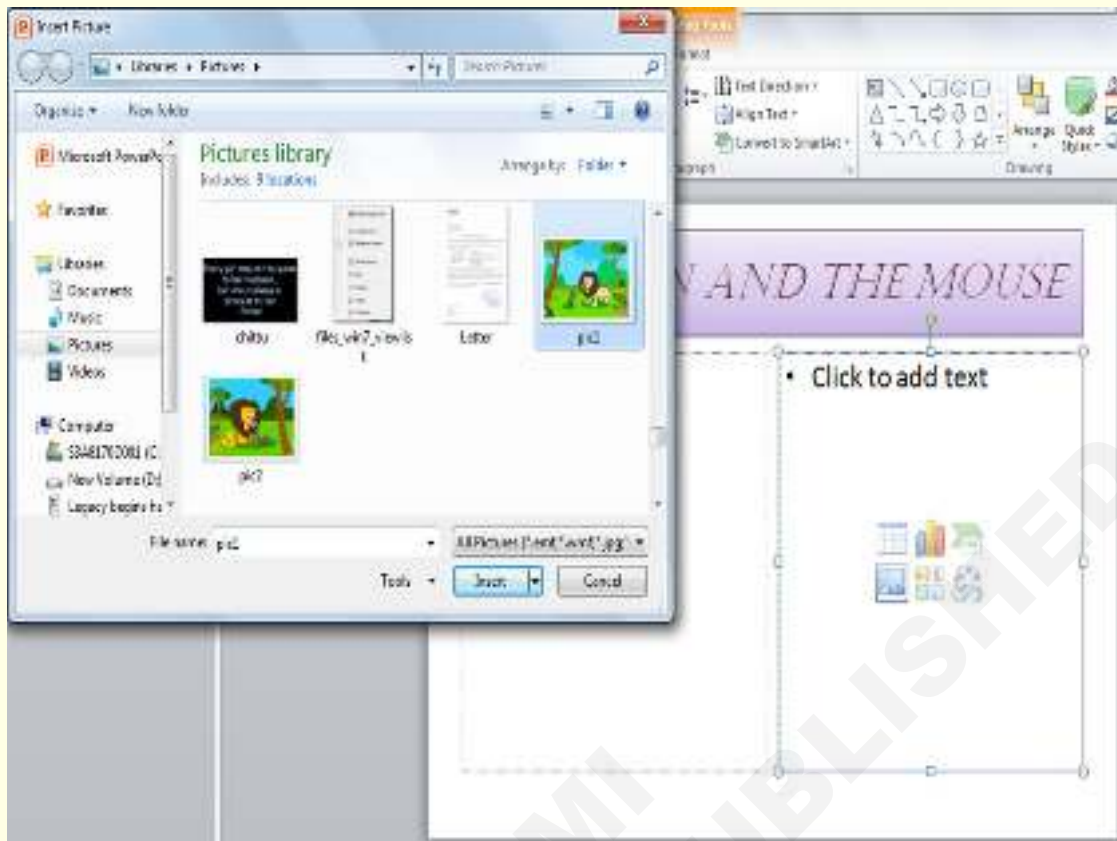


Fig 9



Fig 10



Once when a Lion was asleep, a little Mouse began running up and down upon him. This soon wakened the lion, who placed his huge paw upon him and opened his big jaws to swallow him.

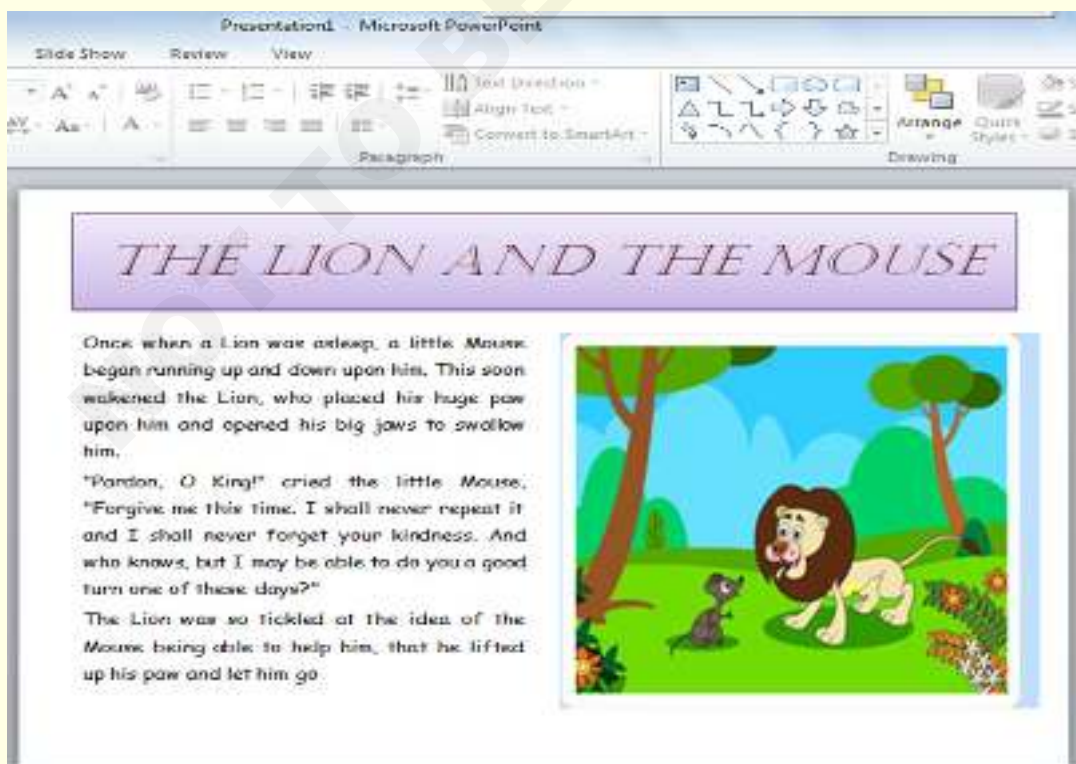
"Pardon, O king!" cried the little Mouse, "Forgive me this time, I shall never repeat it and I shall never forget your kindness. And who knows, but I may be able to do you a good turn one of these days?"

The Lion was so ticked at the idea of the mouse being able to help him, that he lifted up his paw and let him go.

- 8 Block the text and apply faces as comic sans MS, 14 as size, from the font and line spacing as 2.0 and justify it by choosing from paragraph menu.

The typed text is shown on the layout as on (Fig 11).

Fig 11



- 9 Click New slide to perform the same effects as did on step 8, on the second slide, delete the "add title text" place holder.
- 10 Type the following text and add pic2.jpg on the two content place holders.

Sometime later a few hunters captured the king and tied him to a tree while they went in search of a wagon to carry him on.

Just then the little mouse happened to pass by, and seeing the sad plight in which the lion was, ran up to him and soon gnawed away the ropes that bound the king of the beasts. "Was I not right?", said the little Mouse, very happy to help the lion.

MORAL: Little friends may prove great friends.
The Second slide appears as on (Fig 12).

- 11 Click header and footer from insert menu,

A header footer window appears on the screen, choose slide and put a tick mark on the footer and click 'apply to all' as on (Fig 13).

Now an invoked footer box is shown on the first slide. Type page 1 and page 2 on the second slide.

Fig 12

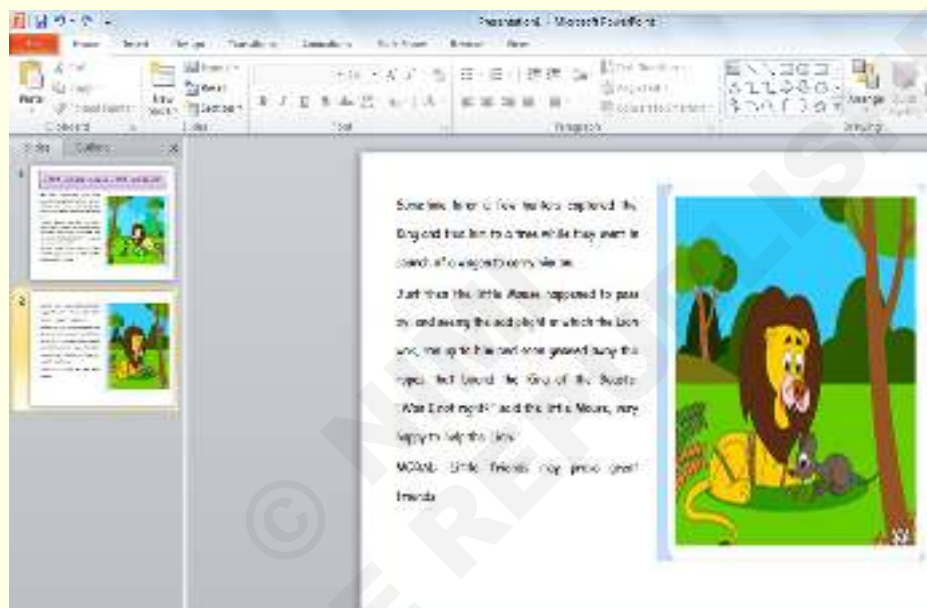


Fig 13



Office Administration and Facility Management Exercise 1.7.64

Stenographer Secretarial Assistant (English) - MS Power Point - Office Secretary - Filing - Dictation Exercises

Take dictation from magazines and transcribe on computer

Objectives: At the end of this exercise you shall be able to

- take down dictation @60 words per minute
 - transcribe shorthand notes on computer observing rules of punctuation
 - identify the correct outlines (for the wrong ones in your transcript) and practise them
 - correct spelling of words for the wrong ones in your transcription
 - take down re-dictation at a faster rate and read back.
-

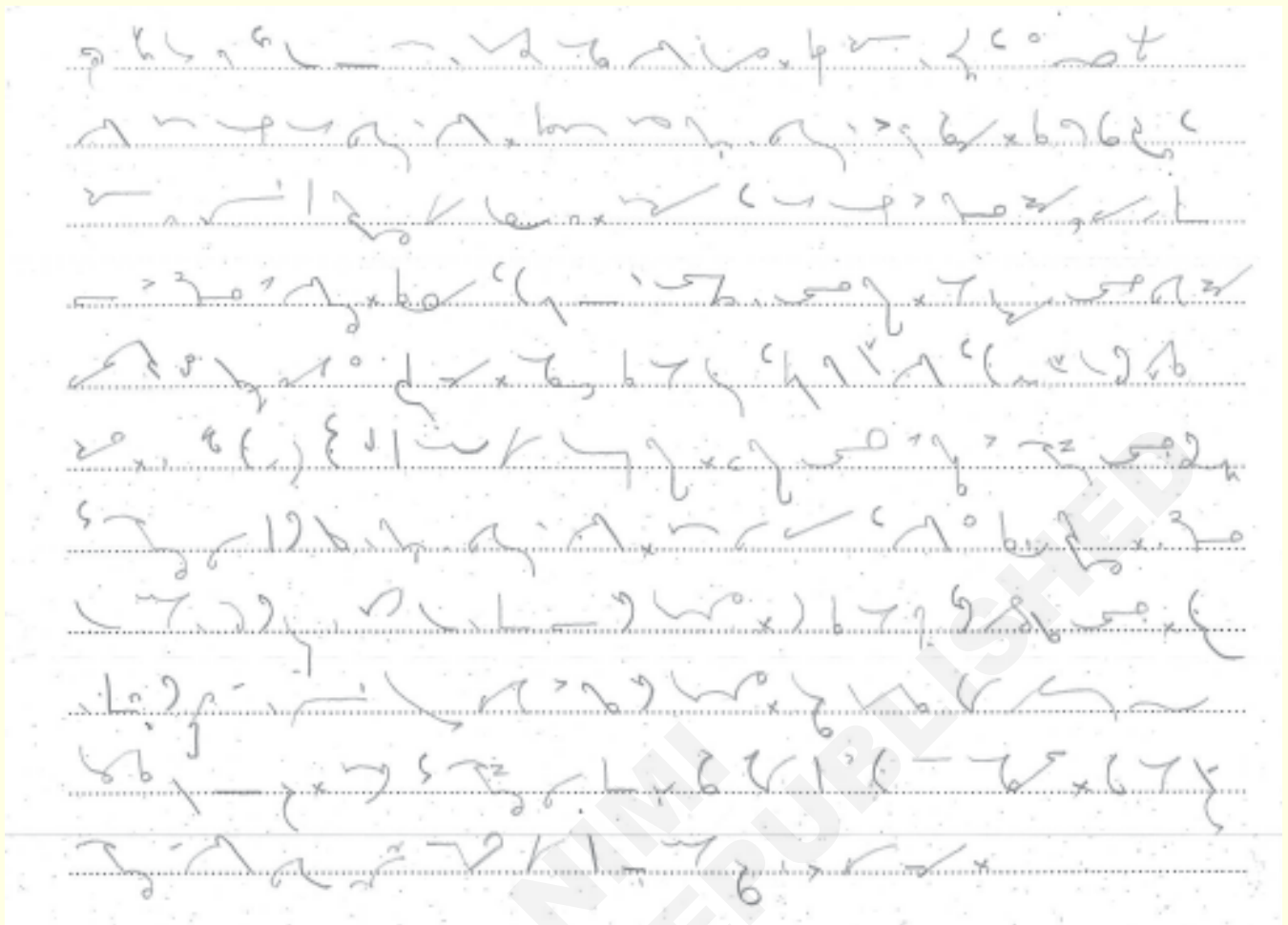
TASK: Take down dictation @ 60 wpm (exercise 1 to 13) and transcribe it on computer with paragraph and punctuation marks. Check with key for wrong outlines. Take re-dictation at a faster rate and read back.

Exercise 1

Friends, I thank you for the opportunity that you have given me to participate in this Labour Conference. At the outset, I would like to assure you that as Minister in charge of Labour, I am interested in the welfare of labour. At the same time, I must promote the welfare of all the people of this country. It is (1) from this point of view that I would like you to look at problems which are facing you.

I am aware that in the interest of the progress of the country, we should take care of the workers and the labourers. It is necessary that they should be given all encouragement to increase production. Only if we increase the wealth (2) of the country, we will be able to stand before the world as a developing country. In this connection, it is only fair that it should be remembered by labour that they should not fight for their own rights always. But, on the other hand, they should see that they do not do anything which will affect production. When production (3) increases and the profits of the employer increase, there is no doubt that the employers will do their best to promote the welfare of labour. I am well aware that labour has its own problems. The workers have not only to earn their food but also have to take care of their families. So, it is only true that their (4) responsibilities increase. They have to educate their children and to look after the health of the members of their families. For this purpose they will require many facilities to be given to them. I am sure that the employers will take note of this and they will do what they can in this regard. Then only both the employers and (5) labour will have mutual co-operation which will do good not only to themselves but to the whole country.

Key to Exercise 1



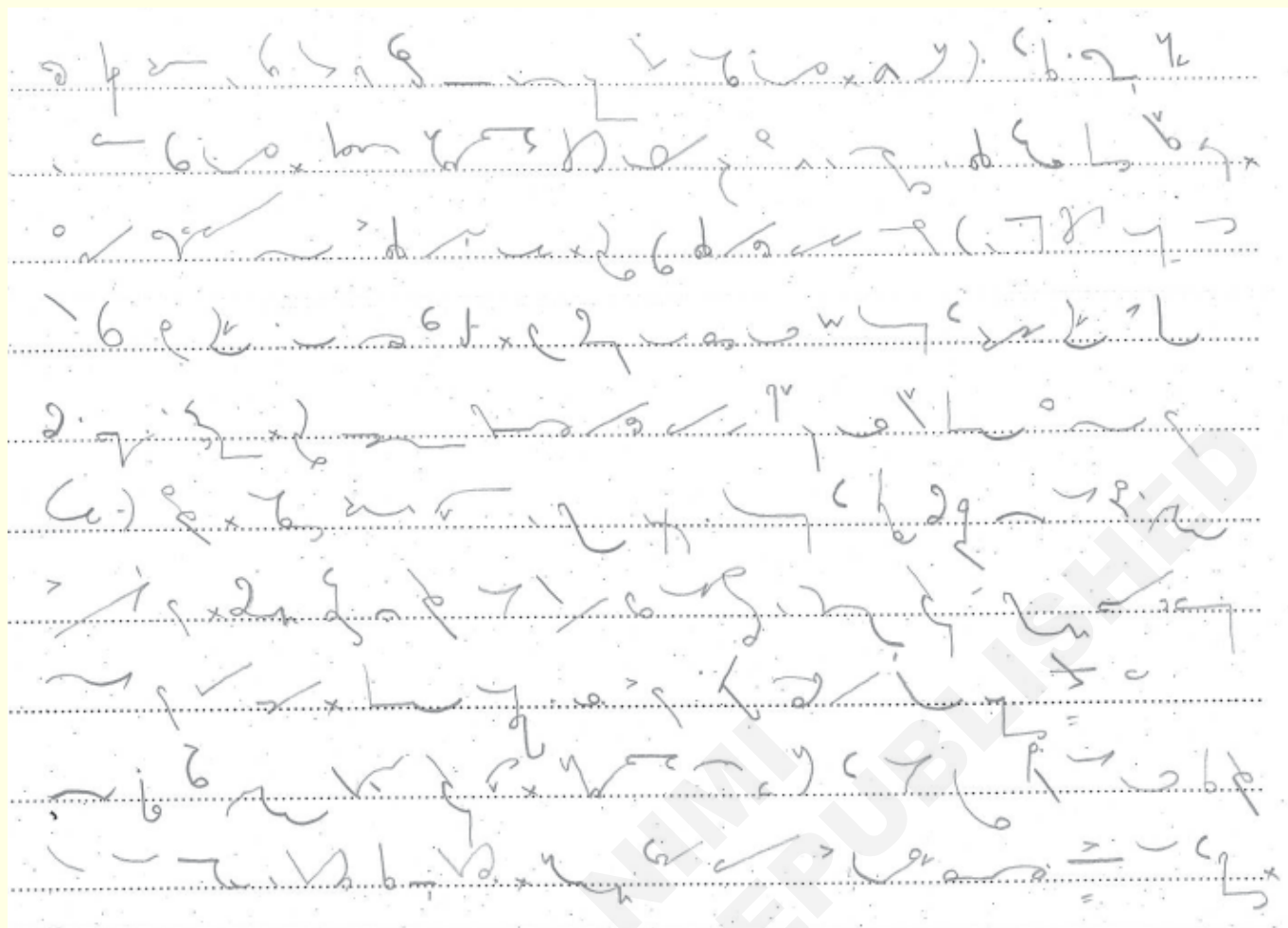
Exercise 2

Friends, At the outset, I would like to thank you for the opportunity that has been given to me to take part in this Conference. First of all, I shall say that it is a very good idea to call this conference. At the same time, I think you will agree that it is also necessary to think as to (1) how to implement the decisions that have been taken by us here.

As you are very well aware, many of (1) the decisions are not new. So far as these decisions are concerned, we would expect them to get translated into action by themselves, as if saying a thing means that is done. However, there can be no second opinion (2) about the fact that between the saying and the doing, there is a great deal of hard work. So far as the economic programmes are concerned, we should try to do things by taking as many people along with us as possible. In this connection, I would now like to bring to your attention the fact that at present, there (3) is considerable improvement in the standard of living of the rural people. There is no doubt that it has been made possible only by our efforts in the last few years to remove poverty and bring about greater equality among the people of our country.

Taking into consideration the needs of the people, a large number of (4) measures are being undertaken by the Government in order to improve the conditions of those living below the poverty line. I hope you will agree with me when I say that only if there is stability in the nation, it is possible for any Government to pursue its good policies. I have no doubt that you are aware of the (5) various schemes of the Government in that direction.

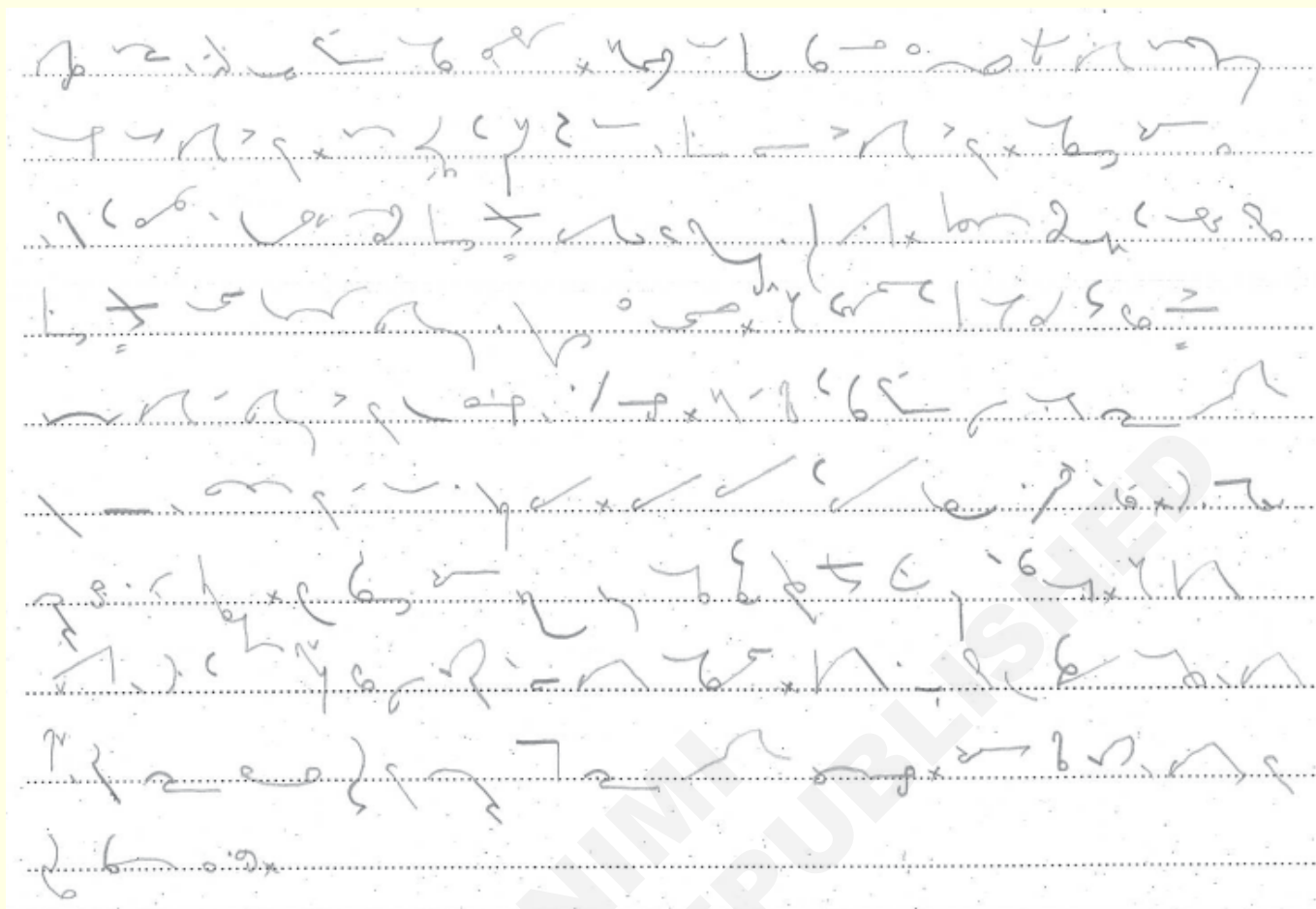
Key to Exercise 2



Exercise 3

Ladies and Gentlemen, I am glad to open the new block in this hospital. I have great pleasure in doing this because as Minister in charge of Health, I am very much interested in the health of the people. I may assure you that I shall do all that I can to take care of the health of the people. (1) In this connection, I would like you to remember that as a result of various measures taken by the Government, we have been able to bring down the death rate. At the same time, there is no doubt that in spite (2) of the steps taken by the Government, in regard to family welfare, the population has increased. I think you will agree that it only shows that the efforts of the Government to improve the health and welfare of the people have succeeded to a large extent. I hope and trust that this block will enable medical relief to be given (3) to more and more people and in a better way. You are aware that we are facing a shortage of funds. So, the Government may not be able to spend a lot at the present time. However, on this occasion, I would like to bring to your notice that it is not possible for the Government alone to do all (4) that is needed. I think it will be right to say that private efforts will also be of great help in this regard. It will be a good step if those who are in a position to help, try to establish medical centres so that the people may be able to get medical relief to some more extent. I would (5) like the doctors also to help the people so far as this matter is concerned.

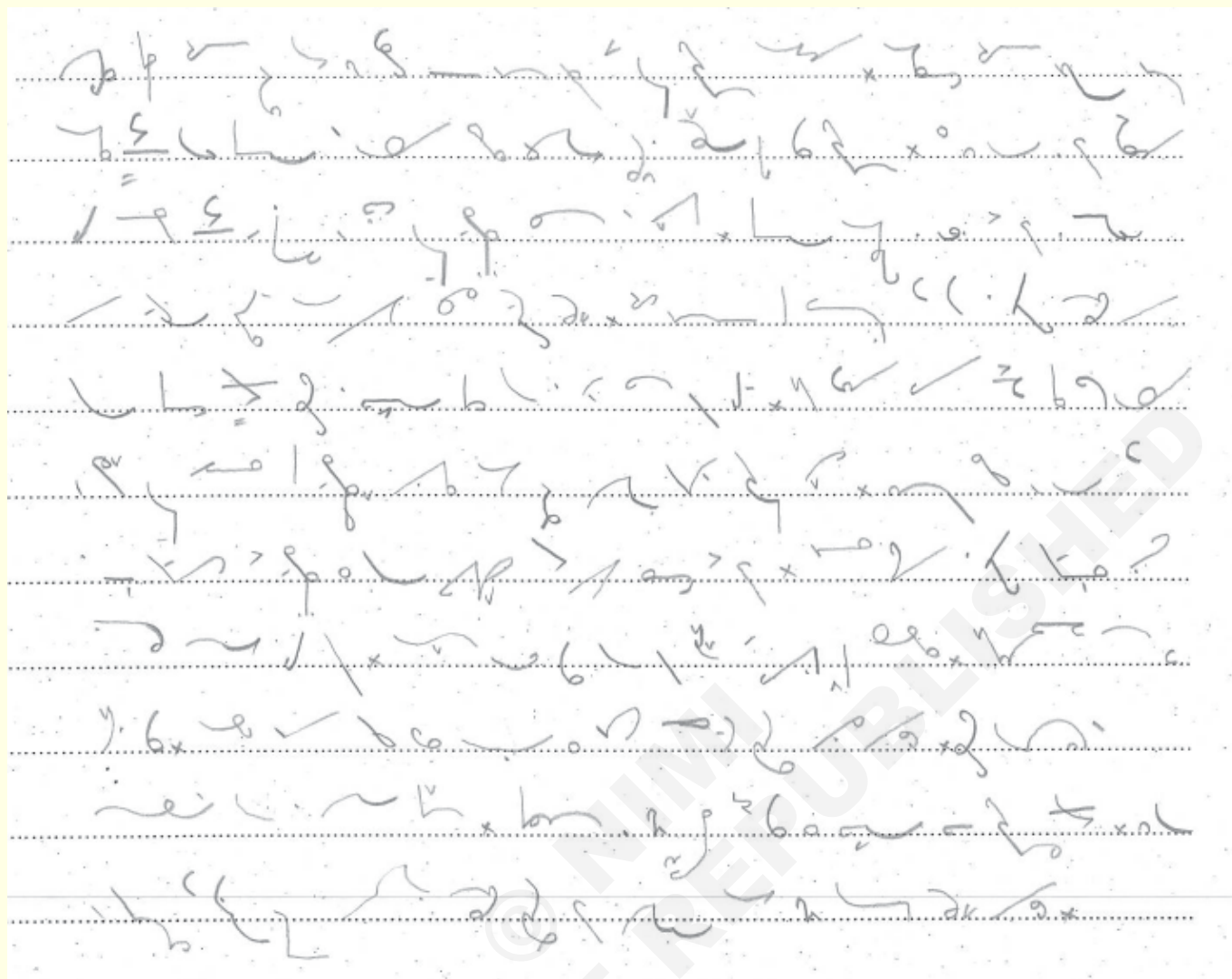
Key to Exercise 3



Exercise 4

Ladies and Gentlemen, At the outset, I would like to thank you for the opportunity that has been given to me to speak on the food problem in the country. In this connection, I would like to bring to your notice that the Government have been taking all necessary steps to solve the issues arising out of this problem. As (1) you know, the people of this country generally expect that the Government should continue to grant food subsidy, as a matter of right. Taking into consideration the needs of the people, the Government are opening ration shops in rural as well as urban areas. I want to make it clear that though a large number of measures are being taken (2) by the Government, there has been a growing demand for a lot more to be done. I hope you are aware of the fact that it is very necessary to supply food articles at subsidized rates only to those who live below poverty line. You may be surprised to know that a good portion of the subsidy is being utilized (3) by the rich section of the people also. Of course, there are a large number of bogus ration cards among the general public. In my opinion, these have to be identified and weeded out as soon as possible. I hope you will agree with me when I say this. In spite of all our best efforts, nature is also against (4) us so far as rains are concerned. There has been failure of monsoon for a long time. At the same time, the drought situation on account of this, is creating great problems for the Government. You have to bear in mind that they have to take relief measures so far as the people living in the drought affected areas are (5) concerned.

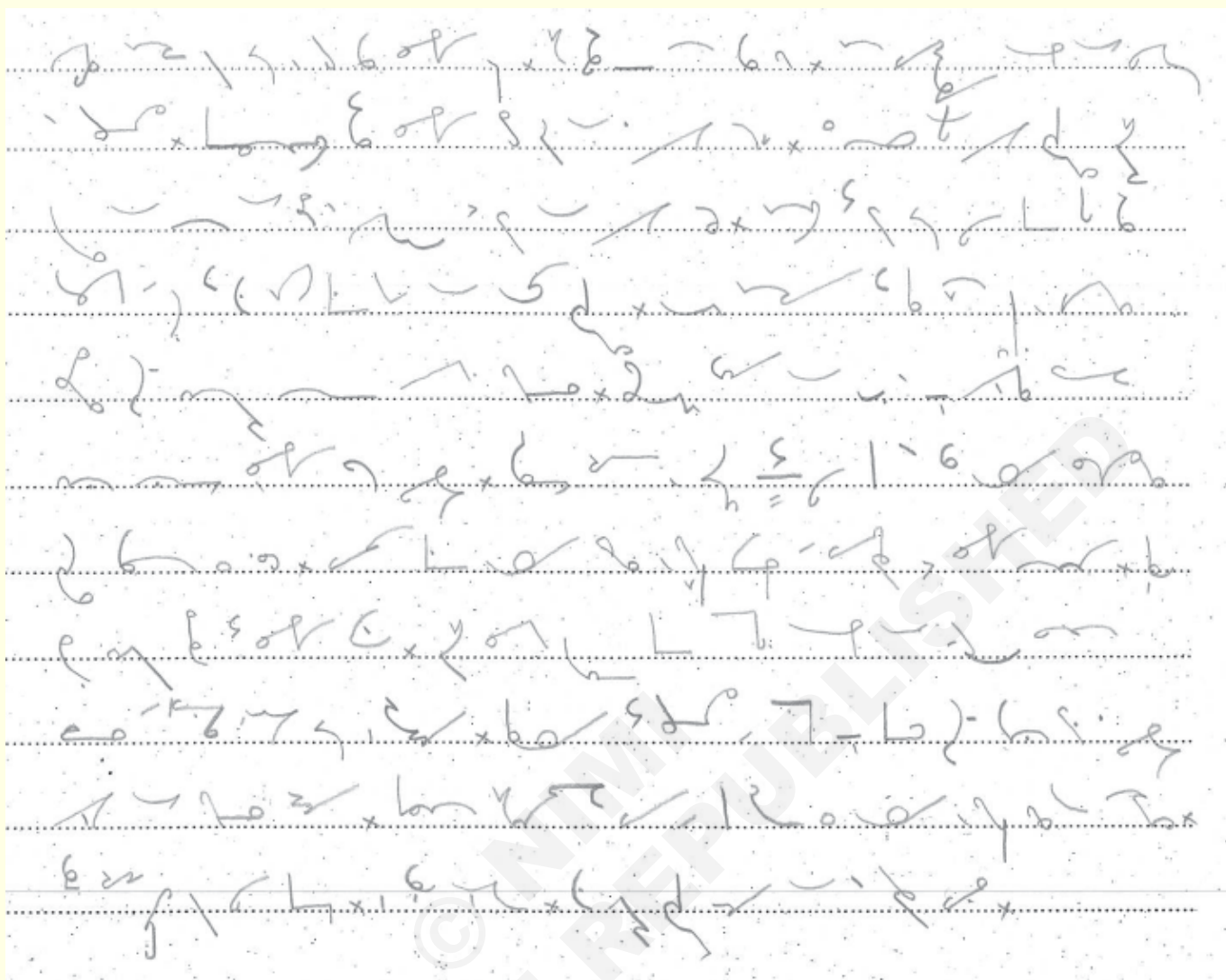
Key to Exercise 4



Exercise 5

Ladies and Gentlemen, I am glad to be here to open this hostel today. I thank all those who have given me this opportunity. I am one of those who are interested in the welfare of boys and girls. It gives me great pleasure that this hostel has been established in a rural area. As Minister in charge of Rural (1) Development, I shall be glad if there is any improvement in the standard of living of the people in the rural areas. I am sure that the people here will take advantage of this facility and see that they also take part in national development. Now, I am aware that it is my duty to help you as much as (2) possible so that you may be able to make rapid progress. There is no doubt that you are in need of good roads in order that you may make the hostel very useful. On this occasion, I would like to assure you that the Government will do all that is necessary as early as possible so far as this matter (3) is concerned. We will take necessary steps to provide electricity and water supply to the hostel immediately. It is not as if you should be satisfied with the hostel alone. I shall be happy if you can take active interest in opening more and more schools and colleges not only here but all over the country. It is necessary that (4) the boys and girls should get good education so that they may play a useful role in the progress of the country. At the same time, I think you will agree that we should do whatever is necessary to provide opportunities for employment. That is why I want the children to be well educated. But that is not enough. They (5) should be able to develop the country in all possible ways.

Key to Exercise 5

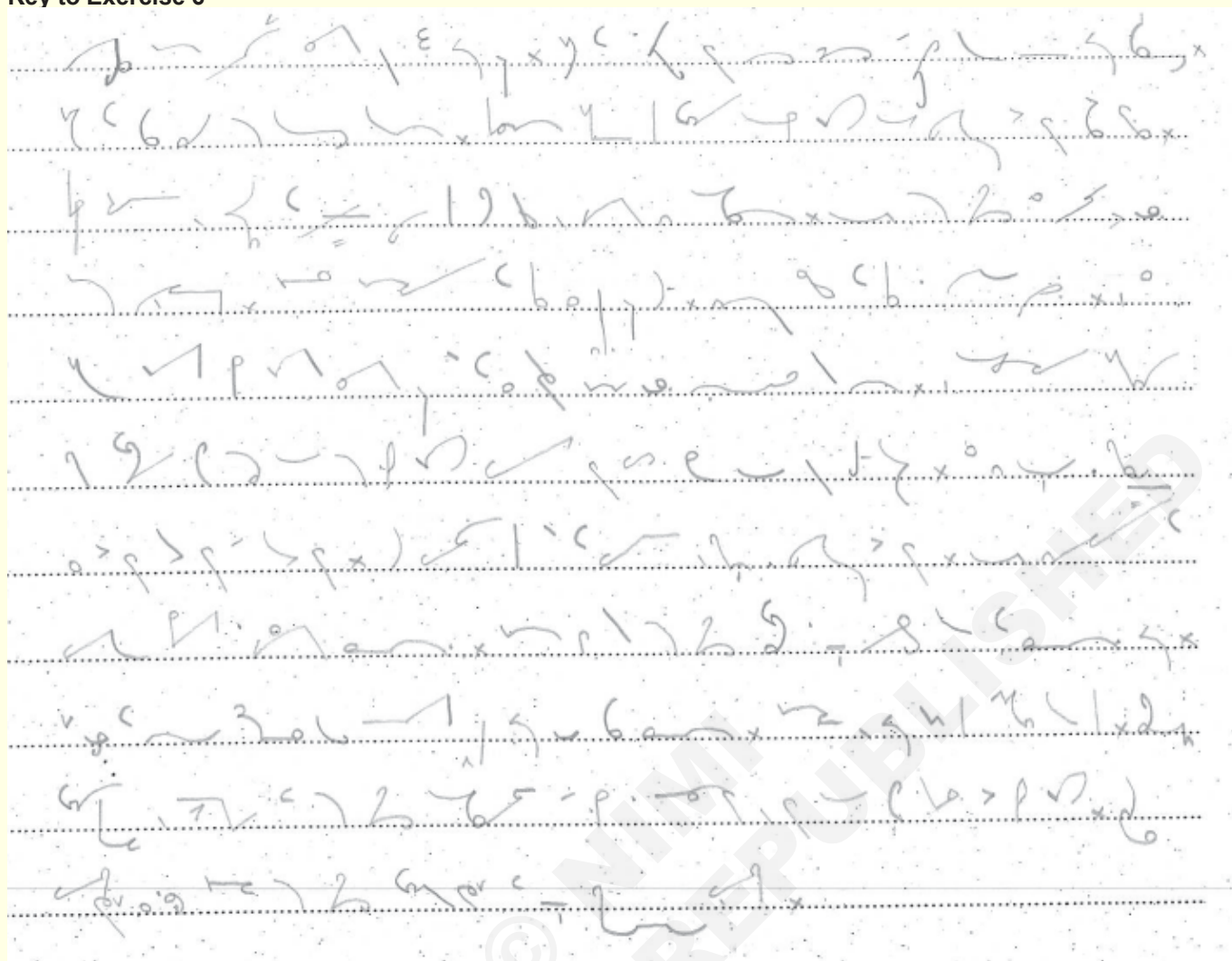


Exercise 6

Ladies and Gentlemen, I am really happy to be with you here today. I see that a large number of people, men, women and children, have come here on this occasion. I think that this shows your affection for me. At the same time, I take it that you are interested also in the welfare of the people of this (1) place. At the outset, I would like to assure you that our Government will do their best to help you in this matter.

Now, your chairman has referred to the needs of your locality. Of course, I am aware that it is his duty to do so. You may be surprised that it is a long list. But, as I (2) have already said, I will be happy to do all that is possible to meet the needs mentioned by him. But, in the same way, I hope you will remember that there are other areas in your state also, where the people want several things to be done for them. As you know, the present Government is of the people, (3) by the people and for the people. So, we will do all that we can to promote the welfare of the people. Now you are aware that we have started a Self Help Scheme. I am told by your chairman that there is a good reception for that scheme here. I understand that many works have been carried out here. (4) under this scheme. I am glad to hear about it and I thank you for it. There is no doubt that you will continue to co-operate with your chairman in this regard and set an example to people in other parts of the state also. So far as water supply is concerned, I agree with your chairman that you should (5) be supplied with good drinking water.

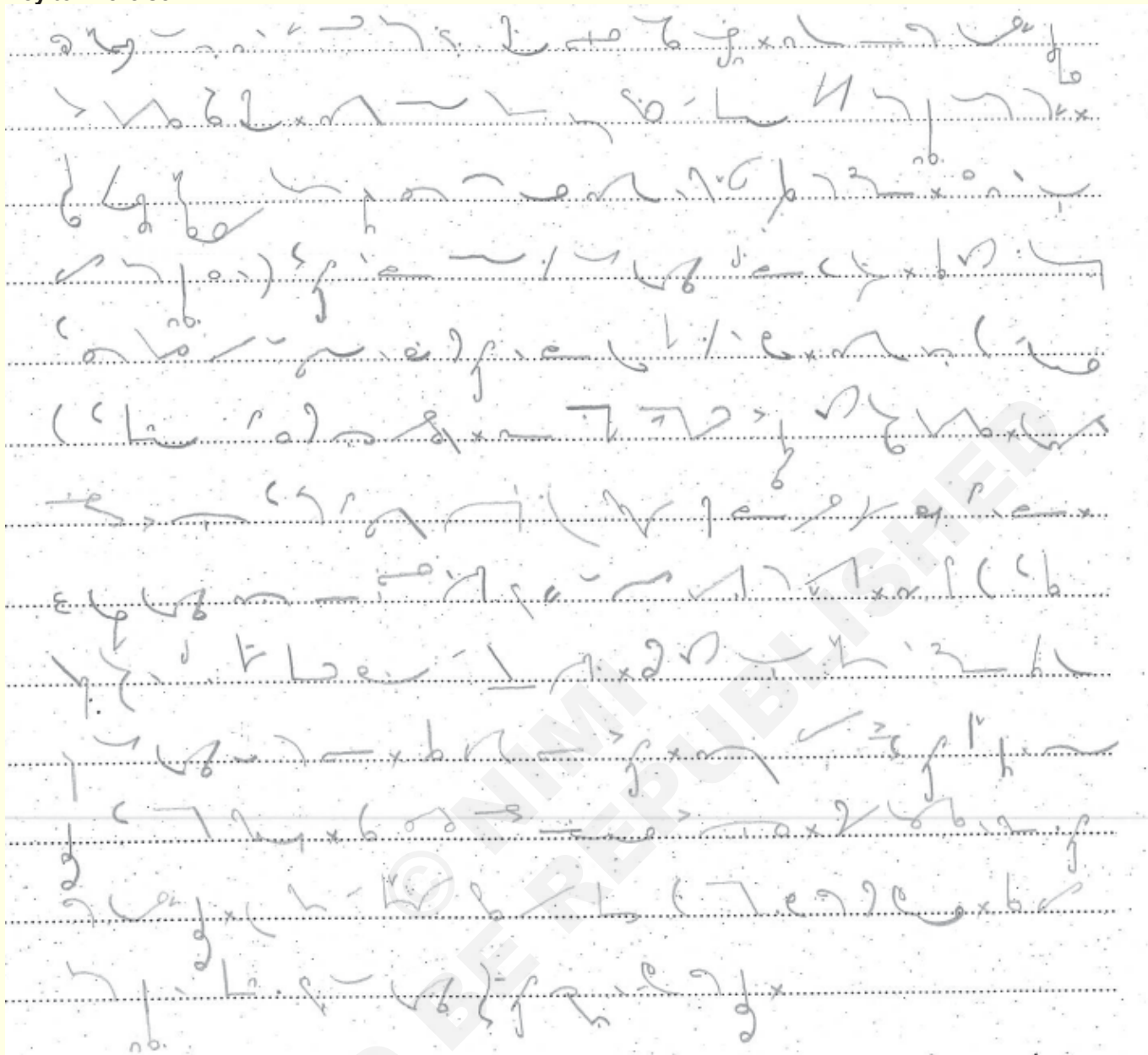
Key to Exercise 6



Exercise 7

Friends, I have great pleasure in meeting you all on the occasion of your completing the training course in this institution. You have come from various districts for the purpose of this training. You will be going back to your places and taking charge of your duties in your area. At this juncture, I think it is necessary for me (1) to tell you some important things you will have to remember while discharging your work. As you all know, one of your duties is to see that the children of school going age in the villages attend school without fail. It is also a fact that some parents are not willing to send their children to school even at the (2) age of seven. You will have to meet them and convince them that educating a child is their main responsibility. You can get the co-operation of the teachers also for this purpose. If you are able to explain to the mother that her child will be looked after properly during school hours, she will send the child to school. When (3) you visit the villages, you may come across older people who have not learnt to read or write. You should tell them that it is better for them to attend the Adult Education Centre and become literate. There is also another item of work which you have to do in the villages under your care. It is the health care (4) of the children. You may be aware of the fact that the children die due to many diseases that can be prevented. This happens because of the ignorance of the mothers. There are facilities to protect the children from various diseases. If prompt and timely steps are taken, they can be saved from their sufferings. It is one of your (5) duties to educate the people in villages so that the children may not be made to suffer from diseases.

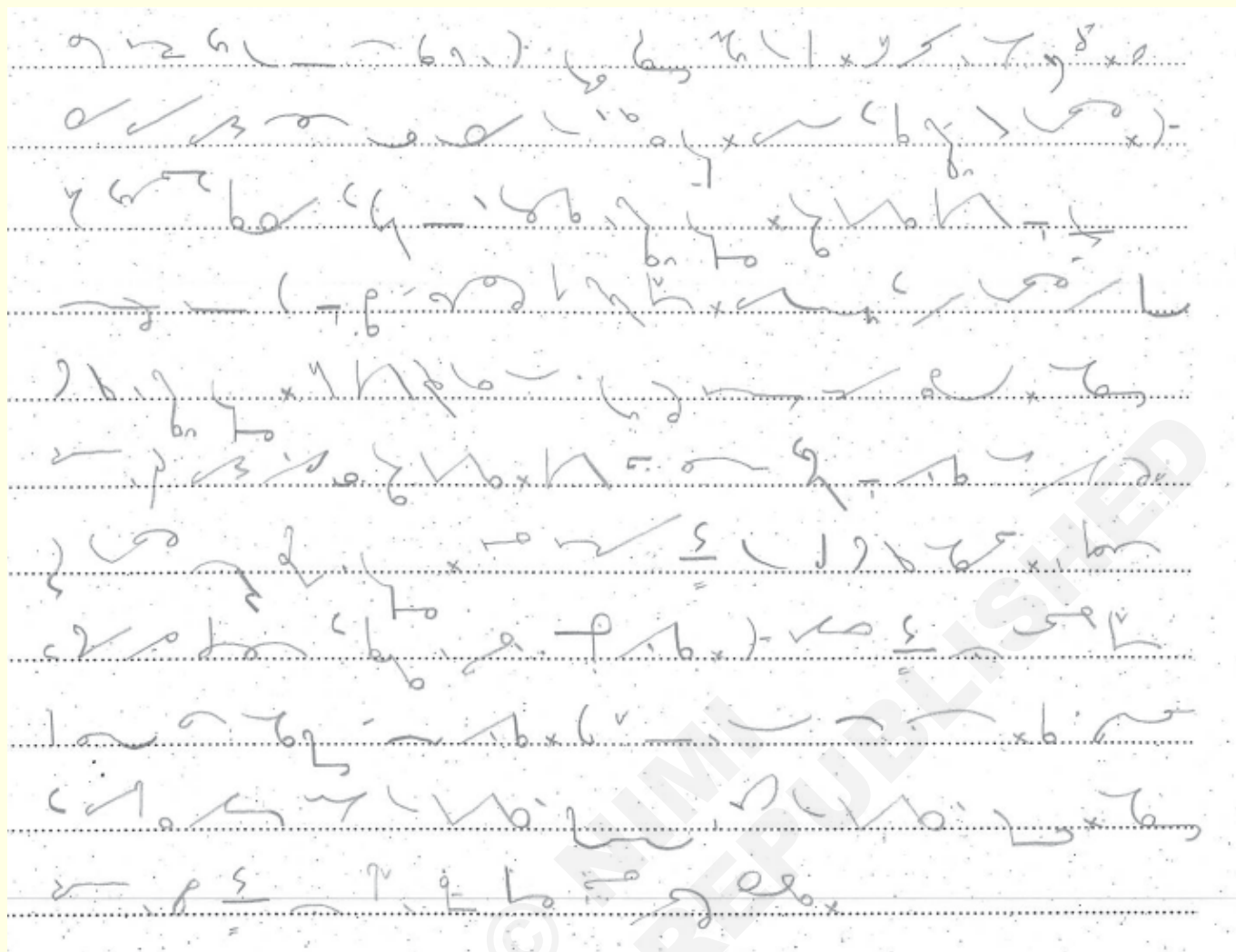
Key to Exercise 7



Exercise 8

Sir, I am glad that you have given me this opportunity to say a few words on this occasion and I thank you for it. I shall refer to only two or three points. First, as we are aware, one of the most important things necessary for all of us is food. We know that it is produced by the (1) farmers. So, I think you will agree that it is necessary that they should be given all facilities to produce food grains. For this purpose, it will be good if the Government make arrangements to give them good seeds and fertilizers at the proper time. We have no doubt that our farmers are doing their best to produce food grains. I hope (2) it will be possible for us in a few years to make the country self-sufficient. In this connection, I would like to point out one of the urgent needs for this purpose. It will be agreed, as a matter of fact, that there should be good roads in the rural areas so that the farmers may be able to (3) transport the food grains. Of course, I am aware that the Government have done their best in this regard. But at the same time, when there are rains, it seems to me that it is not possible to use the existing roads. So, I request that the Government may, in course of time, do something more in this direction and improve (4) the roads. Then, I come to another important matter. It is a well-known fact that water is required not only for purposes of drinking but also for purposes of irrigation. In this connection, I would like to suggest that (5) the Government may try to construct dams across rivers as soon as possible.

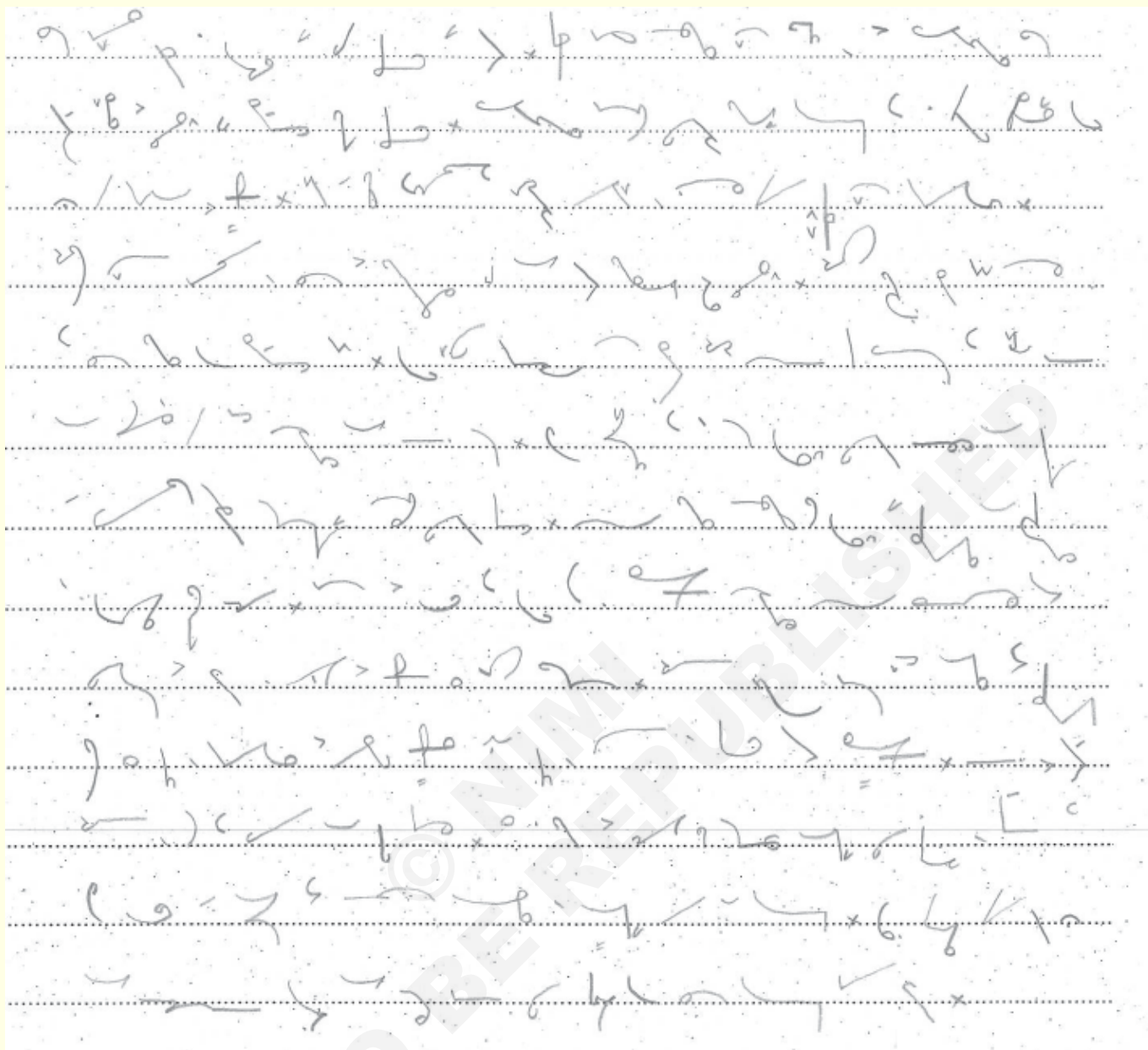
Key to Exercise 8



Exercise 9

Sir, I rise to speak a few words on the general discussion on the budget. At the outset, I must express my gratitude to all the Honourable Members from both sides of the House who have spoken during the discussion. Honourable Members, I am sure, will be able to appreciate the fact that a large number of suggestions have been (1) made which pertain to the State Government. I hope and trust that you will all agree that I will not be able to reply to matters which are outside my purview. I would therefore like to refer to some of the proposals contained in the budget presented to this House. I would also briefly speak about the matters that some (2) Members have spoken about. Even while beginning my speech, I want to make it clear that I do not want to give any assurance which I cannot implement in the coming year. However, I assure you that all your views will be examined in detail and, wherever possible, remedial measures will be taken. Many Members expressed their views on the (3) disparities in development of villages throughout the country. I am of the opinion that even though the Central Government implements many schemes for the welfare of the people, the role of the State Government is also very important. I would like to bring to your kind notice that the disparity therefore is due to performance of the respective State Governments (4) and not due to lack of attention by the Central Government. Coming to the budget, I would like to say that we are in difficult times. As a member of the World Trade Organisation, India will continue to talk with other nations and ensure that the commercial interests of India are not affected. These changes which are to be made (5) in the economic field in the years to come, will definitely have some effect on our people.

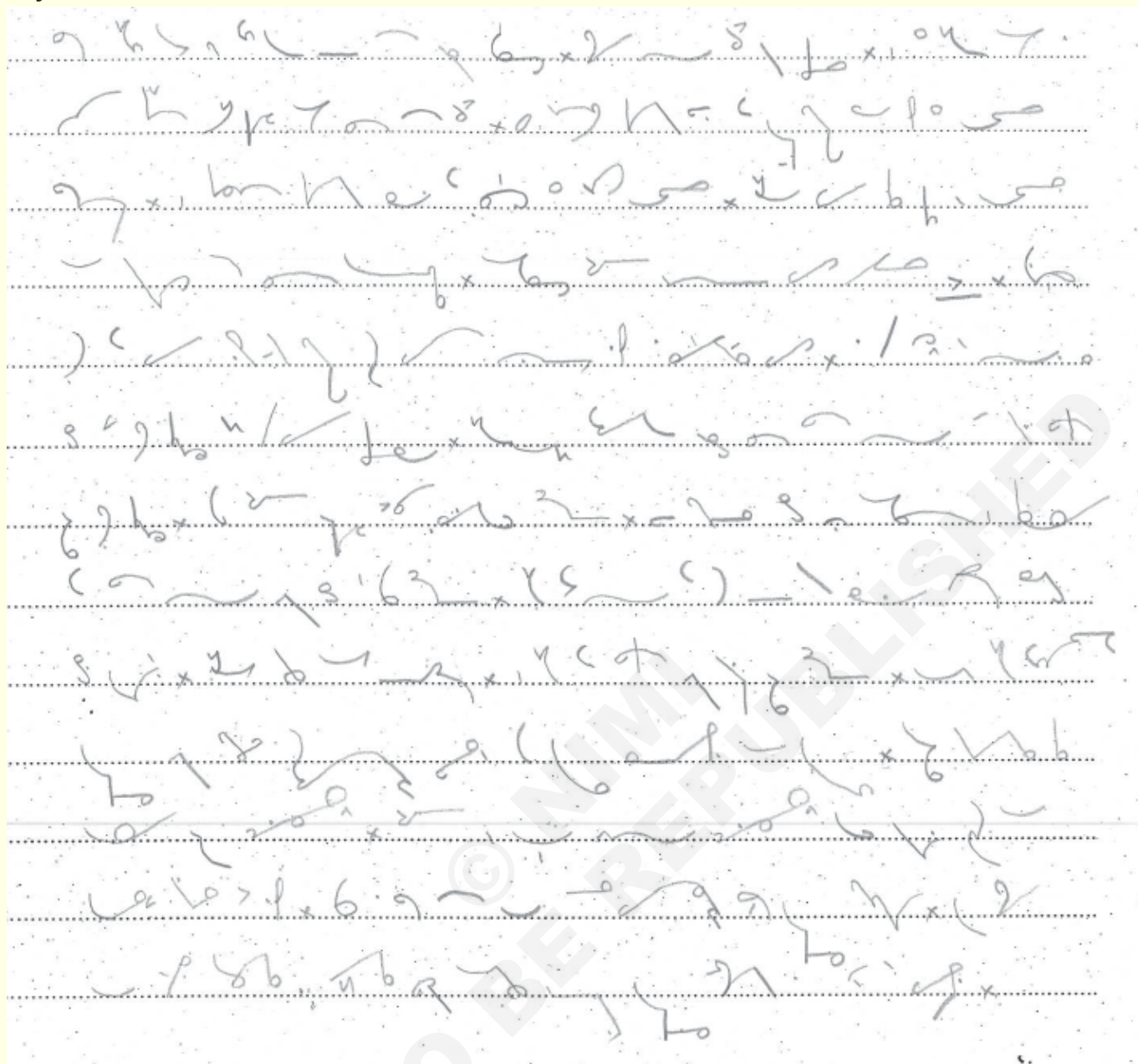
Key to Exercise 9



Exercise 10

Sir, I thank you for the opportunity that you have given me to speak on this occasion. There are many points to be discussed. But, as I have only a little time, I shall deal with only some important points. First, I am sure, it will be agreed that food production in our state has increased very much. But at (1) the same time, it will be seen that consumption has also increased. I do not know whether it is due to increase in population or some other factors. In this connection, I would like to make one request to the Government. They must see that we step up production so that we may make the state a surplus one. A (2) large amount of money is spent on the three departments about which we are discussing. I have no doubt that we have to spend some more money and pay more attention to these three departments. Then, I would like to deal with soil conservation work. Great progress has been made in this matter but it is necessary that more money (3) should be spent on this work. I think that the money that was given by the Centre last year has not been spent fully. I do not know the position in the current year. But I think that more attention should be paid to this work. Now I think you will agree that food grains should be preserved so that we (4) may be able to use them if there is scarcity in future. For this purpose, it is necessary to have warehouses. I would like to know how many warehouses have been built so far in various parts of the state. This is a very important thing because we must be able to store food grains properly. If there are no such (5) facilities, the ryots will not be in a position to keep the food grains and there will be a lot of wastage.

Key to Exercise 10

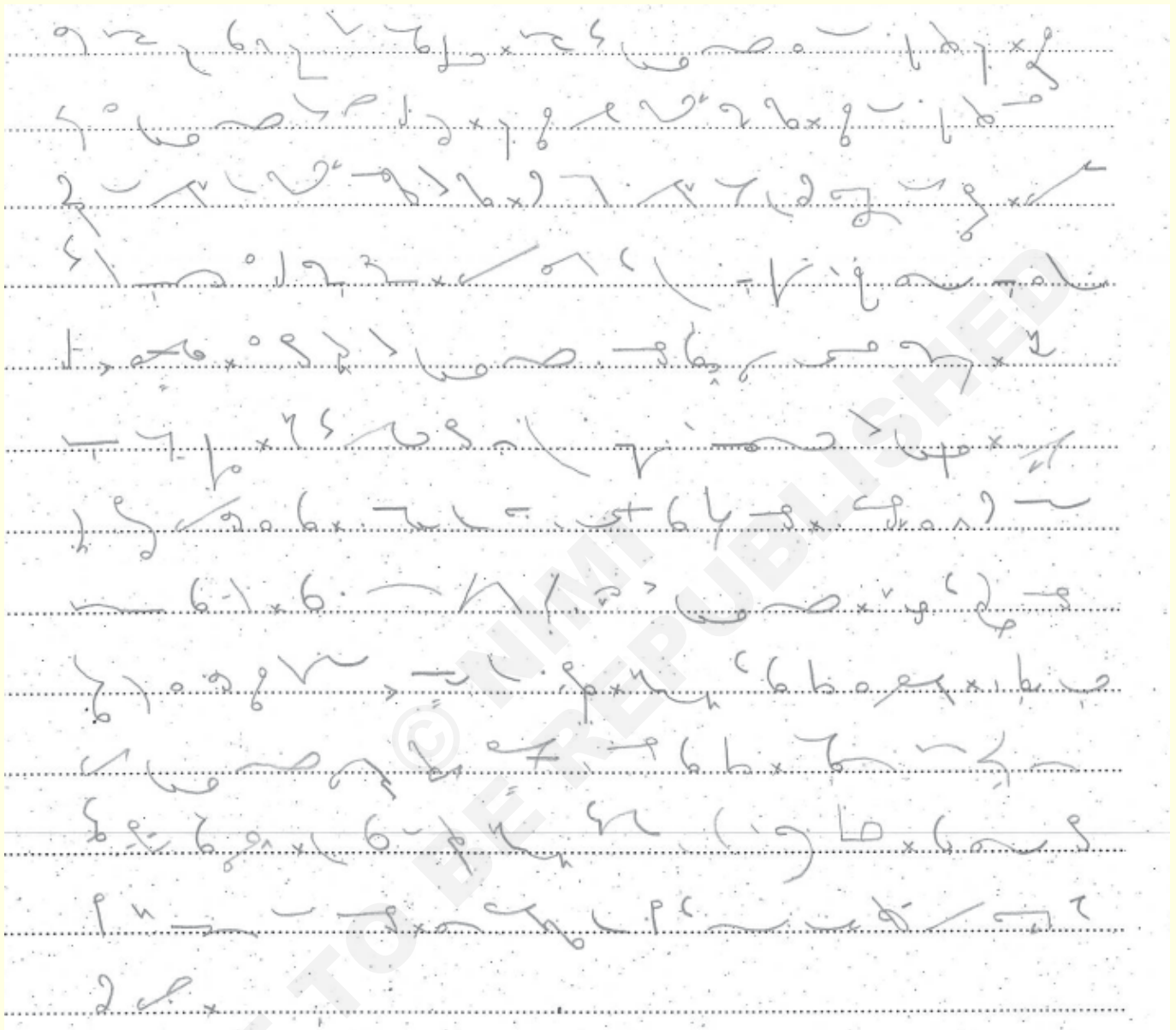


Exercise 11

Sir, I am glad to have this opportunity to take part in this discussion. I am afraid that the Finance Minister is in a difficult position today. He has been here as Finance Minister for the last ten years. Today he has received appreciation from the Members. He is in a difficult position because there cannot be any reply for (1) appreciation expressed by the Members. There can be a reply only if there is criticism in the speeches. We are glad that the Pay Commission has done very good work. We are happy that, after a good deal of consideration, something good is being done to the Government servants. As has been pointed out by the Finance Minister, the expenditure (2) on this account will increase very much. I do not want to go into details. I think that the revision has been made after a good deal of examination by the Finance Department. The real issue, as far as we are concerned, is this. The Government have agreed to incur this additional expenditure. The question is how they are going (3) to make this up. This is a matter which will be agitating the mind of the Finance Minister. I understand that so far as the expenditure for this year is concerned, he is appealing to the Government of India for a subsidy. I have no doubt that this demand is reasonable. But it is not known whether the Finance Minister (4) will be able to persuade the Central Government to accept this demand. In this matter, I may assure

him that he has the support of this House. If this is not possible, I have no doubt that he will have to think of fresh taxes. Then, something has been said about economy in expenditure. Some honourable members have said that (5) many new posts are created and that there is waste.

Key to Exercise 11

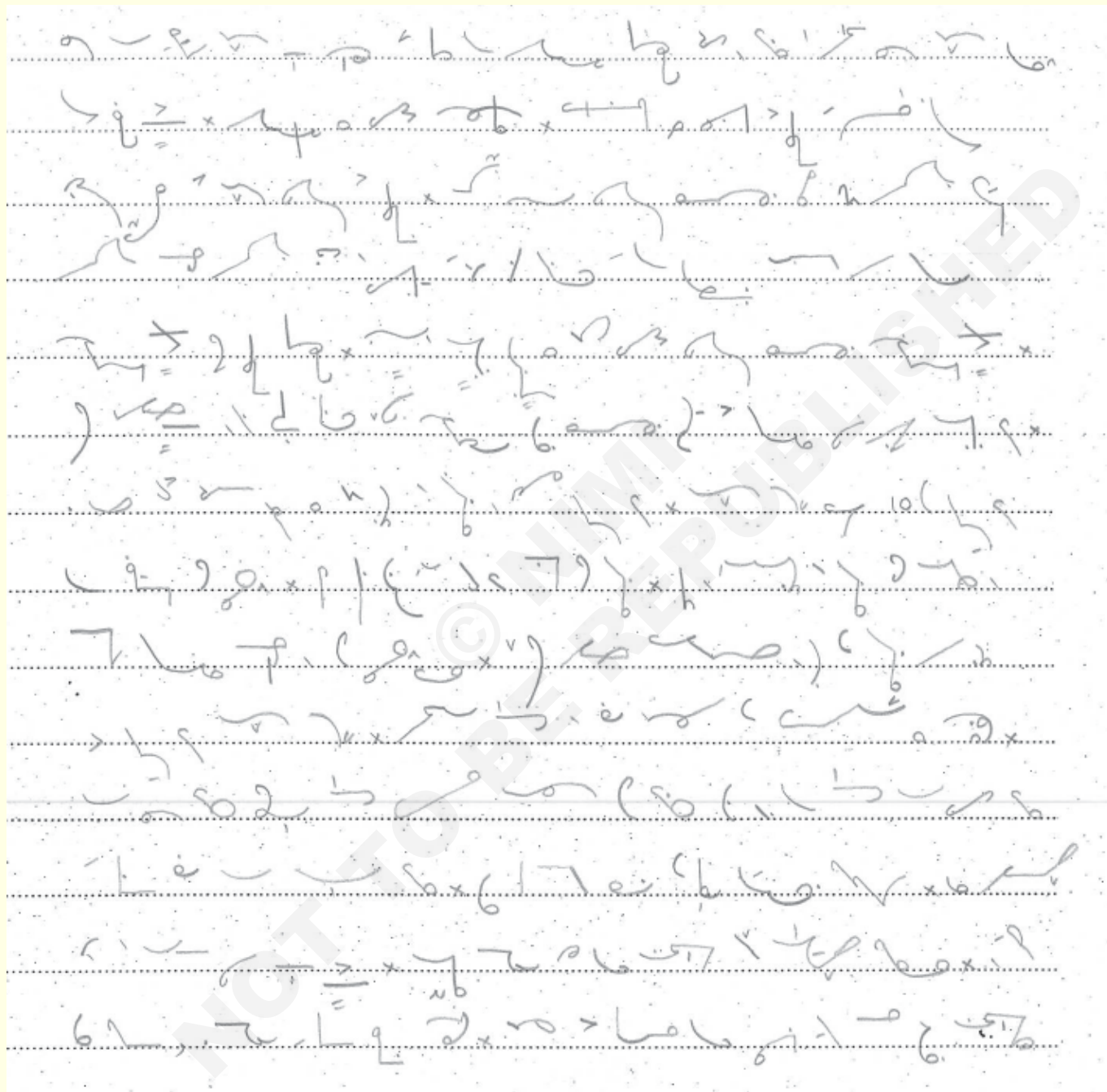


Exercise 12

Sir, In support of my cut motions on the Demand for Revenue Administration, I want to place on record some of my views for the consideration of the Government. Revenue Department is one of the most important departments. Collector is the head of the district and looks after the law and order situation and the entire welfare of the district. (1) Actually, many welfare schemes such as drought relief, flood relief, accident relief, grant of widow and old age pension and for physically handicapped are being implemented by the Government through the district administration. Manu Needhi Thittam is also one of the welfare schemes implemented by the Government. Therefore, I request the Government to pay adequate attention while implementing these schemes (2) so that all the benefits will reach the needy people. The next point I would like to speak is about issue of pattas to landless poor people. In my area, nearly ten thousand poor people have constructed their houses. Till date, they have not been able to get their pattas. Due to non-issue of pattas, they are not in (3) a position to get the benefits extended to other house owners. I, therefore, request the Hon'ble Minister to see

that pattas are issued to the poor people in my area. Regarding auction of sand, I am sorry that quarrying is misused. In some places, there is no auction, whereas, in some other places, they bid for auction in one place (4) and take sand in another place. Thus, it can be seen that it is not functioning properly. If it is regularized, lot of income will come to the Government. Now-a-days, Government lands have been encroached by unauthorized persons. To stop this practice, the Government should take strict measures. Almost all the tanks have been silted up because of (5) these encroachments.

Key to Exercise 12

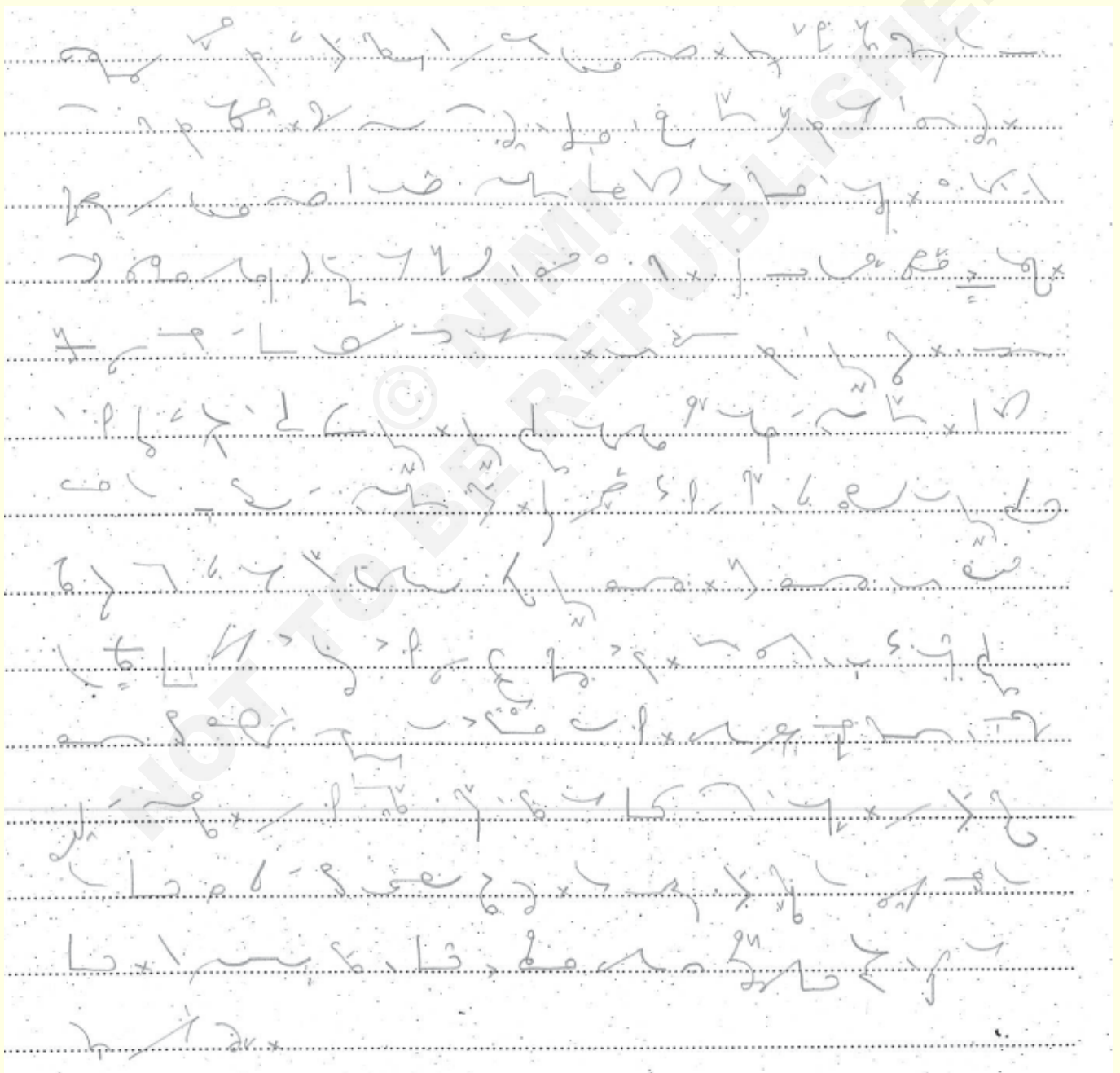


Exercise 13

Mr. Speaker, Sir, I rise to speak on the Budget presented by our Hon'ble Finance Minister. Before I start, I thank you very much for giving me an opportunity to speak in this House. There are many important issues to discuss, but considering the time, I wish to speak only on some issues. During the last year, our Finance Minister (1) had announced a long term taxation policy for the progress of industry. As a follow-up measure, Sales Tax Reforms Committee was formed, in which I had the pleasure to serve as a member. The committee gave various suggestions to the Government for

consideration. I hope the Government will accept and take necessary action in the matter. Now I would (3) like to speak on power projects. The economy of a State depends on the availability of adequate electric power. Power development involves high investment and long time. It also calls for a good planning and a long term approach. It was realized that the state should try to achieve self-sufficiency in power generation and this objective can be achieved (3) only by evolving a large number of power schemes. I hope the schemes now sanctioned, after this Government took charge of the affairs of the state, will fulfil the dreams of the people. I am happy to note that the Community Development Scheme has been successfully implemented in all the blocks in our state. We have recently extended the programme (4) to cover the townships and municipalities. Our state occupies a pride of place in the educational map of India. Our budget provision for education is the largest and has been increasing all these years. For the current year, the budget provides for a huge expenditure for education. By linking plus two education to the high schools, we have made higher secondary education available to children in the remote rural areas.

Key to Exercise 13



Office Administration and Facility Management Exercise 1.7.65 & 66

Stenographer Secretarial Assistant (English) - MS Power Point - Office Secretary - Filing - Dictation Exercises

Practice the use of themes, designs and apply clip art, various objects in PPT slides

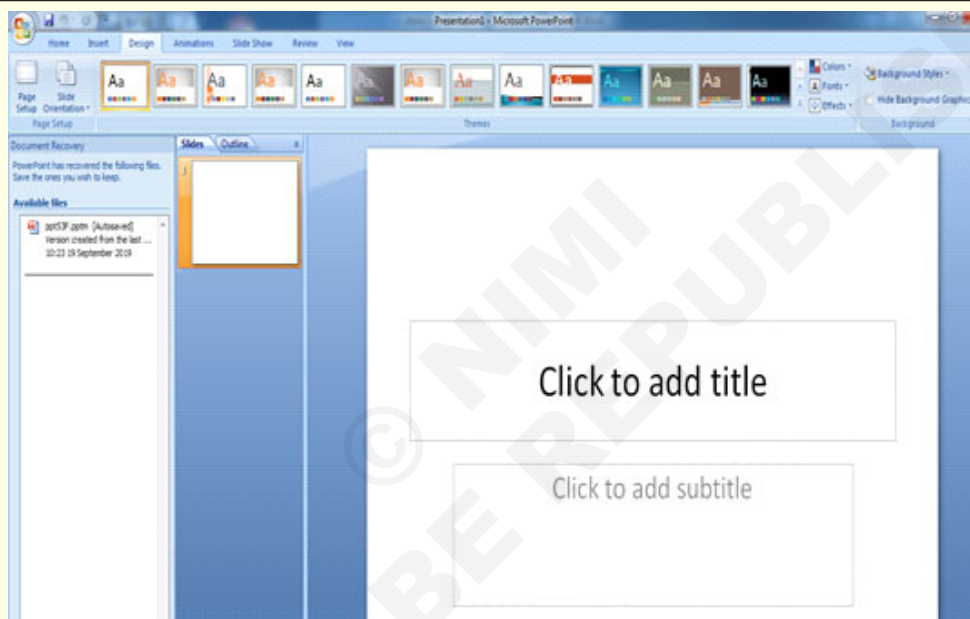
Objectives: At the end of this exercise you shall be able to

- use a custom theme in power point presentation
- use different designs in the slides
- apply background styles to slides
- add clip art objects into PPT slides.

TASK 1: Create a custom theme in Power Point presentation

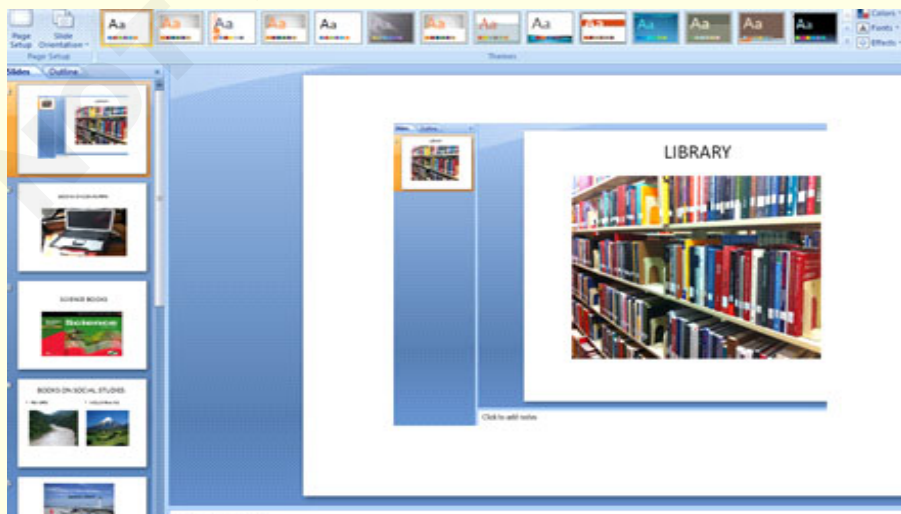
- 1 Open Power Point program.
- 2 Click open Design tab.
- 3 Window appears as in (Fig 1).

Fig 1



- 4 Select a theme and save.
 - 5 Open your presentation (Fig 2).
- (Fig 2) Before applying a theme in slide 1.

Fig 2

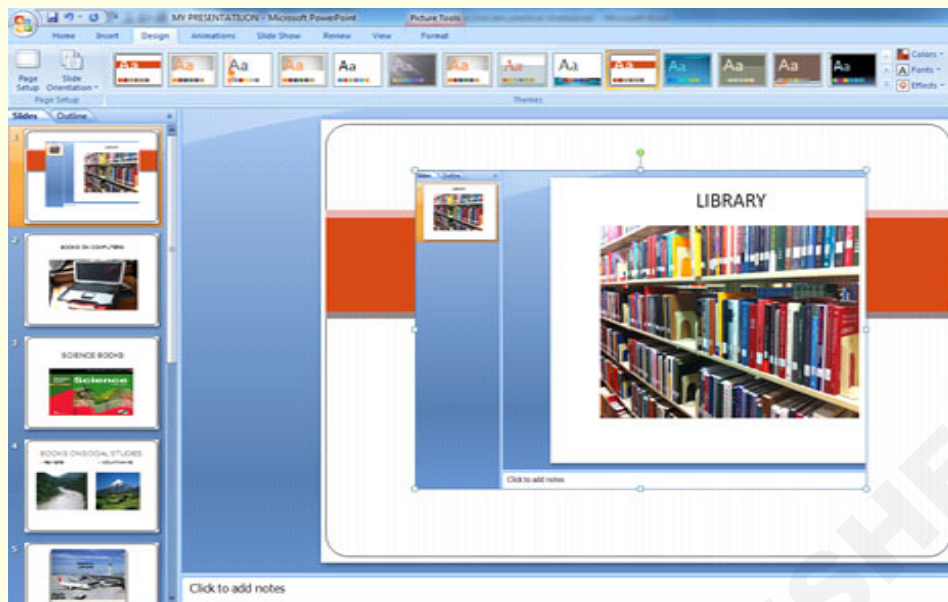


6 Click on the theme box in theme group.

7 The presentation will look like as in (Fig 3).

(Fig 3) After applying a theme in slide No.1.

Fig 3



TASK 2: Apply different themes to each slides

Get it checked with the Instructor.

TASK 3: Add a background style

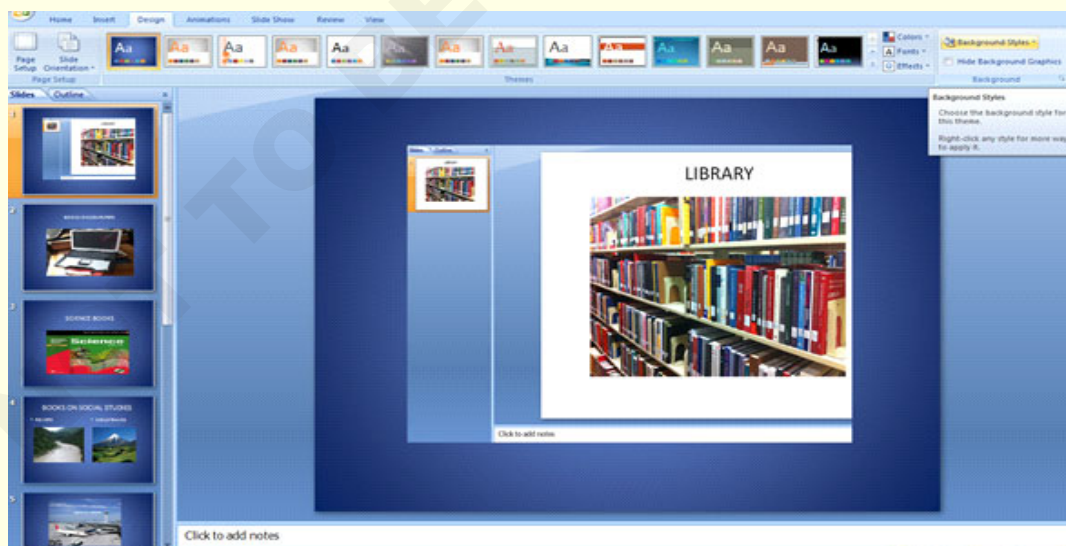
1 Open your Power point presentation.

3 Click Design tab.

2 Select a slide to change the background.

4 Window appears as in (Fig 4).

Fig 4



- 5 Click open Background Style.
- 6 A pull down background window appears as in (Fig 5).
- 7 Select a background theme.
- 8 Selected background applied to the selected slide.
- 9 Selected background is applied in to slide 1 as in (Fig6).

Fig 5



Fig 6



TASK 4: Change the background colour of all the slides

Get it checked with the Instructor.

TASK 5: Add Clip Art objects to slides

- 1 Open power point programme.
- 2 Click open New Slide option from Home tab.
- 3 Select a two content slide.
- 4 Type Wild life in title column as in (Fig 7).

- 8 Select object (here the object is Lion).
- 9 The object (Lion) is inserted.
- 10 Repeat action 7 to 9 to get the next object.
- 11 Task is complete as in (Fig 8).
- 12 Experiment with add theme and background colour as in Task 3.
- 13 Get it checked with the Instructor.

Fig 7



- 5 Tap Clip Art from Insert menu.
- 6 Select the object 'Lion' from Art gallery or Browse.
- 7 Select the side on which you want to add the picture.

Fig 8



Office Administration and Facility Management

Exercise 1.7.67

Stenographer Secretarial Assistant (English) - MS Power Point - Office Secretary - Filing - Dictation Exercises

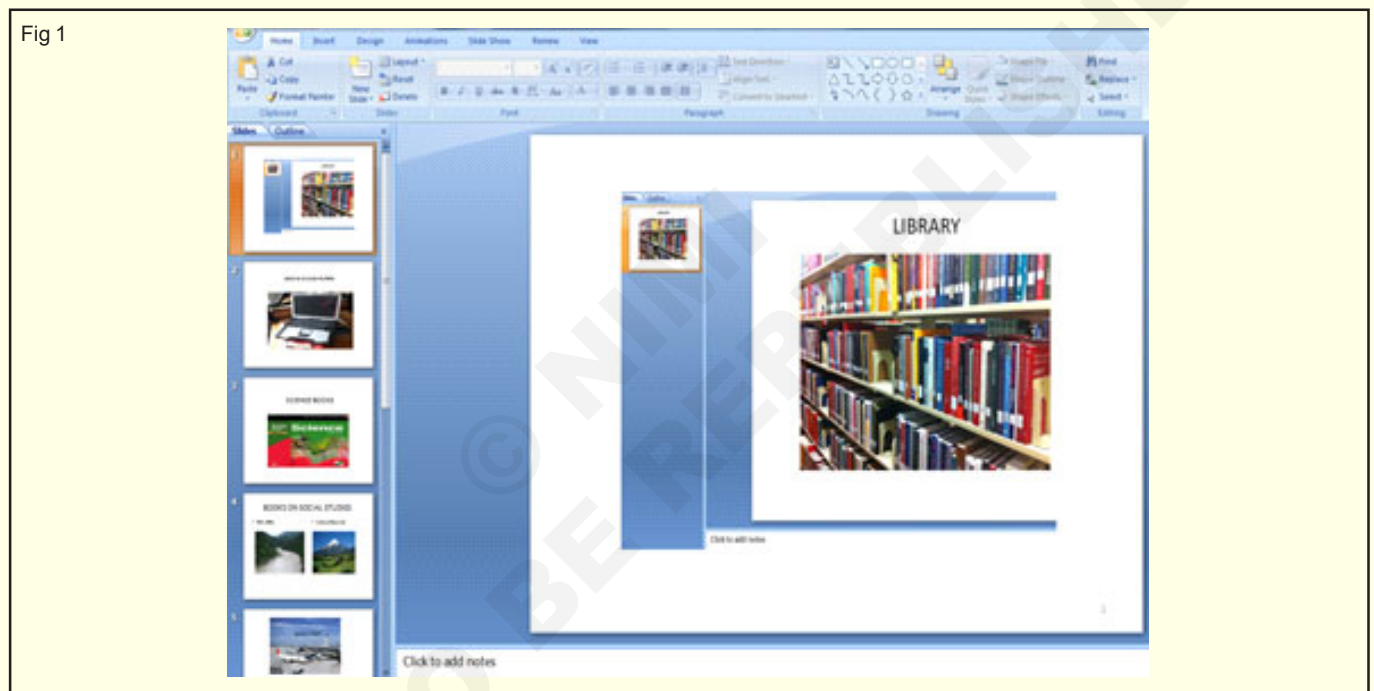
Edit slides, slide animation, transition, publish in MS power point show

Objectives: At the end of this exercise you shall be able to

- edit the order of slides for slide show
- insert a simple animation to objects/text
- set timings for each animation
- set transition between slides
- publish presentation in different formats.

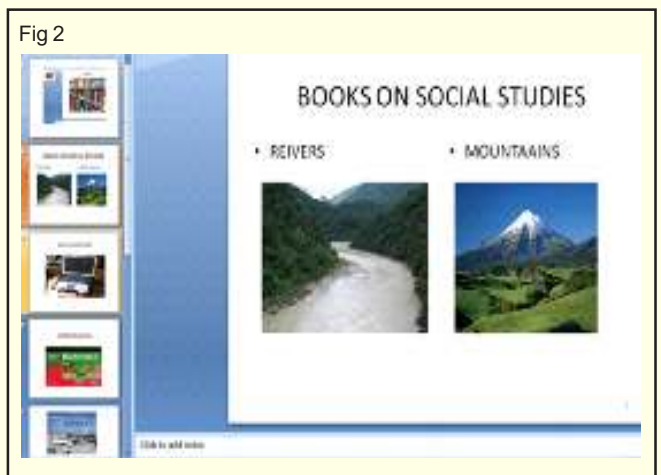
TASK 1: Edit slides for slide show

- 1 Click file and open My presentation.
- 2 File opens as in (Fig 1).
- 3 In the pane on the left click the thumbnail of the slide



that you want to move.

- 4 Drag it to the new location.
Eg. Slide No. 4 has been placed to as slide number 2 as in (Fig 2).
- 5 To select multiple slides, press and hold Ctrl while you click each slide that you want to move, and then drag them as a group to the new location.



TASK 2: Insert simple animation to an object

- 1 Open Power Point program.
- 2 Delete the default slide and select title only slide.
- 3 Type Air India Plane in click to add title column.
- 4 Click clip art from Insert tab and select Air India plane (or any other object available).
- 5 Air India plane is inserted in the slide (Fig 3).
- 6 Resize it if required.
- 7 Click and Select the object in the slide.
- 8 Click Animation tab in the ribbon.
- 9 Click custom animation at the left upper side of the screen.
- 10 Select direction from modify: Fly in (here we have selected from left).

Fig 3



- 11 Select fly in speed as Medium.
- 12 Click preview to see the plane fly from left to right.

TASK 3: Insert a Air force fighter plane as another object in a slide (slide 2)

- 1 Follow steps 1 to 4 and name the plane as Air force fighter plane.
- 2 Insert a fighter plane from clip art as in (Fig 4).
- 3 Resize it if required.
- 4 Click and Select the object in the slide.
- 5 Click Animation tab in the ribbon.
- 6 Click custom animation at the left upper side of the screen.
- 7 Click add effects → Emphasis → spin.
- 8 Click preview for result.

Fig 4

Air force fighter plane



TASK 3: Insert a Transport plane as another object in a slide (slide3)

- 1 Follow steps 1 to 6 above.
- 2 Click add effect.
- 3 Select Fly in from bottom as in (Fig 5).

Fig 5



Set up rehearse timings:

- 1 Select the Slide Show tab, and then locate the Set Up group.
- 2 Click the Rehearse Timings command.
- 3 Practice presenting your slide show.
- 4 When you have reached the end of the show, a dialog box will appear with the total time of your presentation.
- 5 If you are satisfied with your timings, click Yes.

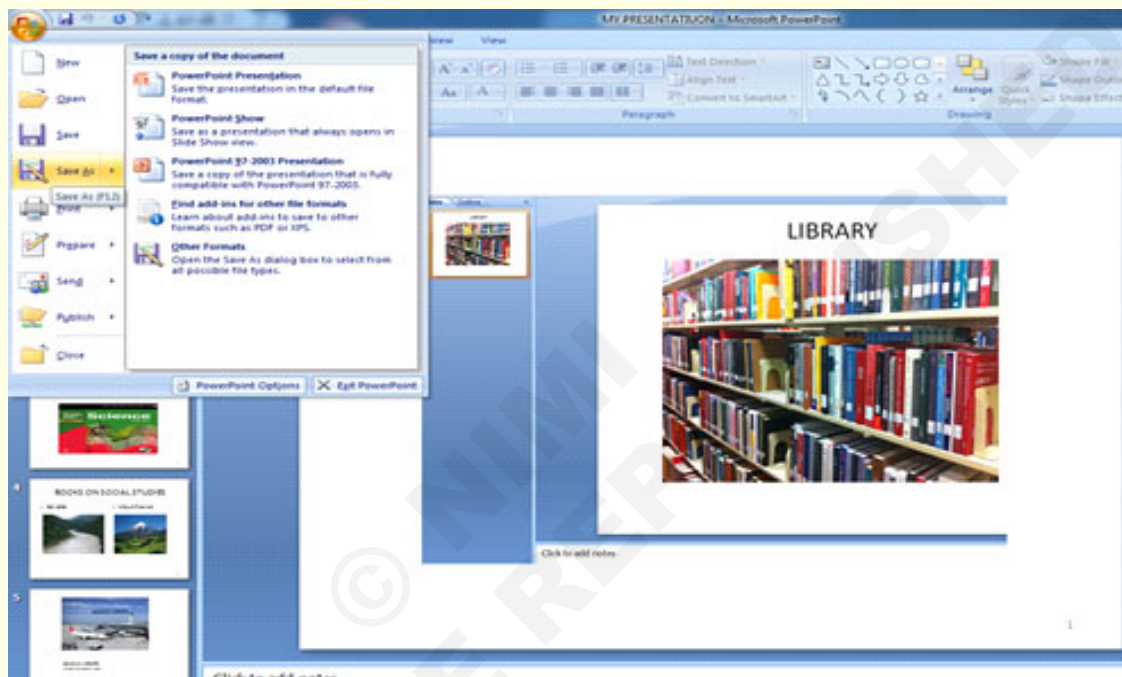
TASK 4: Publish in MS Power point show

To the Instructor: Instructor may demonstrate this task to trainees and then to practice individually.

- 1 Open the presentation you want to publish.

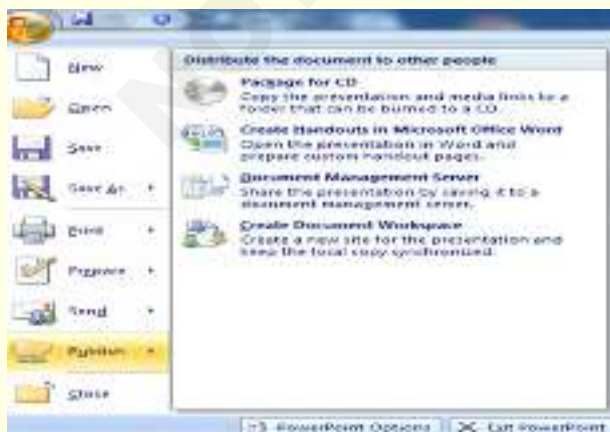
- 2 Click the Microsoft office button, and then click Save As.
- 3 Window appears as in (Fig 6).

Fig 6



- 4 In the save in list select the path or location.
- 5 In the file name box, type a file name or do nothing to accept the suggested file name.
- 6 Click publish.
- 7 Window appears as in (Fig 7).

Fig 7



- 8 Select package for CD (Fig 8).

Fig 8



- 9 Click copy to CD.
- 10 Your presentation will be copied to a CD.

Prepare power point presentation

Objectives: At the end of this exercise you shall be able to

- **create power point presentation**
 - **select different type of slides**
 - **apply theme and background colour to slides**
 - **apply animation and transition effects**
 - **apply rehearse timing to each slide.**
-

TASK 1: Create a six slide Power Point presentation

- 1 Open power point program.
- 2 Select a title only slide from slide sorter (Home-New Slide).
- 3 Select word art from insert tab - select a style.
- 4 Type zoo in title column.
- 5 Click Insert - clip art - and select a suitable picture of a zoo. (Fig 1)
- 6 Add effect from Animation? from add effect button.

Fig 1

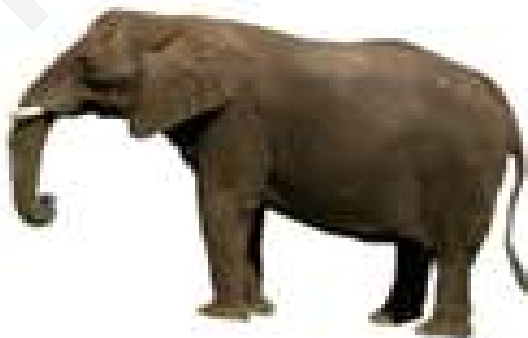


TASK 2: Create second slide by selecting suitable slide from slide sorter following the above steps (Fig 2)

Fig 2

ELEPHANT

- **ELEPHANT IS A BIG ANIMAL**



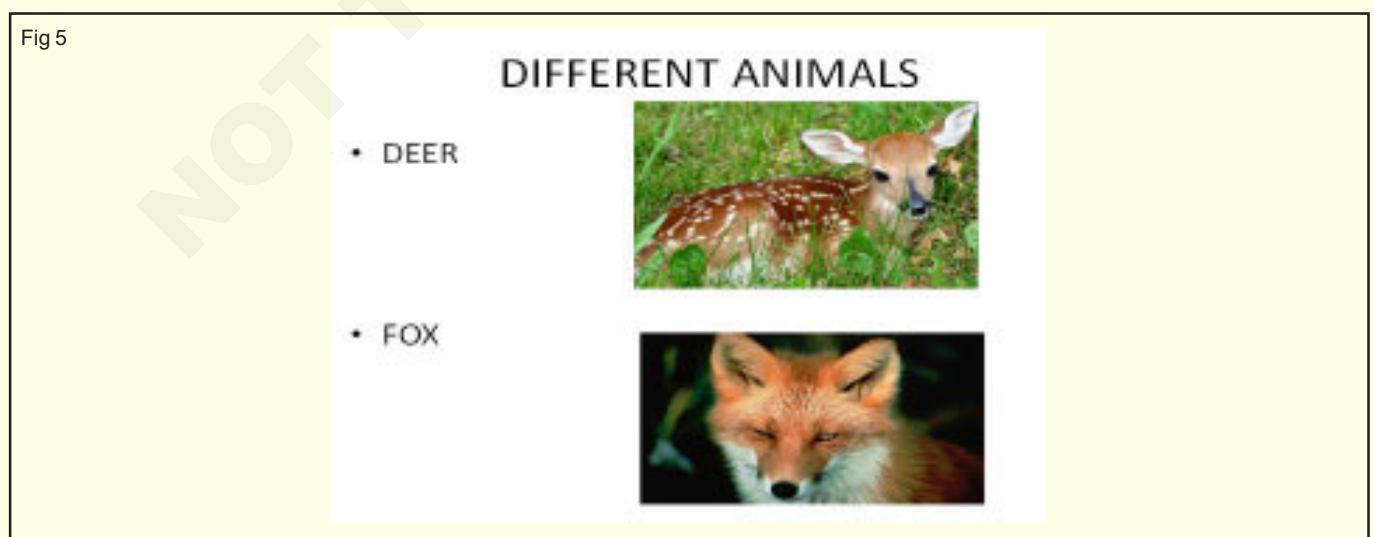
TASK 3: Create third slide by selecting appropriate slide and follow steps 5 & 6 in TASK - 1 as in (Fig 3)



TASK 4: Create fourth slide as in (Fig 4)

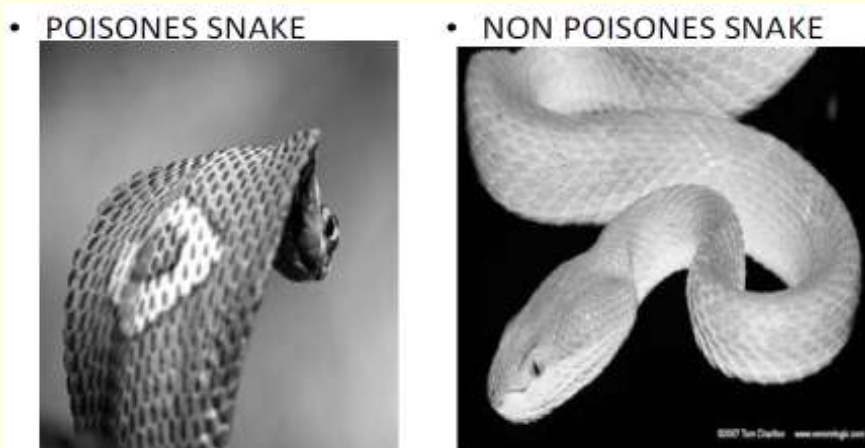


TASK 5: Create fifth slide as in (Fig 5)



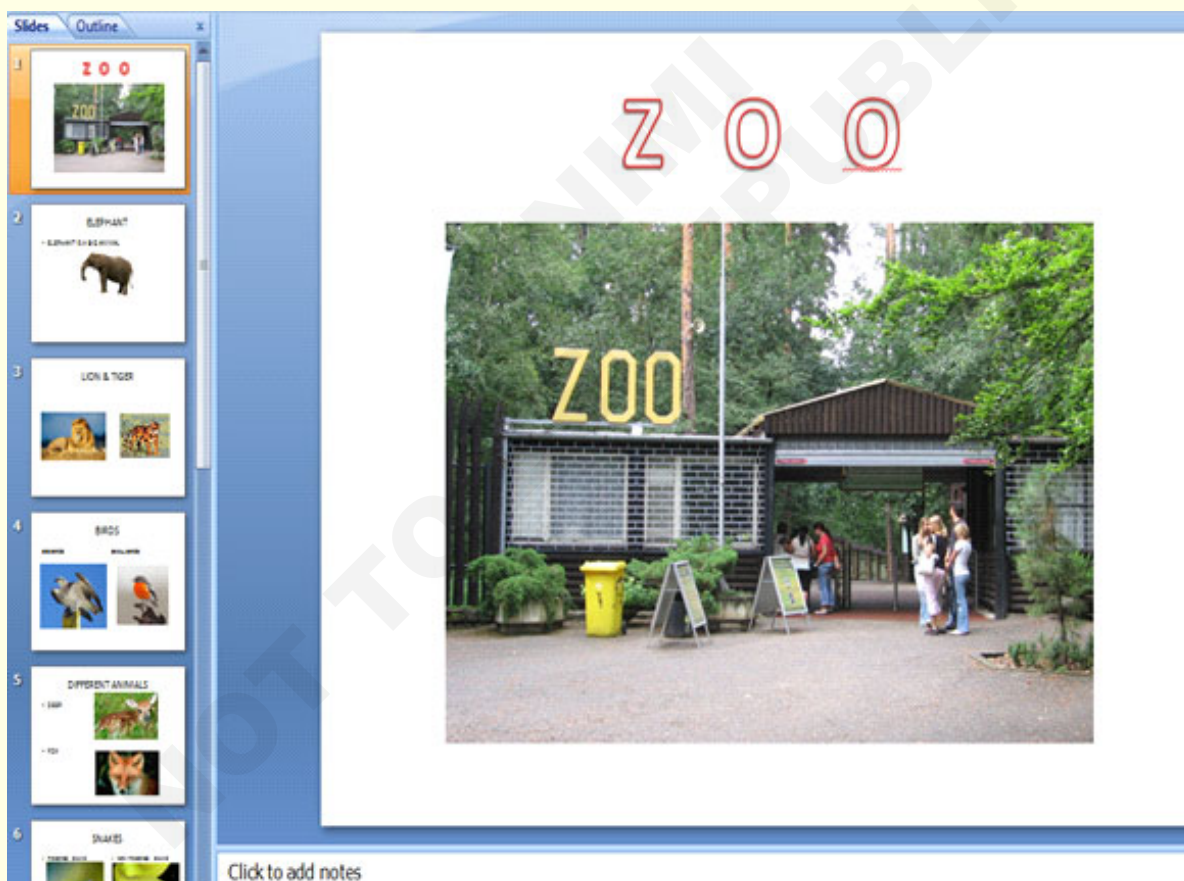
TASK 6: Create sixth slide by following 5 & 6 of TASK - 1 (Fig 6)

Fig 6



On completion, your Power Point presentation will look like this (Fig 7).

Fig 7



Office Administration and Facility Management Exercise 1.7.69

Stenographer Secretarial Assistant (English) - MS Power Point - Office Secretary - Filing - Dictation Exercises

Take dictation from magazines and transcribe on computer

Objectives: At the end of this exercise you shall be able to

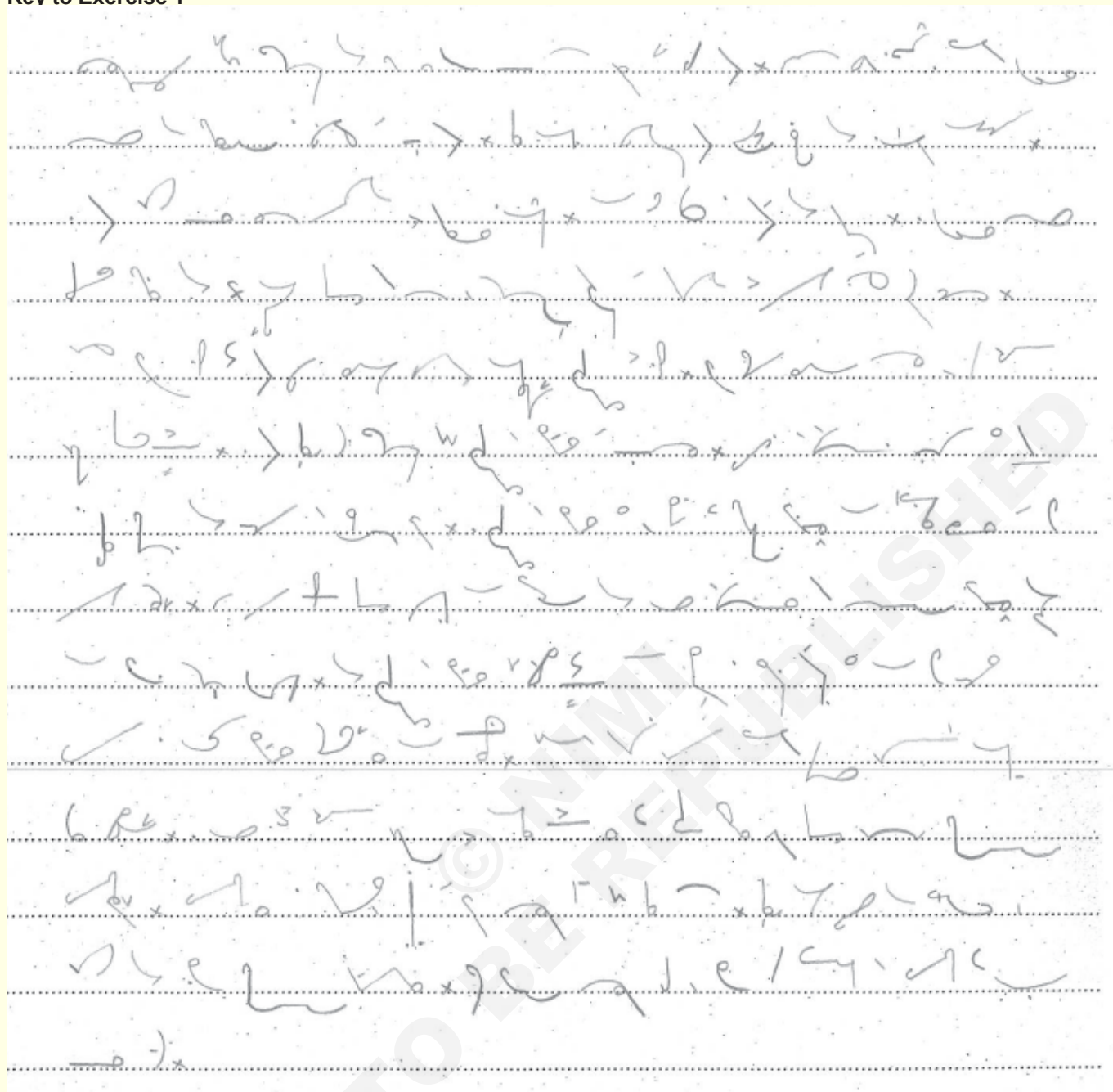
- take down dictation @60 words per minute
 - transcribe shorthand notes on computer observing rules of punctuation
 - identify the correct outlines (for the wrong ones in your transcript) and practise them
 - correct spelling of words for the wrong ones in your transcription
 - take down re-dictation at a faster rate and read back.
-

TASK: Take down dictation @ 60 wpm (exercise 1 to 13) and transcribe it on computer with paragraph and punctuation marks. Check with key for wrong outlines. Take re-dictation at a faster rate and read back.

Exercise 1

Mr. Speaker, Sir, I thank you very much for the opportunity you have given me to speak on the General Budget. Let me, first of all, congratulate the Honourable Finance Minister for presenting a well-balanced and good budget. It is indeed a welfare budget showing consideration for the common people in the country. This budget also gives some relief (1) to the business community. In short, this is a budget for the poor. The Finance Minister deserves praise for the bold initiative taken by him to remove poverty and uplift of the rural masses, especially women. I must further state that the budget will certainly help the industrial development of the state. However, there are some matters to which I (2) would like to draw the attention of the Government. The budget does not say very much about the development of sports and games. Winning of Olympic medal has become a distant dream for the country of nine hundred million people. The development of sports has to start with providing playgrounds in colleges, schools and other rural areas. Let our Sate (3) Government take the lead in planning for the next Olympics by making available playgrounds in every remote village. For the development of sports, I suggest that the Government can set up a separate body as in other countries, where a National Sports' Association is in existence. I now appeal to our Honourable Chief Minister to look into this suggestion. The (4) next point I would like to bring to the notice of the Government is that adequate steps should be taken to improve the drinking water supply. Water is a precious commodity and people must be taught about its importance. It is not only used for cultivation, but also for the safe drinking purpose. Therefore, everything must be done to save (S) large quantity of water that nature gives us.

Key to Exercise 1

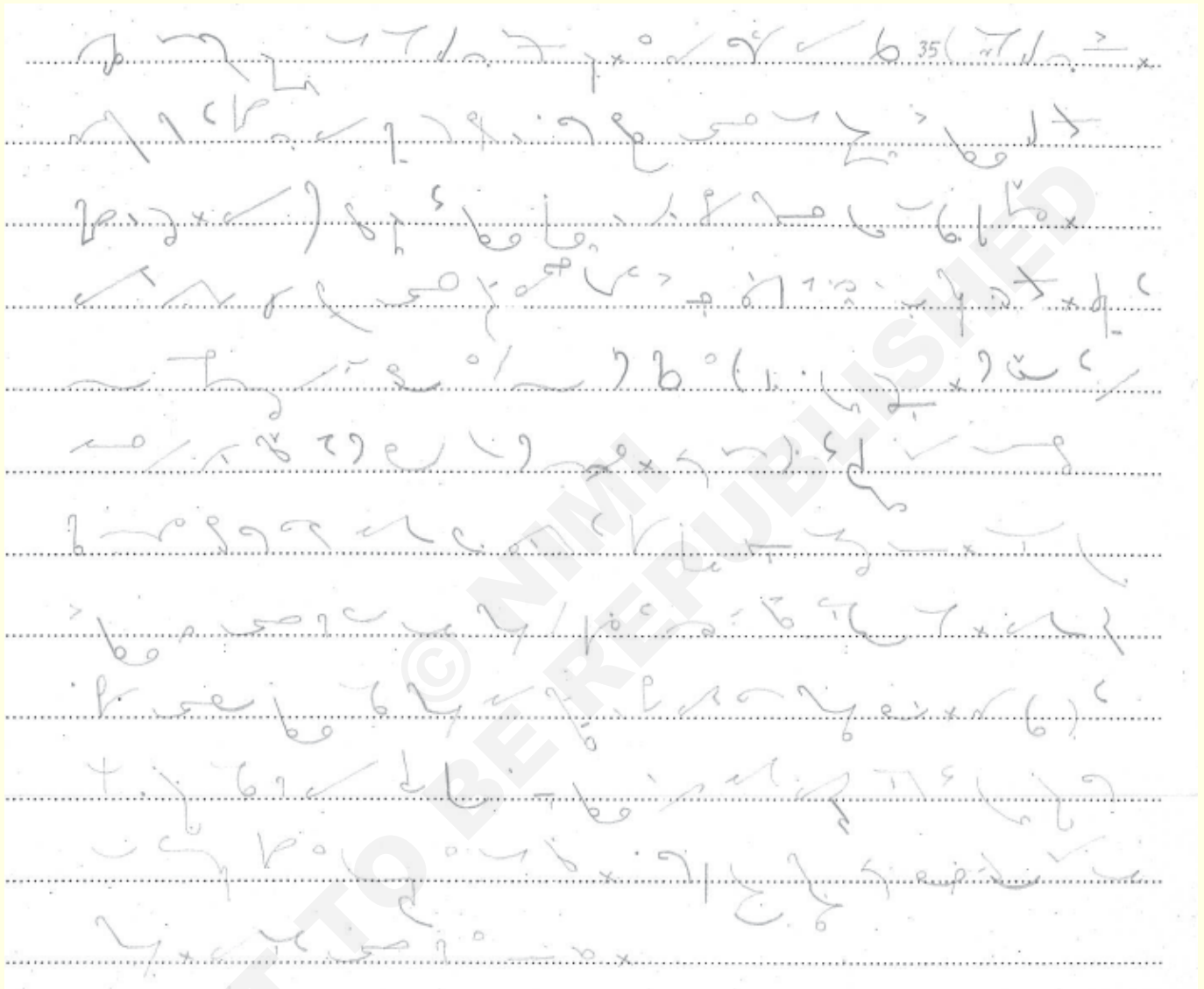


Exercise 2

Ladies and Gentlemen, I am very happy to take part in the Annual General Meeting of your company today. As you are very well aware, this is the thirty fifth Annual General Meeting of the company. You will probably remember that at the last meeting we drew your special attention to a very substantial increase in the volume of the (1) business done by the company during the last two years, We are, therefore, pleased to tell you that the business continues to show satisfactory progress even in these difficult times. We are able to report still further increases both as regards the value of the goods sold and the amount of net profit earned by the company. It is true (2) that many customers are not spending as much money on their dresses as they did a few years ago. They are finding that our articles are low priced and that they are sufficient for their immediate requirements. Here I may say that the development of our inexpensive dress materials has been very remarkable and we have every hope that it (3) will continue to grow in the years to come. Another feature of the

business is the increased trade in our new branch which deals with men's and boys' clothing only. We have established a steadily increasing business in this branch and we propose to start one or two more branches soon. You will thus see that notwithstanding the competition in (4) this trade, we are at any rate doing a good business of our own and we think we shall be able to cope with the future competition from any quarter at least as effectively as in the past. A very different feeling prevails here since the opening of our new branch. We know that increased trade has come to us. (5)

Key to Exercise 2

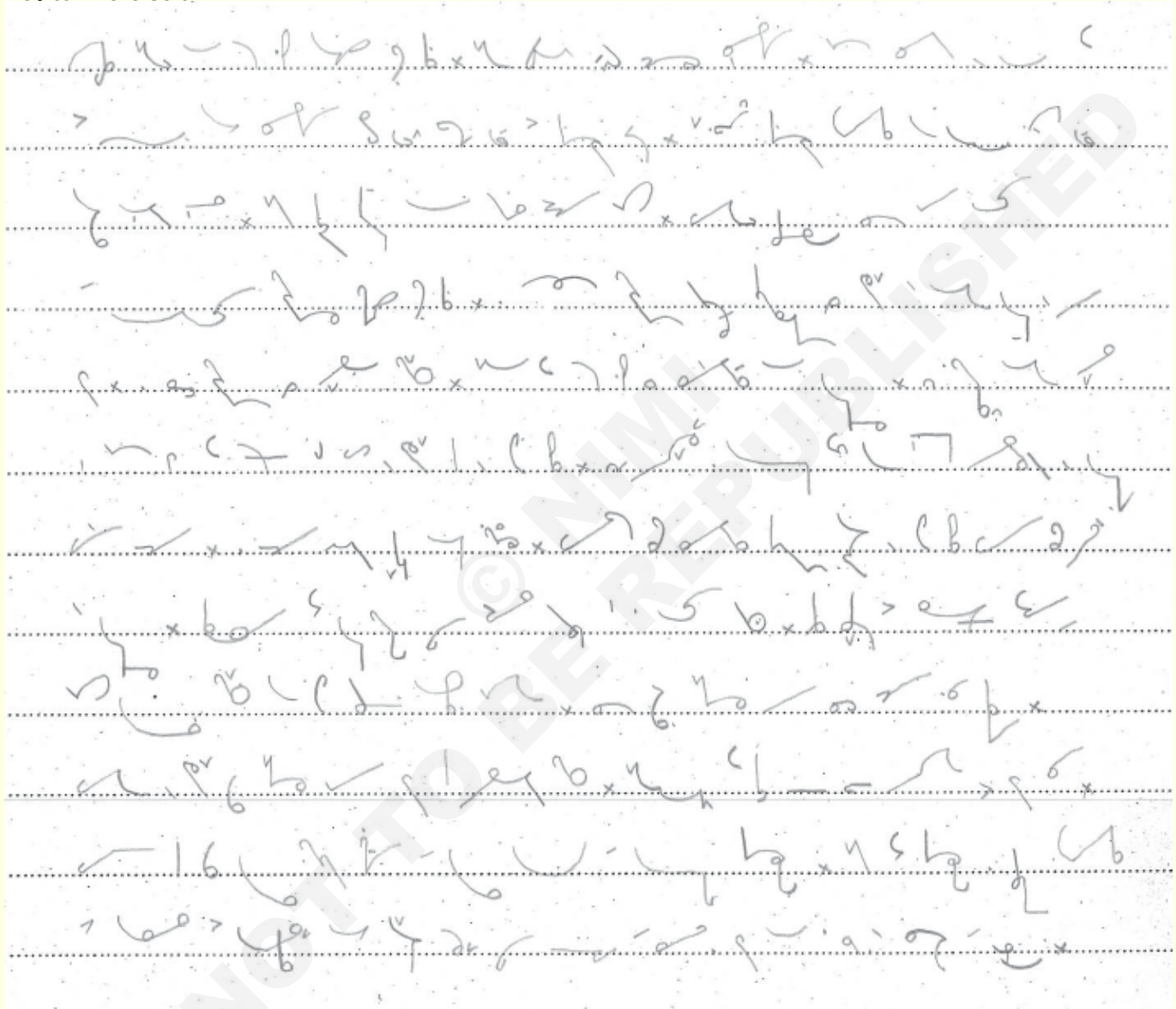


Exercise 3

Ladies and Gentlemen, I have been in your state for the last three days. I have just now opened the women's hostel. I am happy to know that all the money for the hostel has been found from the funds of the temple here. I congratulate the temple authorities for having allotted funds for this noble cause. I hope it (1) would be adopted in other parts of the country also. We have been discussing some of our national and international problems during the last three days. The most important problem before us at the present time is the supply of enough food to our people. The second problem is the rising prices. I know that your state has a surplus in (2) food grains. You produce enough rice but I am told that your Government do not want to supply it to other states. You should realize the fact that you have got a responsibility to feed the whole country. The country should not be divided into compartments. Wherever there is surplus, it should be made

available to other states where there (3) is shortage of food grains. It is necessary that the food production will always be considered on a national basis. It is the desire of the Central Government that we should also fix prices for other basic necessities of life. Some of these items are cement, oil, salt, etc. We have to supply these items to our people at reasonable (4) prices. I have no doubt that it would give great relief to the people as a whole. We can do this if there is proper control and if there is efficient and effective administration. I hope that the administration, the district authorities and the officers of the various departments in the vital areas will come forward and serve the people (5) in a spirit of sympathy and understanding.

Key to Exercise 3

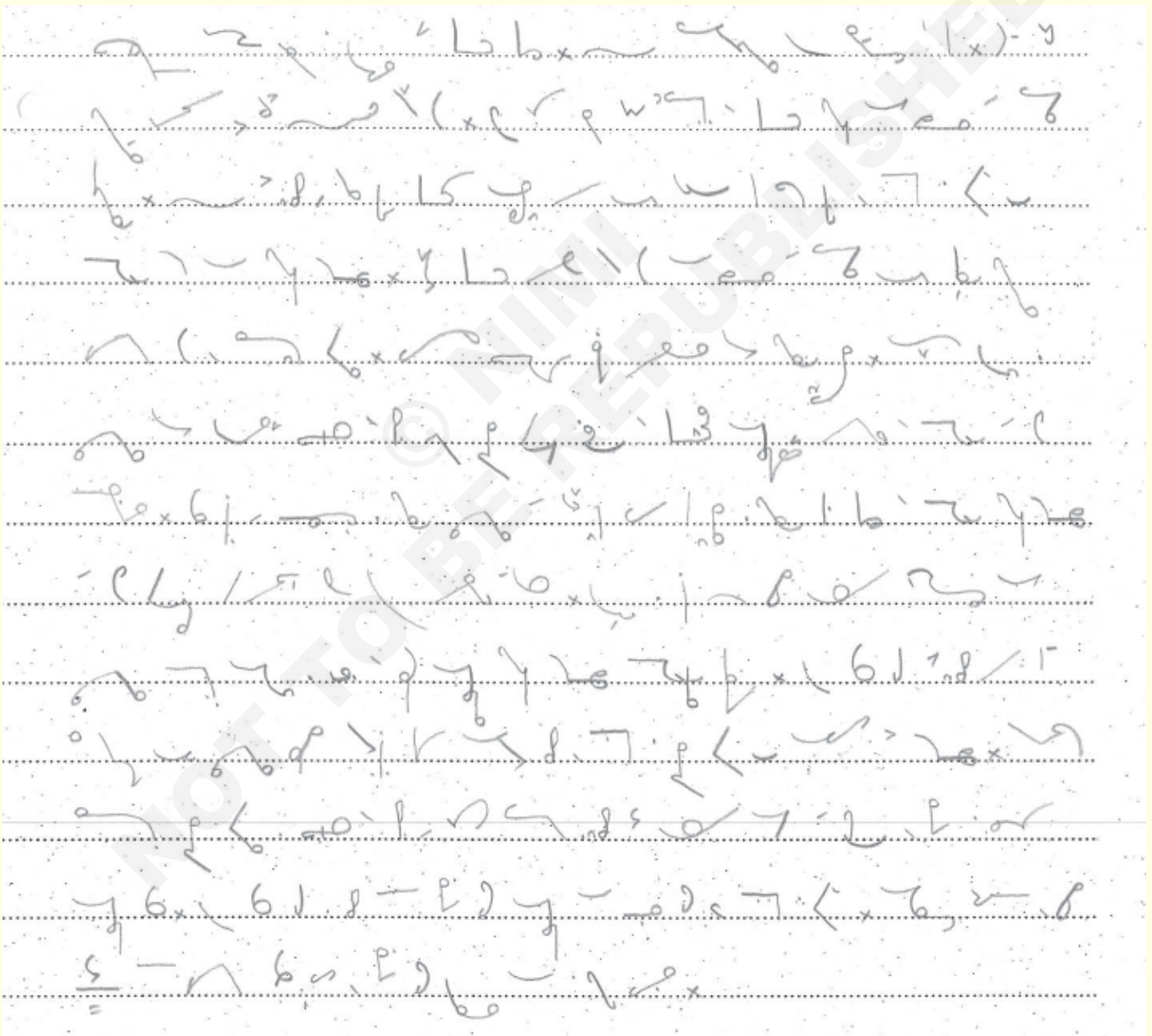


Exercise 4

Mr. Speaker, I am glad to speak a few words on the Education Demand. Many Honourable Members have spoken on it. So, I do not propose to refer to the points mentioned by them. However, I will speak about the quality of education provided in the schools and colleges at present. Many of the students who pass out of the (1) educational institutions are now finding it very difficult to get a job under Government or any private organisation. I think the education received by them in schools and colleges now, does not perhaps help them to secure jobs. We must carefully consider the reasons

for the present situation. In my view the syllabus for the various courses of study should (2) be suitably changed consisting of educationists, industrialists, representatives of Government and other experts. This Committee should examine the present syllabus and find out whether it suits the present day demands of Government, private organisations and other agencies which recruit staff for their respective offices. If not, the committee may suggest necessary modifications in the (3) syllabus keeping in view the needs of society, industries, private organisations, Government departments, etc. If this is done and the students are taught as per the new syllabus suggested by the committee, it will enable the students to get a suitable job under any one of the organisations. Apart from securing suitable jobs, the courses of study should also equip (4) the students with the necessary knowledge and training to start a small industry themselves. If this is done, the students can start their own industry in case they are not able to get a job. In this connection, I would like to suggest that the Government can help those who want to start their own business in a number of (5) ways.

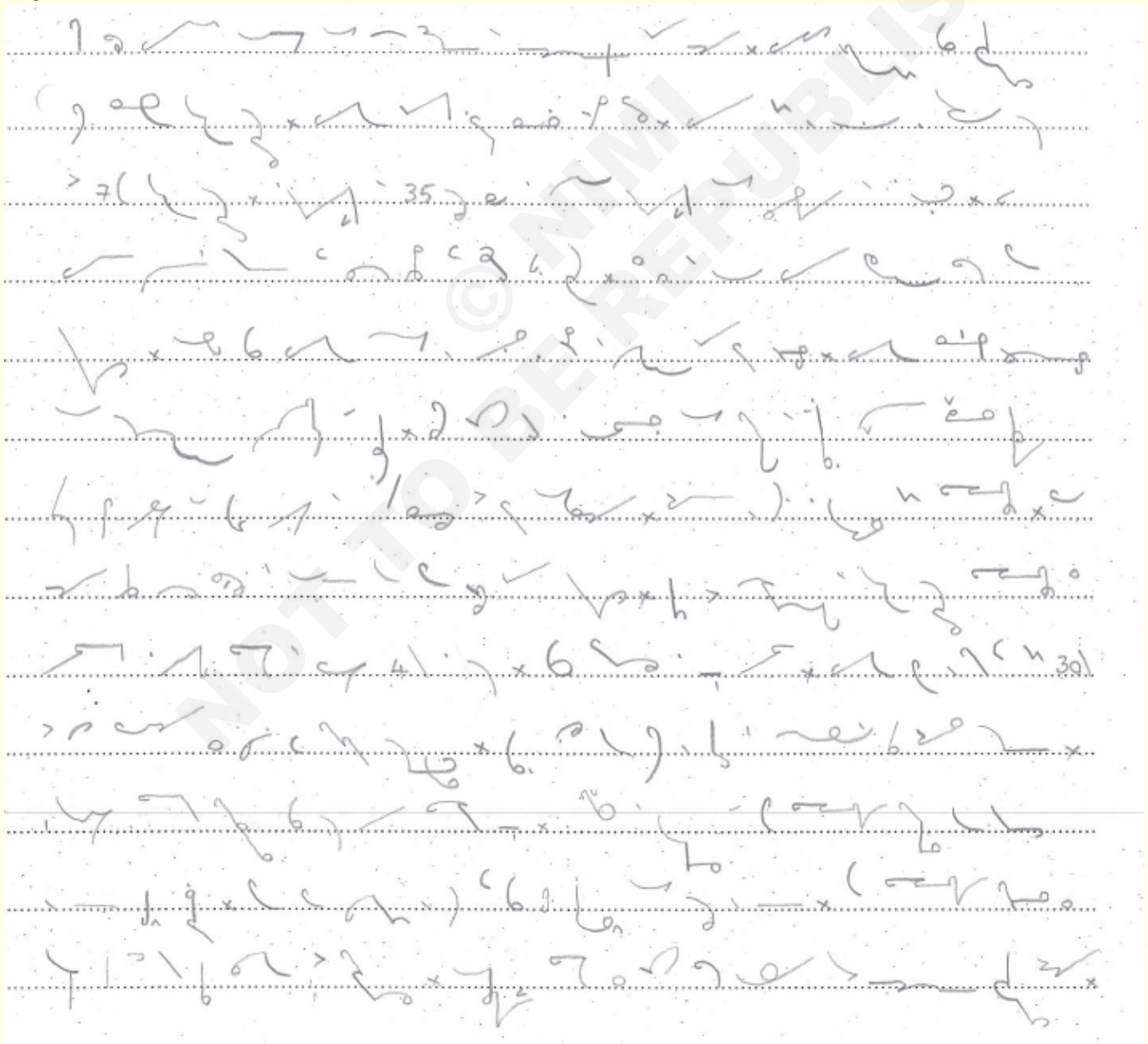
Key to Exercise 4



Exercise 5

Dear Friends, We are now engaged in the important work of economic development of our country. We want to bring about this development through successive Five Year Plans. We have already completed six such plans. We are about to enter the final year of the Seventh Five Year Plan. A period of thirty five years is not a long period (1) in the history of a nation. Yet we can look back with some satisfaction in what has been achieved so far. As you all know, we are suffering from over-population. In spite of this, we have managed to raise the standard of living of our people to a great extent. We have succeeded to some extent in removing illiteracy (2) and disease. There has also been an increase in the production of commodities like cycles, etc., which were till recently not within the reach of large sections of the people in this country. I would like to say a few words about agriculture. In our country, it is the main source of income for over two thirds of our population. (3) Due to the implementation of Five Year Plans, agriculture has recorded a rate of growth of nearly four per cent a year. This is by all means a good record. We have however to remember that about thirty per cent of the land in our country is still without proper irrigation facilities. These lands have therefore to depend on monsoon (4) which is always irregular. But fortunately, the crop prospects this year are remarkably good. The prices of food grains and other agricultural products have begun to come down considerably. Every effort will be made to see that this trend continues in the years to come. Though agricultural progress is vital, it cannot by itself solve all the problems. Industrial growth is also (5) very necessary for the economic development of the country.

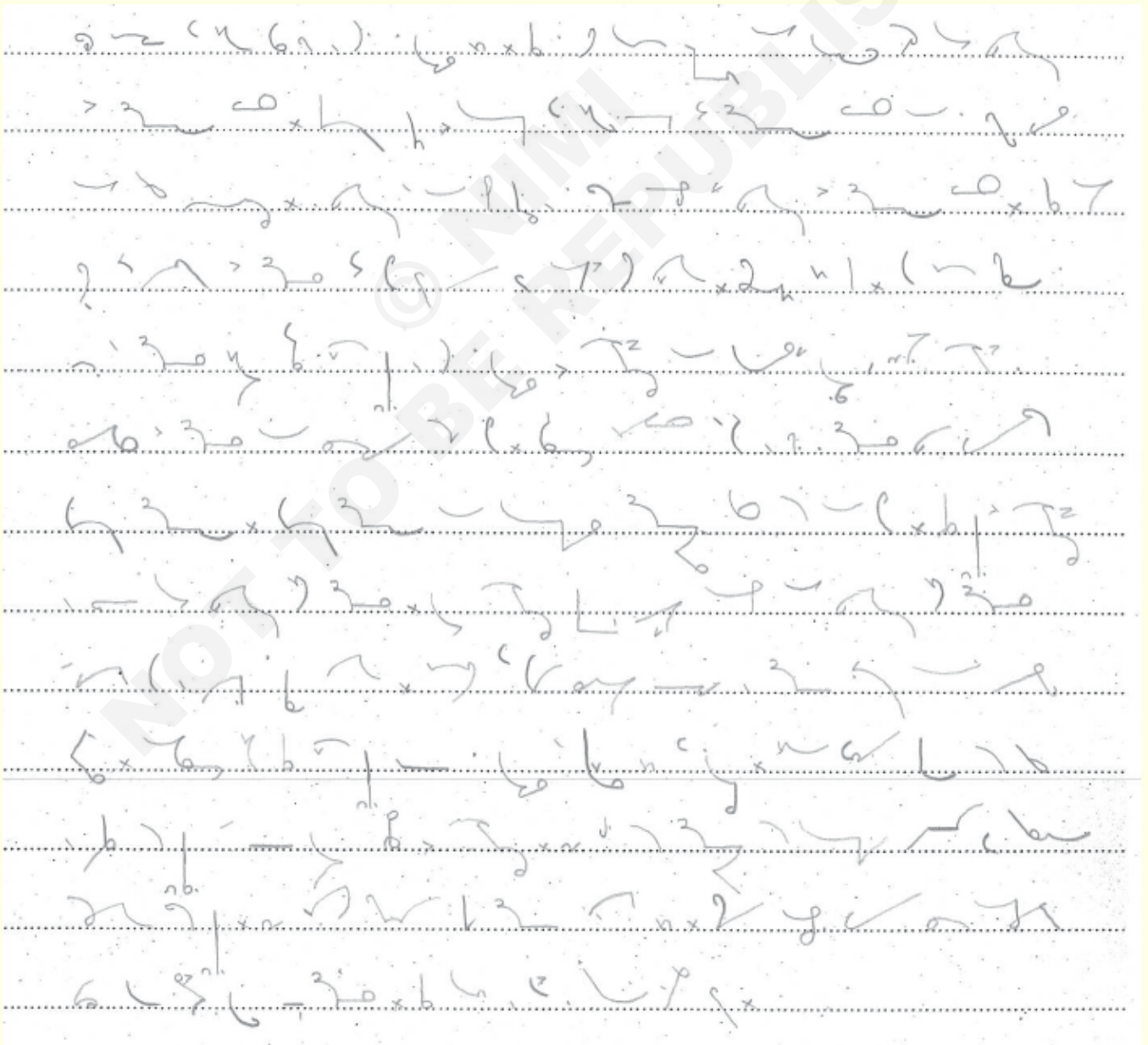
Key to Exercise 5



Exercise 6

Friends, I am glad that I have this opportunity to say a few words to you. It is a pleasure for me to take part in function arranged for the welfare of the working classes. It may be due to the fact that I have been connected with the working classes in a number of ways, in the past many (1) years. The welfare of any state depends to a very great extent on the welfare of the working classes. It is only through the hard labour of the workers that the other people are able to enjoy their life. There is no doubt about it. Though I am addressing a meeting of workers, I feel that it is my duty (2) to say a few words to the employers in various fields who actually employ the services of the workers in some way or other. On this occasion, I request all of them to treat the workers well wherever they may be working. They may be working in factories, workshops, offices or any other. It is the duty of the employers (3) to care for the welfare of their workers. If the employers took real interest in the welfare of their workers and helped them to lead a decent life. I am sure that they will certainly come forward to work harder in their respective jobs. In this connection, I think it is my duty to give a few words of advice (4) to you with confidence. I know that you are doing your best to discharge your duties and give full satisfaction to the employers. You should attend your workshop or factory regularly without absentsing yourself from duty. You should also promptly do the work allotted to you. There are instances where some undesirable elements have spoiled even good workers. It is (5) for you to avoid the company of such people.

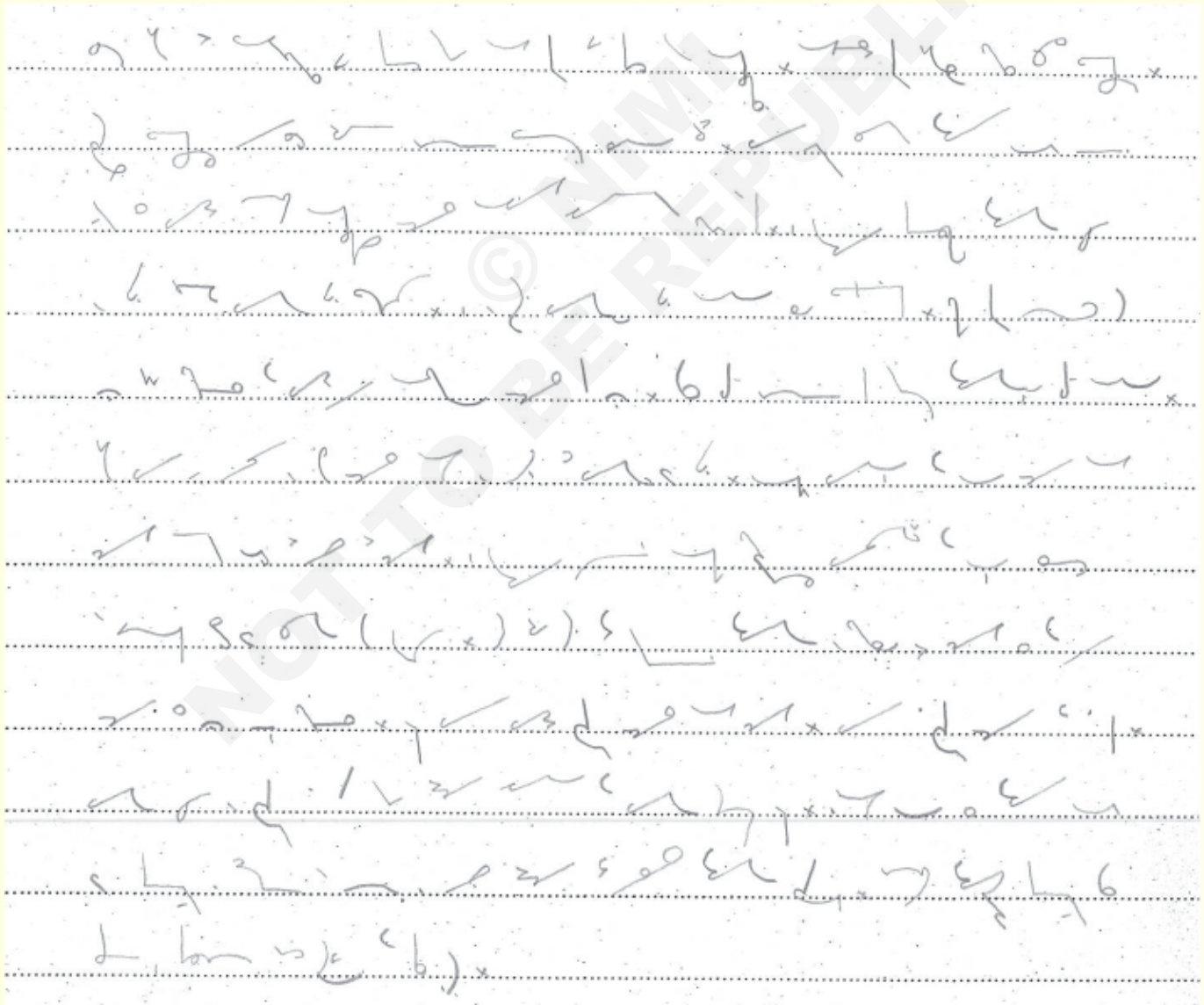
Key to Exercise 6



Exercise 7

Sir, I thank all the Honourable Members who have taken part in the debate for industries. In the course of the debate, I have received praise as well as criticism, so far as the criticisms are concerned, I would like to make clear certain points. We should be happy that we are now coming up as one (1) of the major industrialised countries in the world and we can be proud of it. But if we take into consideration that we have still to achieve, I agree that we have achieved very little. But to say that we have not achieved anything is not count. During the debate, mention was made about the progress that one of our (2) neighbouring countries had made. This is done to make it appear that we have not done anything. I think we should refer to other countries only to show what we have been able to achieve. No doubt, we know that no country in the world can be independent of the rest of the world. But if we work into the (3) problems, we will find that no section of humanity has been able to solve them fully. So I would say that the picture that we have to present to the world is that our country has made good progress. Today, we are one of the developed countries of the world. We are a developed country with a difference. We have (4) still to develop a large part of the country and we know that we so much to do. The only thing is that we are now able to take up the work of improving the rest of the country with the resources that we have generated. I am sure that we shall be able to take up this task (5) but at the same time, I am not saying that it is easy.

Key to Exercise 7



Office Administration and Facility Management Exercise 1.8 70 & 71

Stenographer Secretarial Assistant (English) - Internet - Office tools & Equipments - Networking - Dictation Exercises

Practice internet - Create e-mail account, send mails

Objectives: At the end of this exercise you shall be able to

- create an e-mail account
- add contacts, compose mail, attach document and send mail
- check mail and sign out.

TASK 1: Create an E-mail account

To the Instructor: Ask the trainees to create accounts as itistud as the primary name and itistudtwo as secondary name in increasing order of number series, in both yahoo and gmail.

Example : itistudtwo, itistudthree, etc.

- 1 Choose Internet Explorer and Click to open it on the windows desktop.

The home page appears on the screen. (Fig 1)

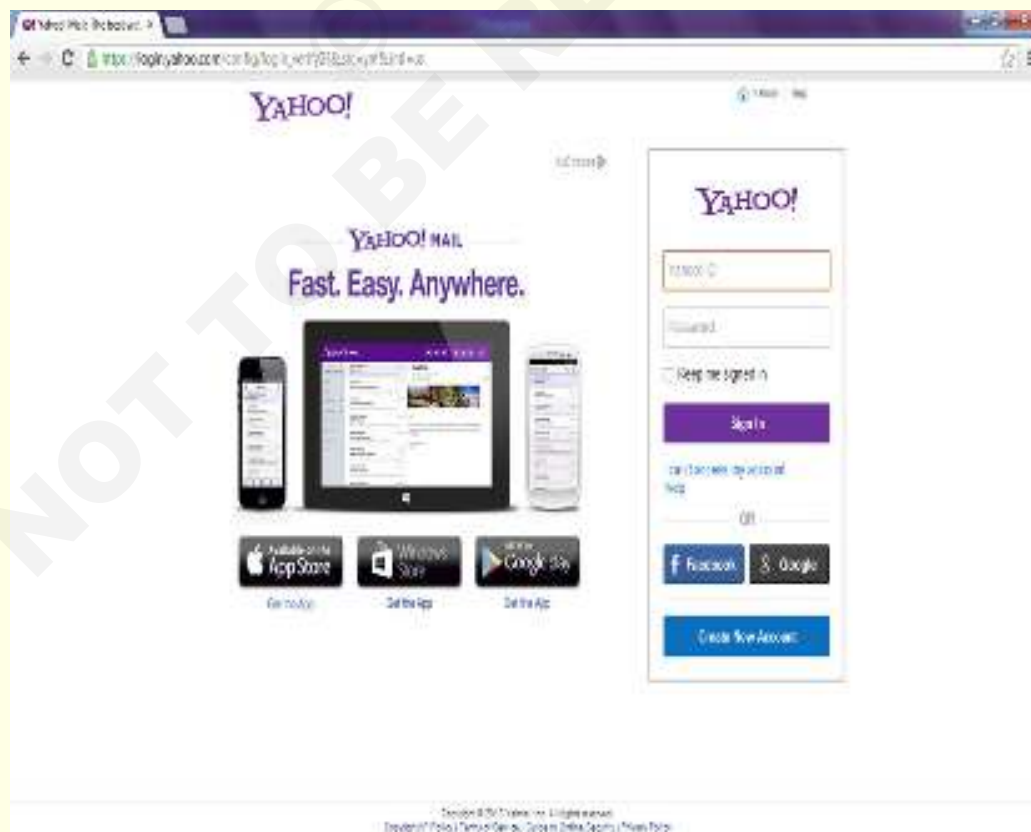
Fig 1



- 2 Type www.yahooemail.com on the address bar and click enter.

A yahoo Account screen appears as on (Fig 2).

Fig 2



3 Click "Create New Account".

The following window appears on the screen as on (Fig 3).

4 Type "iti" in First Name box, "studone" Second box.

5 Choose Male in Gender, Birthday January, 24, 1994, India in Country, English in Language.

Fig 3

With a Yahoo! Account, get free email and other leading web services.

Indian version also available. [Switch to Yahoo! India in English](#)

Yahoo! India in English offers access to news and information geared toward India and may better serve your needs.

- News, maps, movies and other personalized content will be geared toward an Indian audience
- Your email address will end in yahoo.in

Name: First Name Last Name

Gender: - Select One -

Birthday: - Select Month - Day Year

Country: India

Language: English

Select an ID and password

Yahoo! ID and Email: @ yahoo.com

Password: Password Strength:

Re-type Password:

In case you forget your ID or password

Alternate Email (optional):

Secret Question 1: - Select One -

Your Answer:

Secret Question 2: - Select One -

Your Answer:

Image code: Audio code: Help

Type the code shown:

By clicking the "Create My Account" button below, I certify that I have read and agree to the Yahoo! Terms of Service, Yahoo! Privacy Policy and Communications Terms of Service, and to receive account-related communications from Yahoo! electronically. To deliver product notices, relevant advertising and fraud protection, Yahoo! is authorized to use your personal information to send you email, text and other communications content.

6 Choose "itistudone@yahoo.com".

7 Type password as "sachin1@iti" and retype the same.

8 Type itistudone@gmail.com for alternate email.

9 Choose "In secret question 1", select other questions from the below dropped down box and type the name of the ITI: ITI.

10 Choose "In secret question 2", select "Name the sports favourite?": Sachin.

The secret question 1 should be related to email id, secret question 2 should be related to your password so that it can be easily recovered when you forget it.

11 Type the code shown.

The "create my account screen" with filled data appears as on (Fig 4).

12 Click the 'Create My Account' button.

Confirmation of successful Registration is sent to you as shown in (Fig 5).

13 Click continue button.

The yahoo mail window appears on the screen as on (Fig 6).

Get it checked with the Instructor.

Fig 4

YAHOO! Yahoo! | Help

With a Yahoo! Account, get free email and other leading web services.

Sign in with an ID you already have

Don't have my account

Indian version also available. [Switch to Indian version in English](#)

Yahoo! India in English offers access to news and information geared toward India and may better serve your needs.

- News, music, movies and other personalized content will be geared toward an Indian audience
- Your email address will end in yahoo.in

Name:

Gender:

Birthday:

Country:

Language:

Select an ID and password

Yahoo! ID and Email: [Change](#)

Password: [Strong](#) [Good](#) [Weak](#)

Re-type Password:

In case you forget your ID or password...

Alternate Email (optional):

Secret Question 1:

Specify Your Question:

Your Answer:

Secret Question 2:

Your Answer:

Type the code shown: [Try a new code](#)

By clicking the "Create My Account" button below, I certify that I have read and agree to the Yahoo! Terms of Service, Yahoo! Privacy Policy and Communications Terms of Service, and to receive account related communications from Yahoo! electronically. To deliver product features, relevant advertising and social promotion, Yahoo! is authorized to share with third parties an email, social and other communications history.

Create My Account

Desktop | Add

Fig 5

YAHOO! Yahoo! | Help

Congratulations ITI!

A confirmation message was sent to you via email.

Below are your account details. [Print Account Details](#)

You will need this information to sign in to Yahoo! and to reset your password in case you forget it. Please print and keep this information in a safe place for future reference.

Yahoo! ID & Email: **itistudone@yahoo.com**

Alternate Email: **itistudone@gmail.com**

Birthday: **January 24, 1994**

Secret Question 1: **ITI location**

My Answer: **ambattur**

Secret Question 2: **What is the name of your favorite sports team?**

My Answer: **sachin**

Transfer your contacts to Yahoo! [Get started](#)

Ready to experience Yahoo! Mail?

Continue

Marketing Preferences

Your Marketing Preferences: Select and customize the categories of communications you receive about Yahoo! Products and services. You can also choose to opt-out of each. [Edit Marketing Preferences](#)

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NOTICE: We collect personal information on this site. To learn more about how we use your information, see our [Privacy Policy](#) (Updated)

Fig 6



TASK 2: Add contacts

- 1 Click the "CONTACTS" from the yahoo mail menu.

The following window appears on the screen (Fig 7).

- 2 Click the "Add a New Contact" button to append contacts.

A screen appears as on (Fig 8).

- 3 Type iti in firstname, Studone in Middle name, itistudone@gmail.com and fill the required field.

- 4 Click 'save button' after filling it.

The following screen is shown in (Fig 9).

Note to the Instructor: Ask the trainees to add more newly created contacts in yahoo and gmail accounts.

Example: itistudtwo, itistudthree, etc.

Fig 7

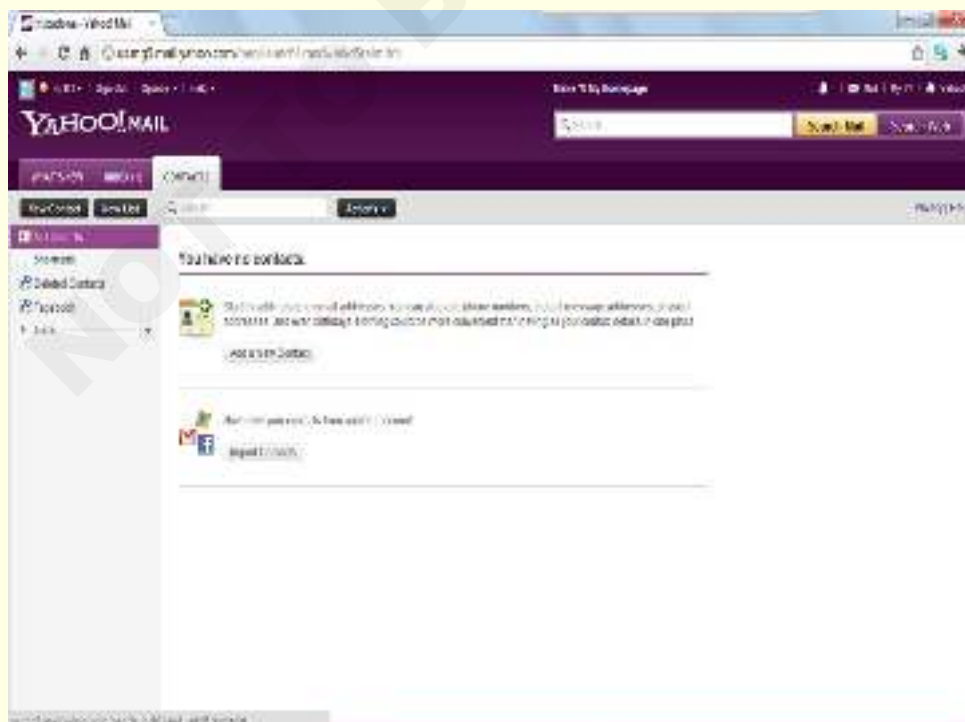


Fig 8

om/neo/launch?.rand=erkd5raimitdi

Actions

First Middle Last

Session

Nickname:

Email:

Yahoo! Messeng:

☐ Don't add to Yahoo! Messenger List

Phone:

Job:

Employer:

Addresses

Home Address:

Country: United States

Address:

City:

State or Province:

Postal Code:

Other Details

Website:

Birthdate: Month: Day: Year:

Notes:

Back Cancel

Fig 9

Itstudone - Yahoo! Mail

us.mg5.mail.yahoo.com/neo/launch?.rand=erkd5raimitdi

Hi, It! | Sign Out | Options | Help

Make It My Homepage

YAHOO! MAIL

WHAT'S NEW | Recent | CONTACTS

New Contact | New List | Q: Look Me Up | Actions

11 Contacts | Select All

Shortcuts

- Deleted Contacts
- Facebook
- Links

11 Itstudone@gmail.com

Edit Details | Assign to Lists | Delete

Itstudone

Itstudone@gmail.com

Details

Last updated (2010-02-26 4:10) via

Nickname: Itstudone

Primary Email: Itstudone@gmail.com

Job: Student

Employer: It

Home address: 3, K.K.M. Street, Kipasa, Chennai, Tamilnadu India 600010

Birthdate: 9/15/1995

TASK 3: Compose and send mail with attachments

- 1 Click INBOX button, and choose COMPOSE MESSAGE.

The following Fig 10 appears on the screen.

- 2 Click TO box.

Fig 11 appears on the screen.

- 3 Choose the contact itistudone@gmail.com and click "done".

Fig 10

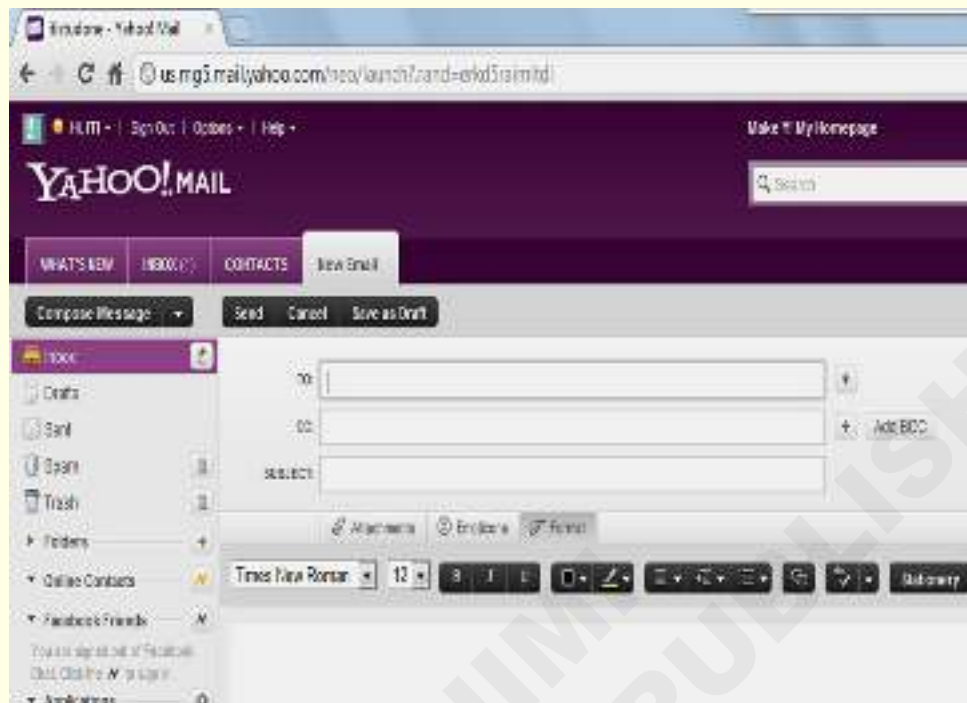
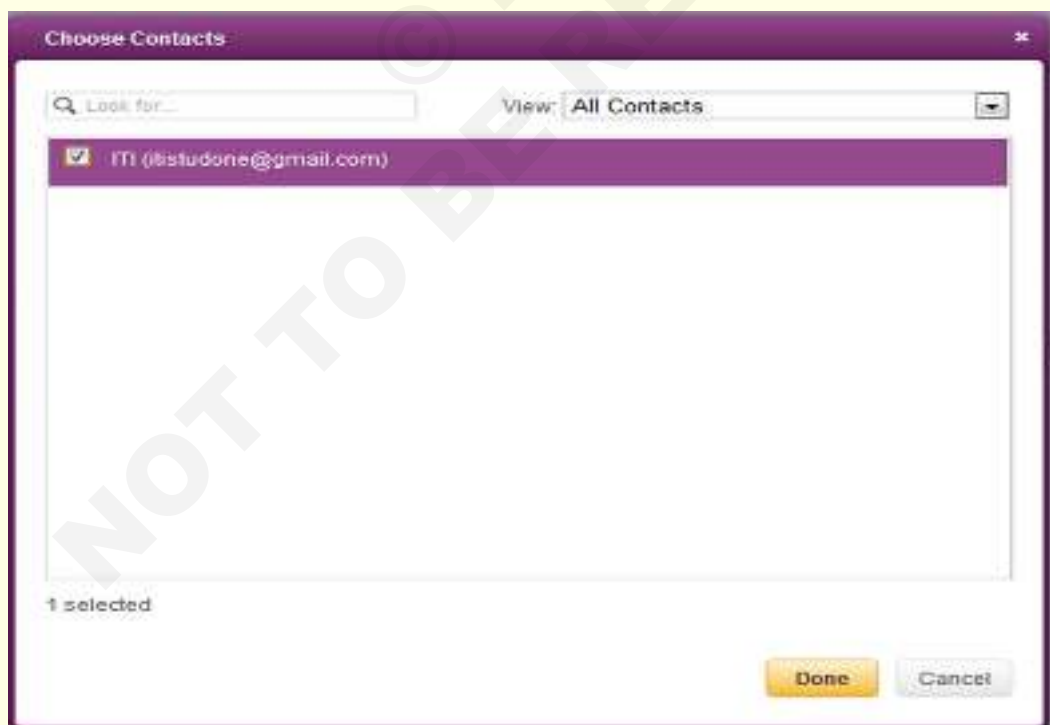


Fig 11



- 4 Type "My Powerpoint presentation" In Subject.
- 5 Click "Attachments".

The attachments window is invoked and select "presentation 1 .pptx" from the folder 'Computer Literacy' on the desktop and click open as on (Fig 12).

6 Type the following.

Hi Friend,

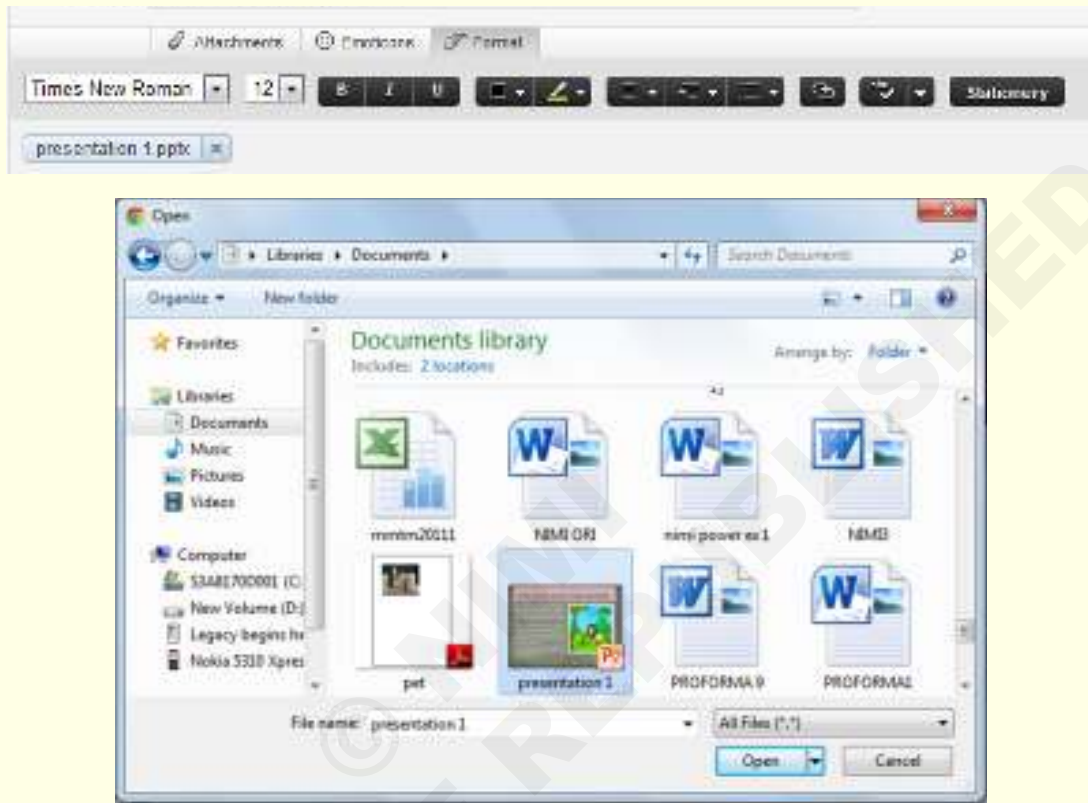
How are you?, Hope you are fine, I have created a Power point presentation which describes a story with a moral. Enjoy it

With Love

Your Friend 😊

Select Blushing from emotions, Click Format, choose Italics for the body of the letter, click stationery and apply Goth rose as Background. Click spell check (abc) button to correct the text.

Fig 12



The finished screen appears as (Fig 13).

7 Click send button. (Fig 14)

Fig 13

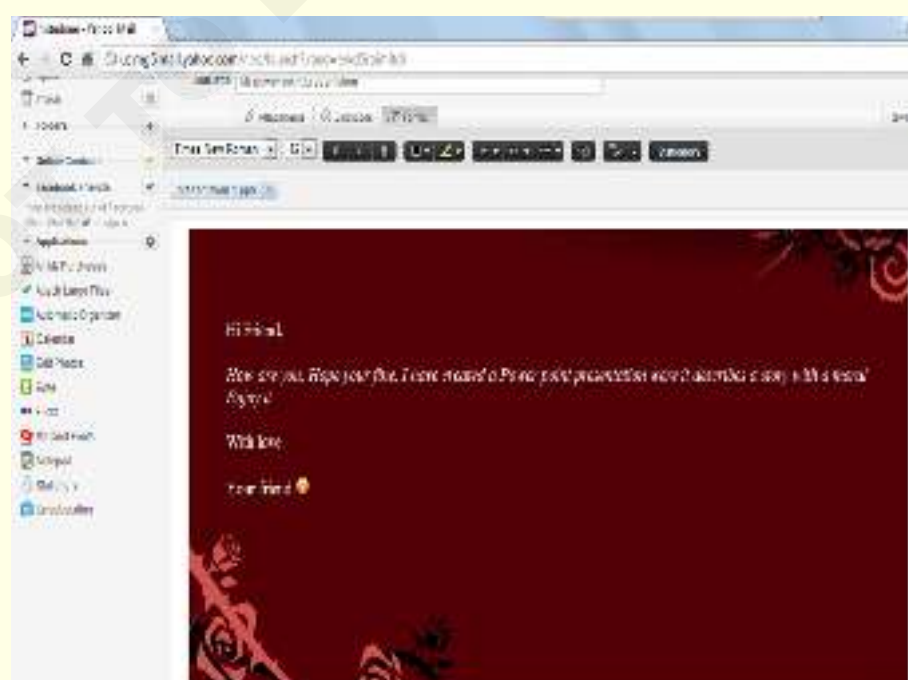
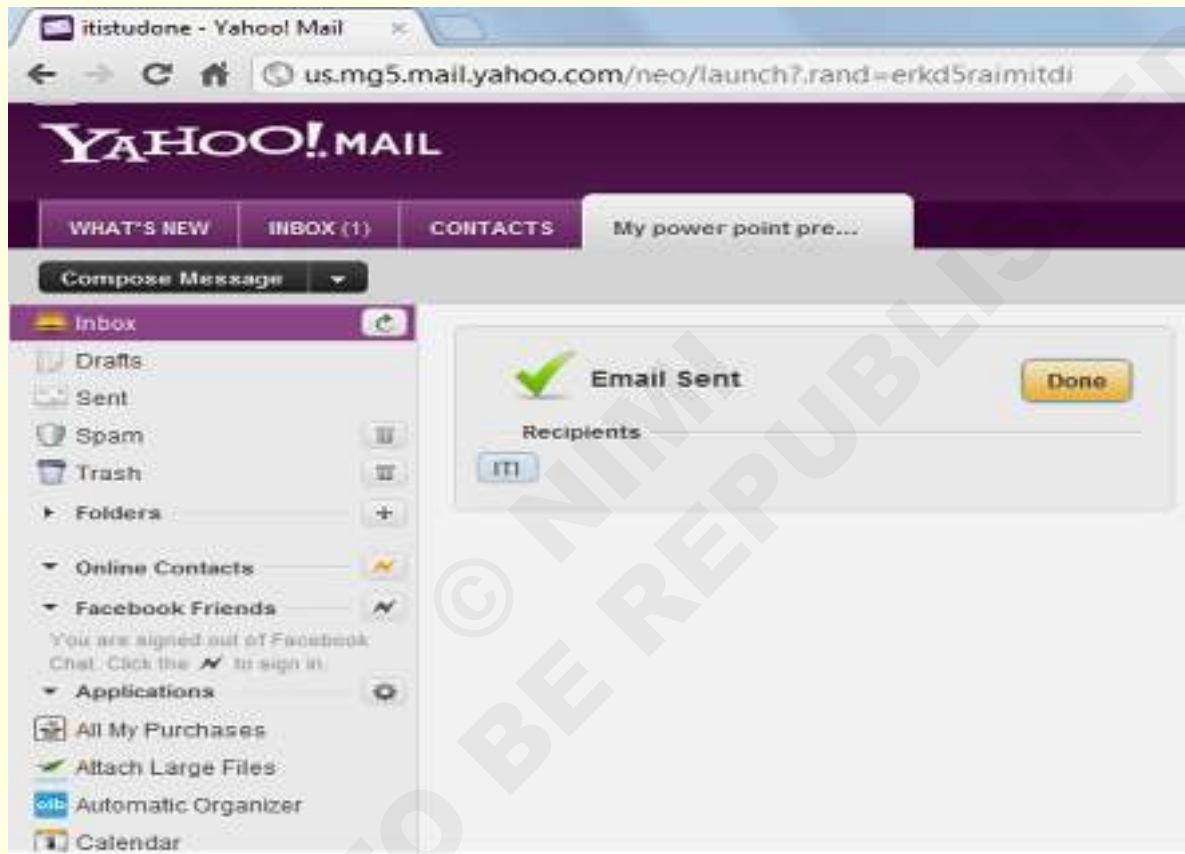


Fig 14



The (Fig 15) appears as the mail is sent.

Fig 15



TASK 4: Check mails and sign out

- 1 Click "INBOX".

The unread messages are shown in the inbox as on (Fig 16).

- 2 Click the mail named "ITI STUDONE".

The Fig 17 appears on the screen.

If you have attachments just click download and save the file.

The file gets downloaded in the default download file location.

- 3 Click "sign out" to come out of yahoo mail as on (Fig 18).

- 4 Check with the instructor.

Fig 16



Fig 17

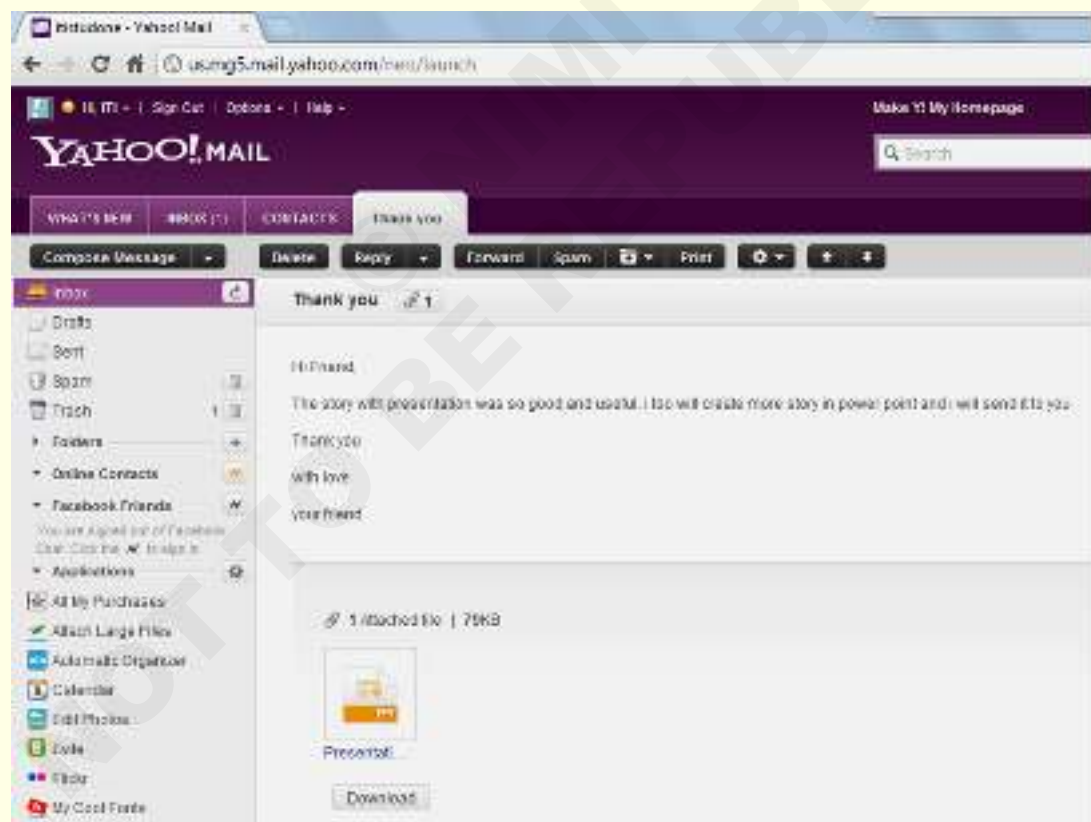


Fig 18



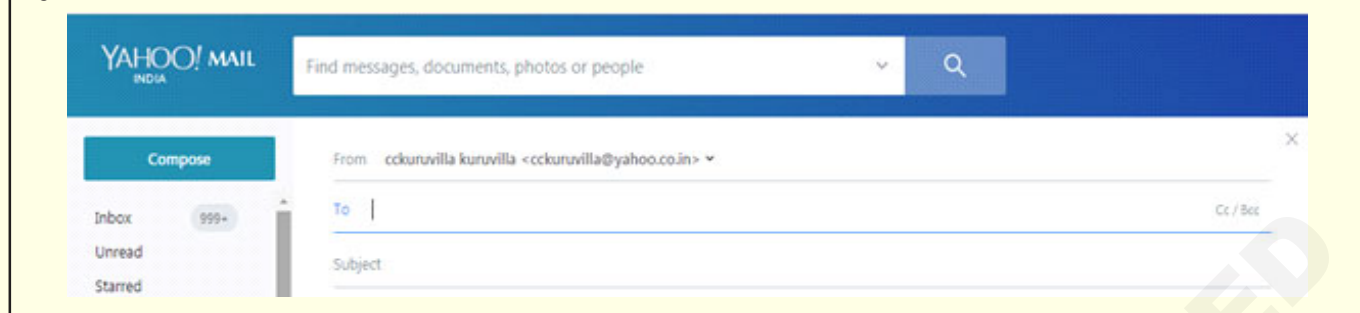
TASK 5: Send mails to multiple recipients

There are two methods to send email to multiple recipient.

First method

- 1 Open your Email account.
- 2 Select compose.
- 3 Window appears as in (Fig 19).

Fig 19

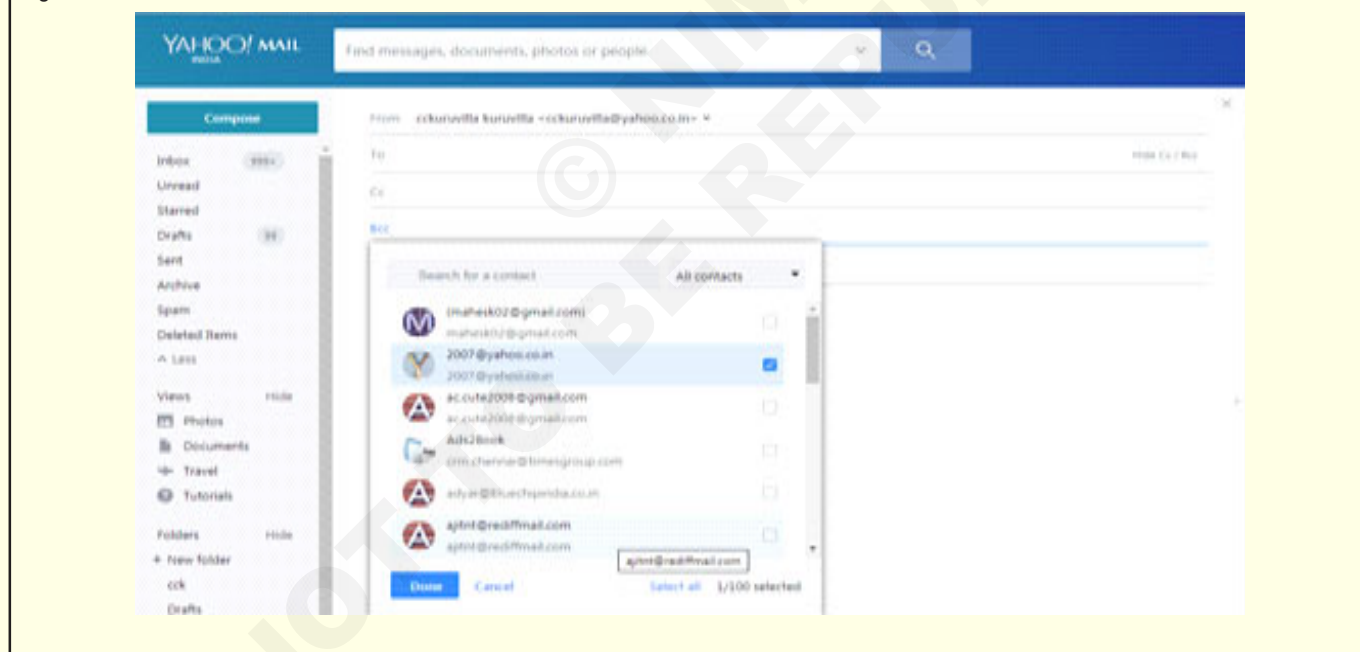


- 4 Type the first recipients email addresses in the To address box and then.
- 5 Type a comma and make a space, to separate this address from the next email address.
- 6 Type in the second address and continue, inserting a comma and a space between each subsequent address.

Second method (Yahoo Mail)

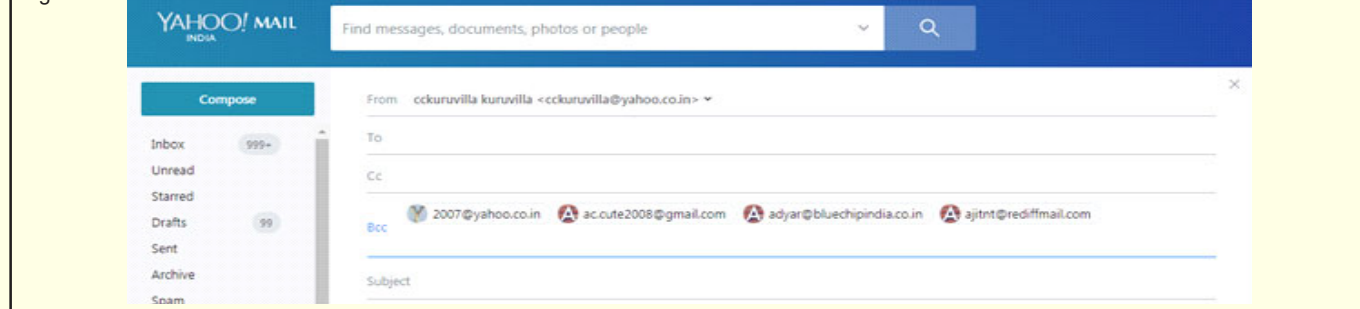
- 1 Follow step 1 to 3 as on task 1
- 2 click at BCC (seen in the far end of the To address column)
- 3 window appears with contact list as in (Fig 20).

Fig 20



- 4 select the address from the list and click Done.
- 5 selected email addresses will appear as in (Fig 21).

Fig 21

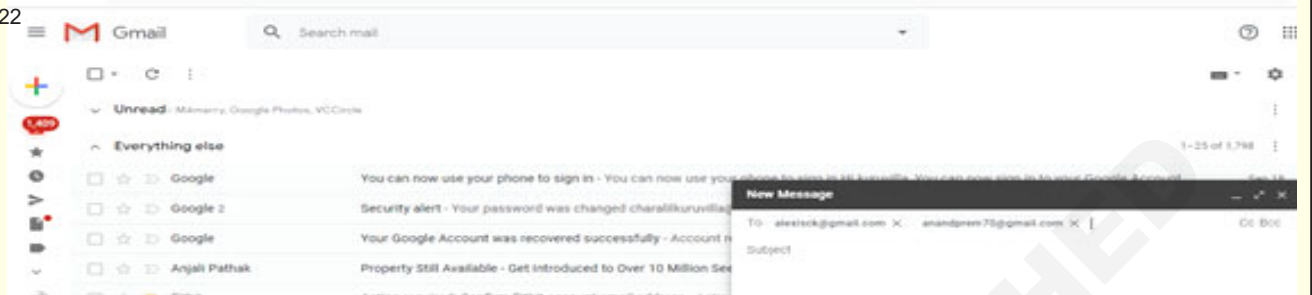


- 6 Now type in the subject of your email and the text of your message.
- 7 Click send.
- 8 Your email is sent to the multiple email addresses.
- 9 Sign out from yahoo mail.
- 10 Get is checked with the Instructor.

TASK 6: Send multiple email in Gmail

- 1 Open your Gmail account
- 2 Click compose
- 3 Type the addresses one by one in To column as in (Fig 22).

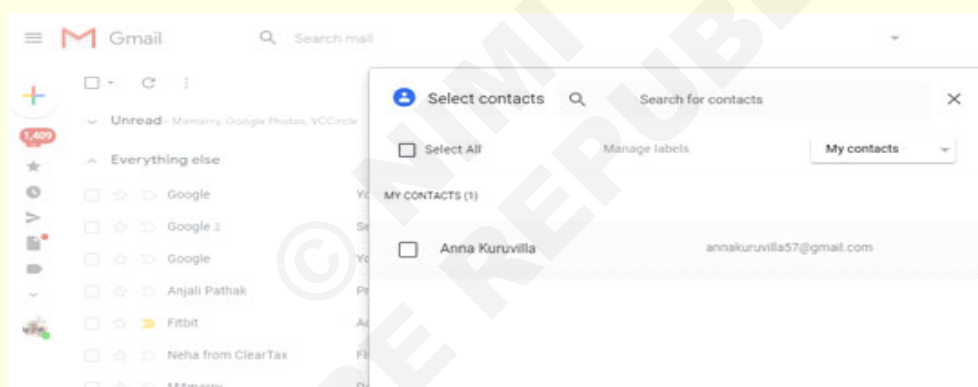
Fig 22



Alternately

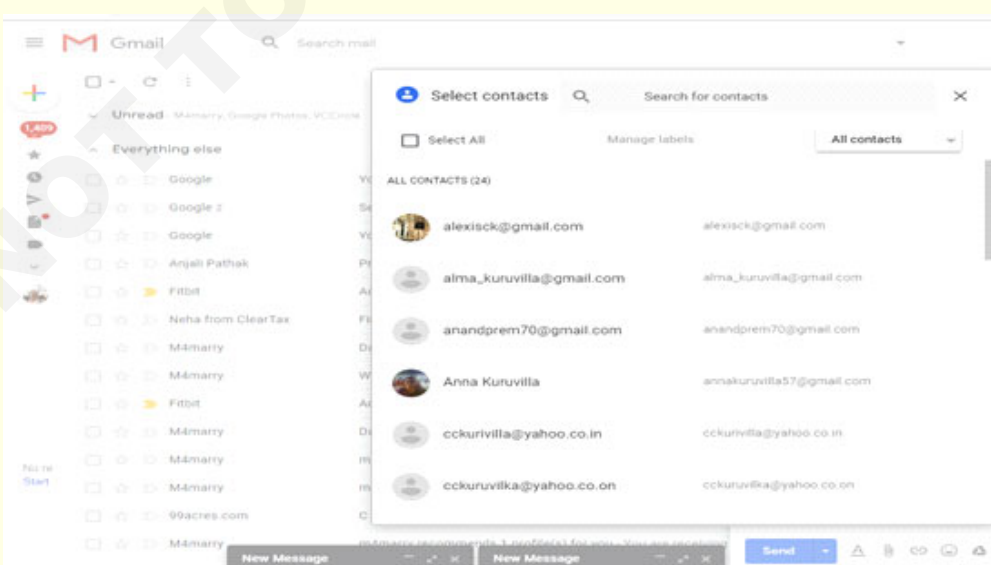
- 4 Click Bcc in the To address column.
- 5 Window appears as in (Fig 23).

Fig 23



- 6 Click my contacts.
- 7 All your contact list appears as in (Fig 24).

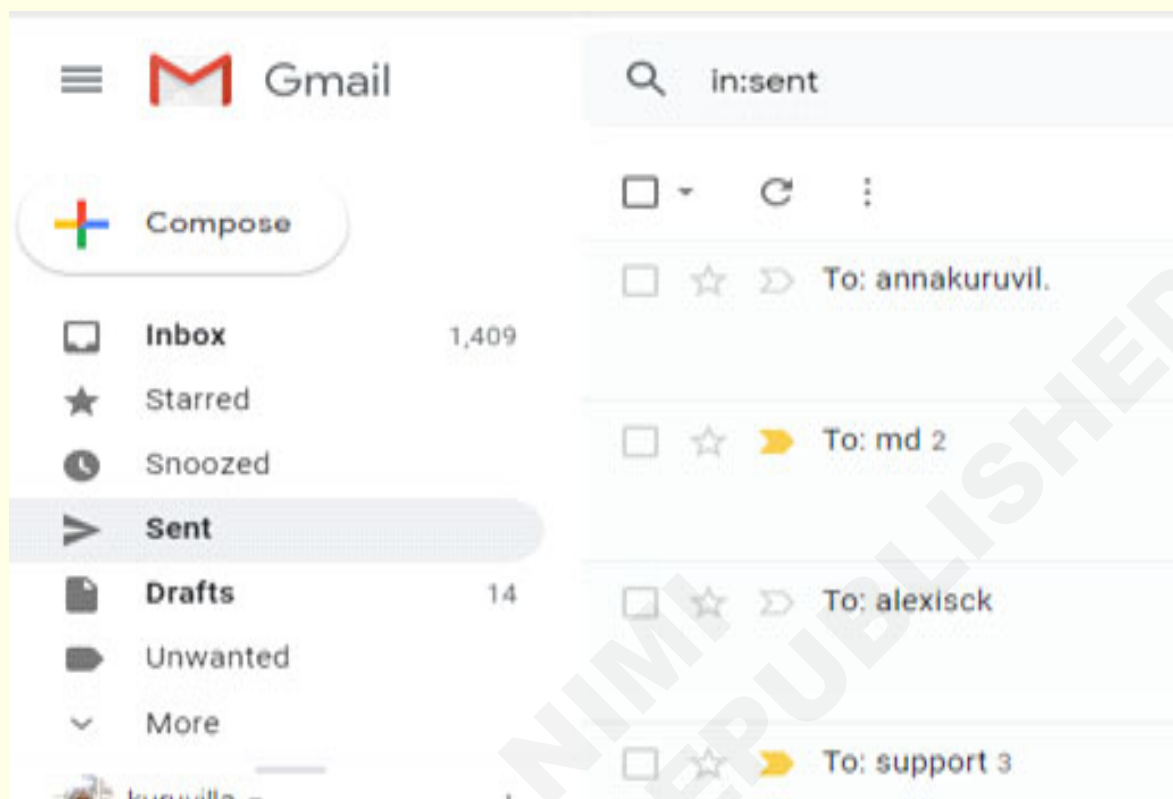
Fig 24



- 8 Select from the list to whom you want to send mail or select all option.
- 9 Type subject and your message.
- 10 Click send.

- 11 Your message is sent to all the recipient.
- 12 Confirm from sent box as in (Fig 25).
- 13 Sign out and close .
- 14 Get it checked with the Instructor.

Fig 25



Office Administration and Facility Management Exercise 1.8.72 Stenographer Secretarial Assistant (English) - Internet - Office tools & Equipments - Networking - Dictation Exercises

Take dictation from newspapers and transcribe on computer

Objectives: At the end of this exercise you shall be able to

- take down dictation @60 words per minute
- transcribe shorthand notes on computer observing rules of punctuation
- identify the correct outlines (for the wrong ones in your transcript) and practise them
- correct spelling of words for the wrong ones in your transcription
- take down re-dictation at a faster rate and read back.

TASK: Take down dictation @ 60 wpm (exercise 1 to 8) and transcribe it on computer with paragraph and punctuation marks. Check with key for wrong outlines. Take re-dictation at a faster rate and read back.

Exercise 1

Kamaladevi has long been recognised in India as the person chiefly responsible, after Independence / for the revival of the country's variegated crafts traditions and for drawing critical attention to // 'tribal art'. She is generally viewed as an authority on Indian handicrafts, but she played /// no less a role in nurturing craftsmen and shaping the cultural institutions that in independent (1) India would be charged with promoting dance, drama, theatre, crafts, music, puppetry, pottery and textiles./

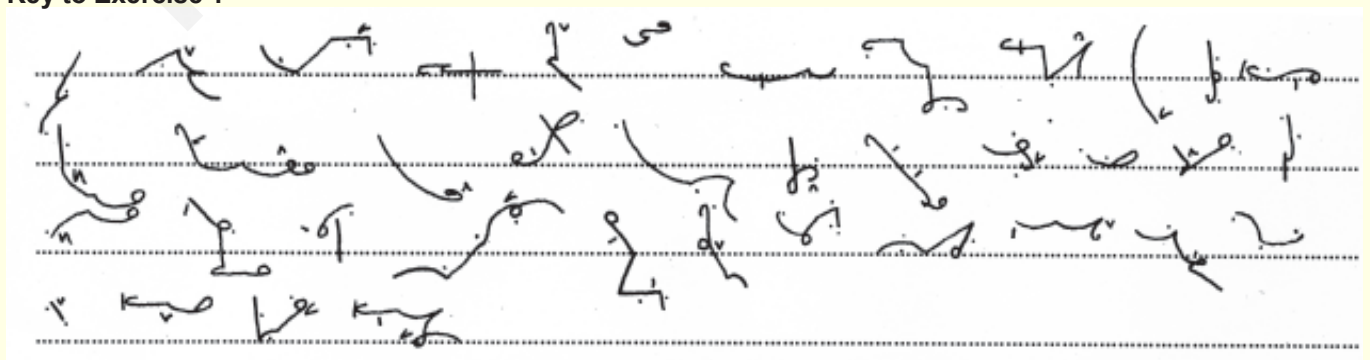
However, as her book makes clear, she was also a principal figure in the nationalist // movement, destined for high office following Independence. Though she had enormous respect for Gandhi, she /// also displayed, whenever the occasion demanded, a spirit of defiance to his pronouncements. She was (2) one of the founders of the Congress Socialist Party but in the aftermath of Partition, / she felt disillusioned, with the political life. She was one of the earliest proponents of / women's rights in India.

I would add another critical dimension to her life. Though the /// term 'Global South' is nowhere to be found in her writings, it is incipient in (3) her work. Her international travels commenced from around the late 1920s. She attended the International / Alliance of Women in 1929, only to become aware of how race and national boundaries // might become obstacles to the solidarity of women. At the International Session of the League /// against Imperialism, she found a platform to discuss the common problems of subjugated people.

All (4) of this transpired within the space of less than a year. Yet she continued to / forge such networks over the course of three decades, facilitating India's emergence as one of // the leaders of the Non-Aligned Movement. If her invisible hand can be discerned in India's /// attempts to create a third space in the political global arena when the Cold War (5) was pushing every country to declare its loyalty to either camp, it was her abiding / interest in creating solidarity among the colonised people which makes her an especially inspirational figure.//

One of the most deleterious consequences of colonialism was that, among colonised people, even the /// memories of their cultural, economic, and social exchanges with each other helped them in anyway (6).

Key to Exercise 1

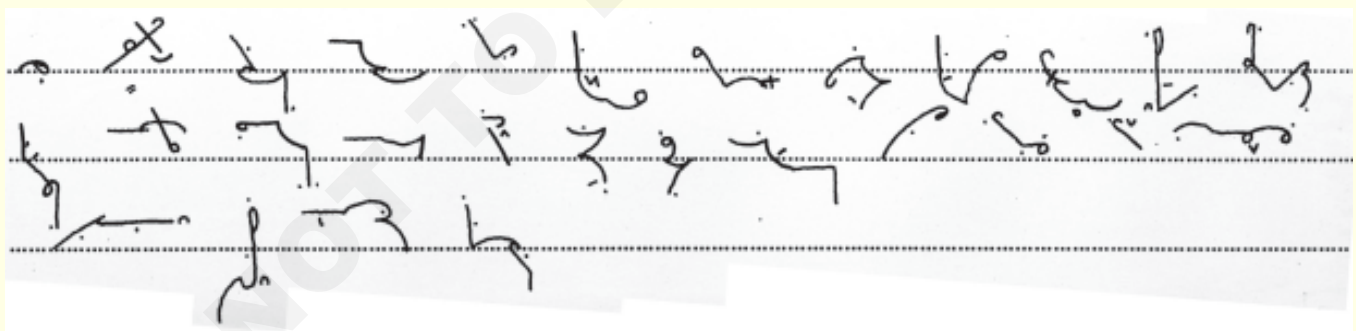


Exercise 2

The Reserve Bank of India finds itself in the midst of another tangle. The Central / Information Commission has directed Reserve Bank of India Governor to show cause “why maximum penalty should // not be imposed on him for” the central bank’s apparent “defiance” of Supreme Court orders /// on disclosing the names of wilful defaulters on bank loans worth hundreds of crores of (1) rupees. In his order dated November 2, Information Commissioner has come down heavily on the Reserve Bank of India / and its chief for failing to uphold the interest of the public at large and // not fulfilling its statutory duty to the depositors, the economy and the banking sector, by /// privileging individual banks’ interests over its obligation to ensure transparency. At the heart of the (2) matter is the issue of increasing bad loans at the country’s commercial banks, which by / the RBI’s own admission had, at the gross level, surged to 11.6% of // all advances as on March 31, 2018, from September 2017’s 10.2% level. While the central /// bank has repeatedly acknowledged the gravity of the problem it faces, including in ensuring (3) more accountability from the more numerous public sector banks over which it wants greater control, / it has consistently invoked both the risk to the country’s “economic interest” and its relationship // with lenders to avoid sharing information on the largest defaulters with Right to Information applicants.

Citing /// the apex court’s 2015 order, where the judges had directed the central bank to comply (4) with the provisions of the Right to Information Act after observing that the “Reserve Bank of India / has no legal duty to maximise the benefit of any public sector or private sector // bank, and thus there is no relationship of ‘trust’ between them”, The commissioner asked how /// the rule of law could be secured if a regulator like the Reserve Bank of India (5) would not “honour” a constitutional institution’s directions. The Central Information Commission order is also unsparing / of the government for not being more forthcoming. The commissioner has justifiably asked the Finance // Ministry why it should not explain to /// the people the action taken, or contemplated, to /// recover dues from wilful defaulters, who owe banks more than Rs.50 crore, and, where (6) warranted, the criminal proceedings initiated.

Key to Exercise 2

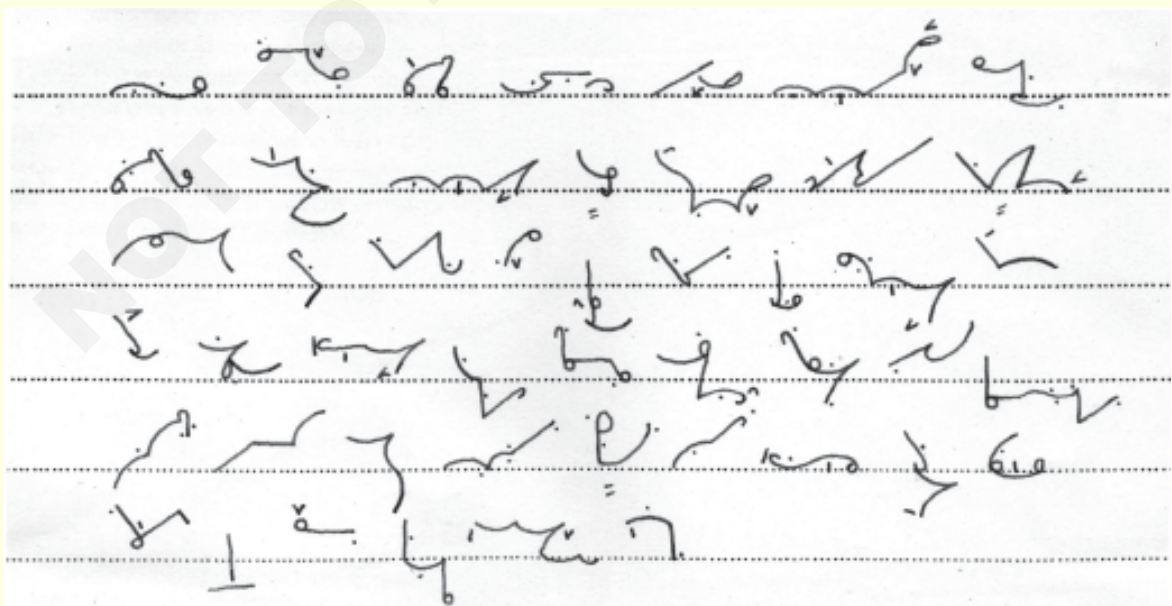


Exercise 3

One hundred years after the end of World War I, the immense sacrifice and contributions / of well over a million soldiers of undivided India are being incrementally recognised and memorialised // the world over. In France, the centenary celebrations on November 11 will include the unveiling /// of the second overseas national war memorial for Indian soldiers, by Vice President Venkaiah Naidu (1). The first such memorial abroad, formalised in 2002 is a recognition that more than 130,000 Indian / soldiers fought in WWI in Belgium, at least 10,000 of whom lost their // lives on the battlefield. Last month, British Prime Minister Theresa May pledged to wear a /// khadi poppy in honour of more than 74,000 soldiers from pre-Partition India who fought (2) on the side of the allies and died in battle. She particularly noted that 11 of / them won the Victoria Cross for their outstanding bravery and played a crucial role in // the war across continents. Yet far from the ceremonial pomp is perhaps the most poignant /// symbol of how much ordinary Indian men enlisting in the colonial government's Army gave up (3) their lives to fight the German Empire. The British Library in London has received 1,000 / pages of war-veteran interview transcripts recorded in the 1970s, which include details of the // inhumane treatment, including floggings, denial of home leave, and brazenly racial-discriminatory treatment that 1.5 /// million mostly-illiterate men from northern India faced regularly within the allied forces army.

In (4) the early days of the War, troops of the Indian Army, were enthusiastic in responding / to the British government's call for military support from India. This was because, although // the swadeshi movement was underway, the freedom movement was in a beginning stage. Even Mahatma Gandhi /// was open to Indians enlisting and learning to defend themselves using arms, as were leaders (5) such as Bal Gangadhar Tilak. However, with the enormous death toll by the end of / WWI, the painful lessons were absorbed and the pressure for enlistment of Indians // in the World War II effort produced an entirely different outcome — the Quit India movement /// and the escalation of the freedom movement. WWI also influenced the collective psyche (6) of the government of independent India, starting with the tenets of non-alignment that came to / embody a core mantra of the country's foreign policy.

Key to Exercise 3



Exercise 4

Science has transformed human life beyond all imaginations. Thanks to the efforts of a few / scientists, man is no longer a helpless toy in the hands of Nature, but the // proud master of three worlds of land, air and water. Science has changed our outlook, /// our mental make-up, our thoughts and ideas, our dreams and our hopes. We live, move (1) and have our being in science. The triumph of science is seen everywhere in life. / According to Bertrand Russel, science has changed the face of the earth and the world // has changed more during the last 150 years than during 4000 years previous to that. /// In fact, we have ceased to look upon trains or motor cars, electric light or (2) telegraph or radio as marvels of science. Can we visualise the shape of things before / the birth of science? People living fifty miles from London has hardly seen the world's // greatest city. Books were few and copied by hand by costly scribes and so they /// remained preserve of rich few.

Communication was almost non-existent, except for those who could afford (3) to send special messengers. Small-pox reaped a good harvest. Cholera and plague held their terror on man.

In short, disease, ignorance and suspicion were prevalent everywhere. Science has spanned the // sky, measured the ocean and wrested from nature many of her hidden treasures. It has /// relieved human suffering by discovering secrets of health and disease. It has annihilated time and (4) space and made communication and contact with world easier and quicker.

It has extended the / frontiers of our knowledge in various ways and various directions. It has enabled us to // fight natural calamities and to revolutionize industrial and agricultural processes. Indeed, when we think of /// triumphs of science, we gape in wonder and admiration. However, there is the other side (5) of the picture. Science has done great disservice to mankind in the field of armaments / and destructive engines of war. The invention of gun powder was hailed as a great // achievement, but humanity should rue the day on which this invention took place. Steadily and /// relentlessly gun powder has been used and perfected into a hundred new more destructive weapons, (6) so that today artillery, gun fire, shells and bombs have become hellish terror to everybody. /

Exercise 5

A democracy is a 'Government of the people, for the people and by the people', / said Abraham Lincoln. A more apt definition of democracy hardly exists. A peaceful, orderly and // civilized organization of society brought about by the collective effort of men is the essence /// of democracy. Its real value consists in everyone having an equal share in the Government. (1) The individual submits himself to only one will – the social will and the social will / is represented in the State.

The individual learns to adjust his individualism to the social // set-up where everyone is free to say what he actually feels and thinks. At the /// same time the individual tries to appreciate his opponent's point of view even though he (2) may not agree with it. Both the strongest and the weakest have the same opportunity / to express themselves.

Obedience to laws and a sense of discipline is essential for all. // Only then do they deserve to enjoy the rights ensured by democracy. It is this /// discipline and this self-restraint which form the core of democratic values. People who are (3) not willing to pay the price are unfit to taste the fruits of democracy. It / is these people who create violence - and violence and democracy cannot go hand in hand. // Democratic values face the greatest danger from the cult of violence. Democracy is based on /// the principles of tolerance and charity. The State is destroyed when individuals tend

to take -(4) laws in their own hands. The destruction of democratic values inevitably results in anarchy because / anarchy is the very anti-thesis of democracy.

Perhaps the most important attribute of constitutional democracy // is freedom of expression. This freedom of expression is of supreme importance for the preservation /// of democratic values. The people's grievances cannot be removed unless and until the representatives of (5) the people do not know what the people actually feel. The moment, the representatives fail / to respond they invite protest. The failure of communication between the people and their chosen // representatives inevitably results in violence. Seeds of violence are sown when democratic forms of protest /// like demonstration or hartals fail to evoke response. The result is frustration and frustration is (6) a state which gives birth to violence.

Exercise 6

The nearly 44 crore persons living in the rural areas for even a subsistence level / of income is the focal point of many current discussions of the unemployment problem in // our country. In one sense, a consideration of the problems of employment, unemployment and underemployment // of the rural population, separately from those of the urban population, might appear rather unnecessary (1). At least within the states there are no explicit barriers to movement between rural and urban / areas. Rural unemployed can and, to some extent, do migrate to urban areas if jobs // are, or are expected to be, available there. Similarly, the unemployed. Matriculate or higher-educated /// persons who may be residing in rural areas, are generally looking for urban or urban-type (2) jobs. The incidence of unemployment among matriculate and higher-educated persons in rural areas exceeds / that in urban areas. Their problem is serious because of the paucity of suitable job // opportunities.

However, they are numerically a small group. The absolute number of such "educated" unemployed /// tends to be higher in urban areas. Therefore, one can make a case for an (3) aggregate view of the employment opportunities in the economy as a whole. However, the marked / differences in the occupational structure of the rural and urban economy form an important dimension // of the problem of rural employment and unemployment and their separate consideration becomes imperative.

According /// to the data available from the three post-independence censuses as well as the various rounds (4) of the National Sample Survey, about 80 percent of the rural workers are engaged /in agriculture, either as cultivators or as agricultural labourers. In urban areas, on the other // hand, the proportion of urban workers engaged in agriculture is much smaller. Further, the rural /// workers working in the non-agricultural sector are engaged mainly in household industries or miscellaneous services (5) while a majority of the urban workers are employed in the organized large-scale sector, including / the public sector. On the whole, more than two-third of the rural workers are self-employed // or unpaid family workers, i.e., those who help on the family farm or in the /// household enterprise without any direct reward in cash or kind.

Exercise 7

Education is an activity concerned with the life and future of a nation. Naturally, people / of all walks of life, of all shades of opinion, whether rich or poor, are // all concerned with the development of education. There is, perhaps, no other area of human /// activity which is so extensively discussed. Education has played an important role in shaping the destinies (1) of various societies. Education improves knowledge, brings about changes in the methods and techniques of /

production and distribution of wealth, and above all, the relationship between man and man. As // more and more people get the benefits of education, they become increasingly conscious of their /// role and rights as members of the society. This awakening, in turn gets reflected in (2) a larger number of people effectively participating in the process of development itself. It is / in this process that education plays a crucial role.

In the long run, education helps // to bring about change; but it is at the same time, an important stabilising force. /// There is inevitable repetition in the process of teaching and learning; it seeks to cultivate (3) forms and structures which tend to become rigid over a period of time. The system / itself absorbs changes almost imperceptibly the stability of the system // is such that it can never change itself, let alone change the other systems. And /// yet, it is this complex interplay of various forces, one opposing the other, that makes (4) education the most powerful and dynamic instrument for social development.

During the last 30 years, / we have been largely preoccupied with the expansion of educational facilities. We did not give // adequate attention to the fact that this expansion should at the same time be expected/// to ensure greater access to education. There was greater emphasis on expanding the facilities for (5) higher education. In this process, higher education and technical education understandably got precedence over elementary / education. The inevitable consequences of these imbalances are reflected in the doubts expressed in the // utility of higher education, the tendency to consider higher education, as a concern of the /// elite in the society and the growing disillusionment among the masses with university education.

Exercise 8

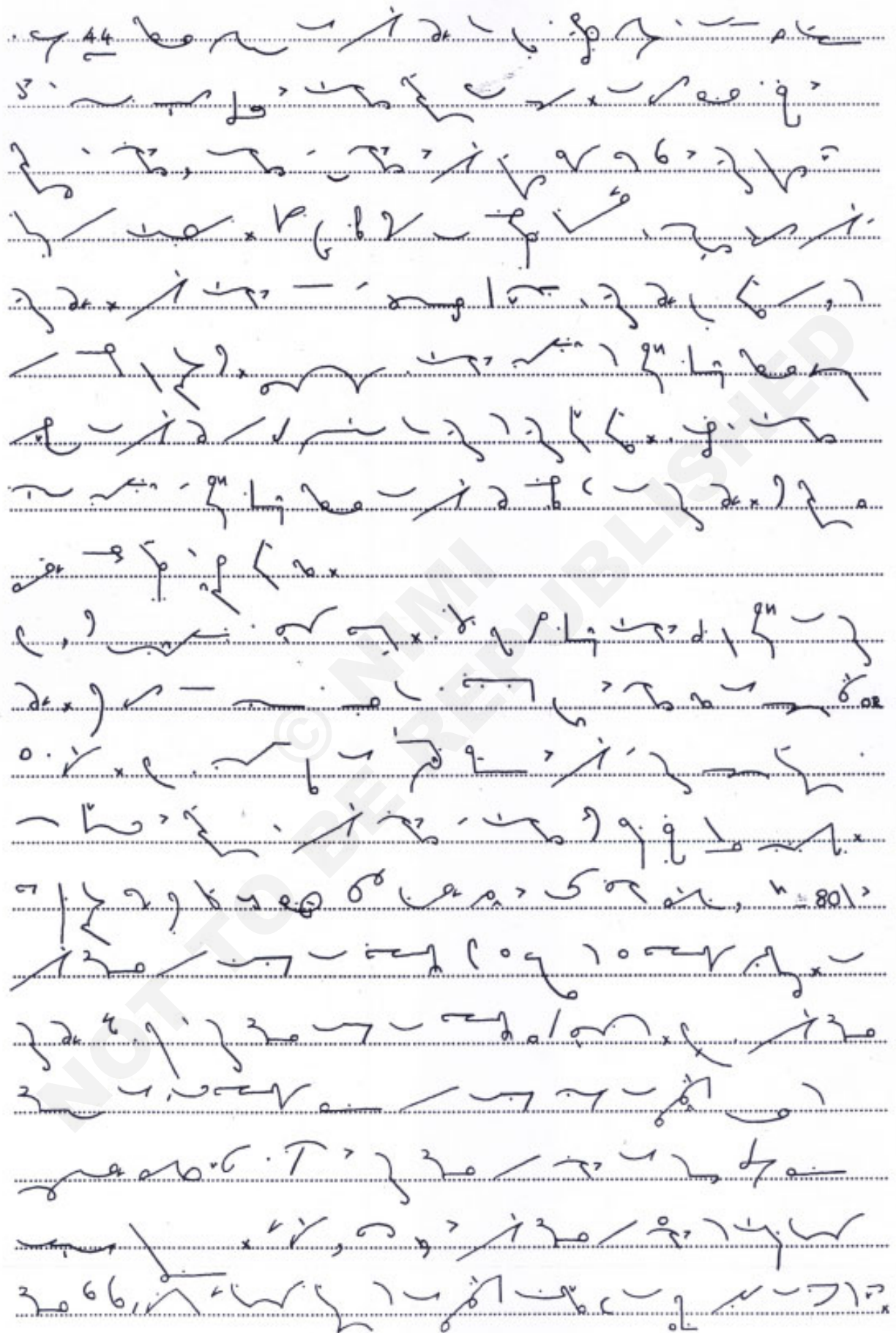
“A person who is able to work but does not work will not be called / unemployed. Unemployment can be defined as state of involuntary condition.” For our country the // problem of unemployment is still very acute. This is a very wide spread problem. We /// have rural unemployment. There is unemployment in urban areas. The unemployment among educated community is (1) serious. The latest figure reaches around fifty lakhs. At least five lakh graduates in science, / medicine and engineering are waiting to be absorbed. According to Krishna Menon Enquiry Commission about // 5th of the agricultural population is without proper employment. Government of India has increased opportunities /// of employment by adopting planned economy. Nearly 5 million jobs were created during the first (2) plan period. The other plan periods also expanded the field of job opportunities. Employment in / the organised sector of the economy was 19.3 millions in March 1947.

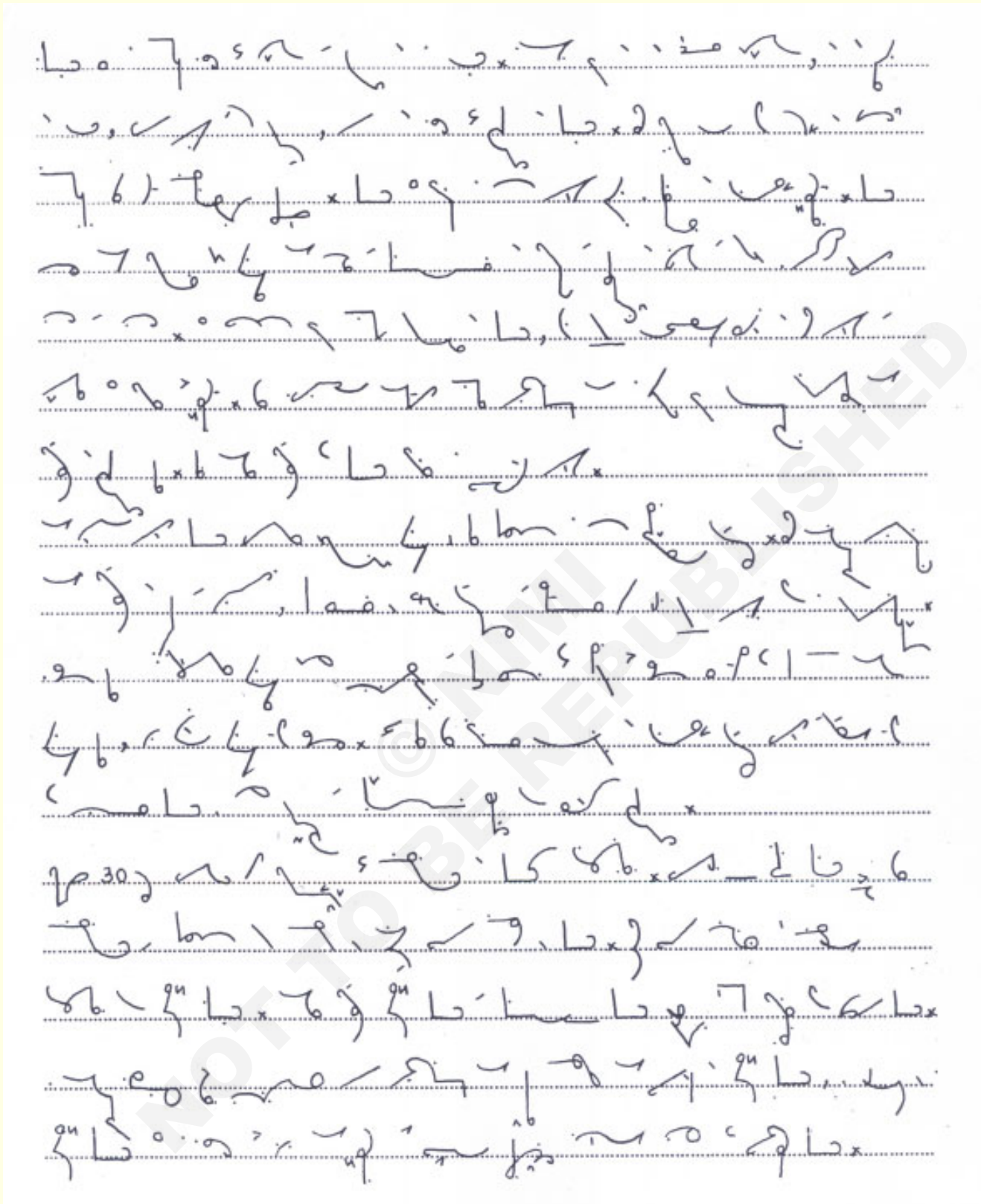
But // all these gains have been neutralised by the increasing population. Unemployment figures in various sectors are /// still showing rising trends. This is evident that the main reasons behind this is our (3) population explosion. Therefore, on the one hand, we have to speed up our economic growth, / on the other hand, the rate of population is to be curbed down considerably by // means of adopting up-to-date scientific methods. The other reason which is particularly responsible for the /// ever increasing educated unemployment is our defective education system.

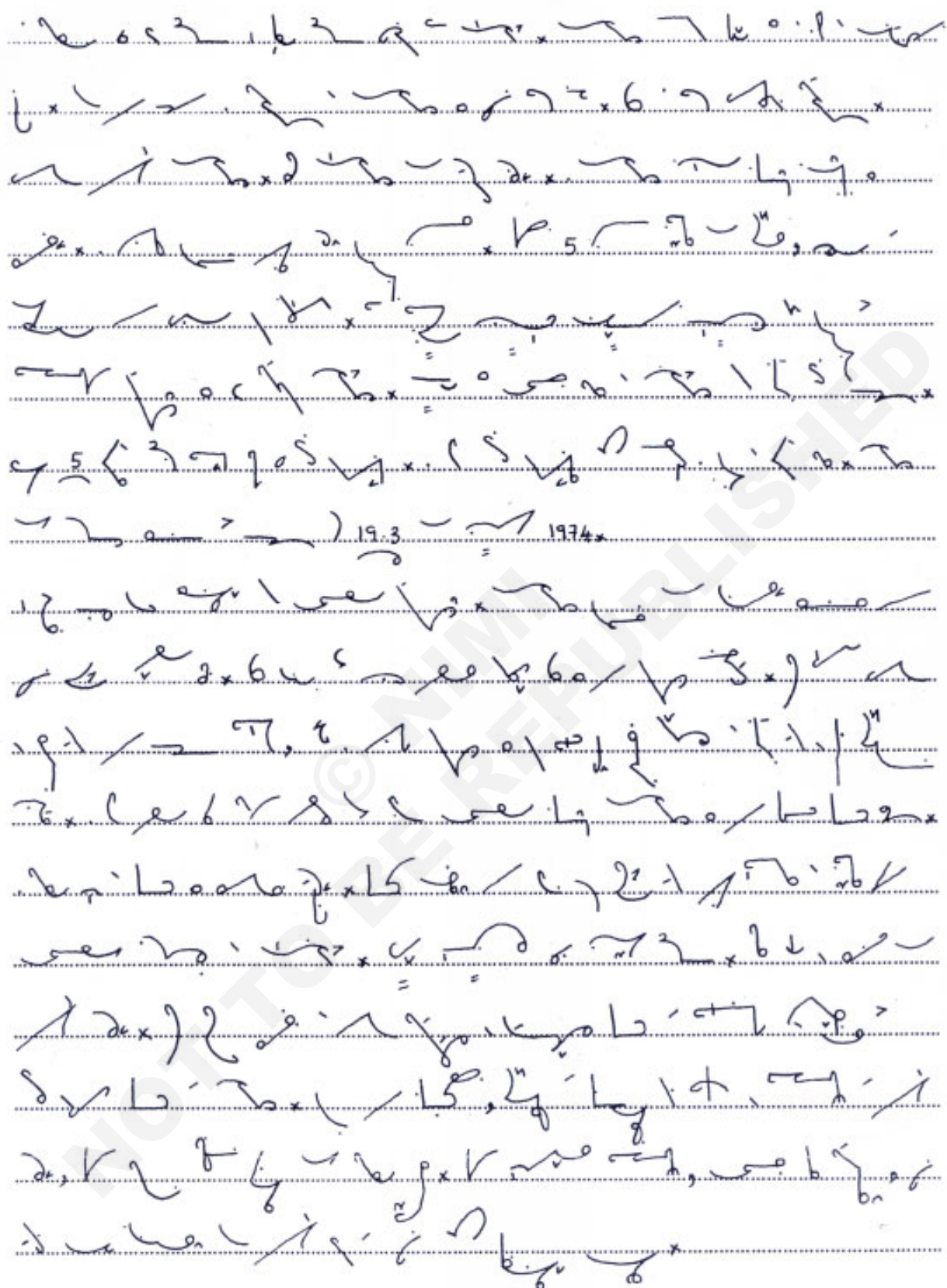
The present mode of education is (4) service orientation. Educational institutes are every year throwing up rich crops of graduates which are / increasing the armies of unemployed. White collars hate manual work. Doctors do not want to serve in rural areas. Therefore there have been series of reform proposals to vocationalise education /// and correct the lopsidedness of the balance between education and employment. If our educationalists, scientists (5) and technologists pay more attention to agriculture and rural areas, it will bring drastic changes / in the present situation. It will modernise agriculture, increase its produce, will open new avenues // for rural people, and will also decentralise industrialisation.

Handwritten musical notation on a ten-staff system. The notation is in a cursive, handwritten style, likely representing a musical score. It includes various notes, rests, and other musical symbols. The text is written in a dark ink on a white background.

Handwritten text in Urdu script, likely a list or notes, written on lined paper. The text is somewhat illegible due to the cursive style and the presence of a large, faint watermark in the center of the page that reads "www.KitaboSunnat.com".







Office Administration and Facility Management Exercise 1.8.73

Stenographer Secretarial Assistant (English) - Internet - Office tools & Equipments - Networking - Dictation Exercises

Operate various office IT tools

Objectives: At the end of this exercise you shall be able to

- fax machine attached to a telephone line
 - send fax with a computer
 - take copies using photocopiere/xerox machine
 - scan documents
 - cut stencils using electronics stencil cutter
 - send e-mail with attachements.
-

Trainees should be allowed to operate various tools and equipment available in the training centre to know how to operate different types of office machinery as listed in the theory part.

TASK 1: Demonstrate how to operate a Fax machine

- | | |
|--|--|
| 1 Switch on the fax machine. | 10 Open the programme you want to have faxed. |
| 2 Place the document you want to send in the document feeder. | 11 Prepare a cover page to put on that document and select the option to 'fax' . |
| 3 Enter the fax number (receiver's number) you want to send to. | 12 Enter the fax number you want to send to. |
| 4 Press send or Go. | 13 Select the option to 'send'. |
| 5 Wait for the fax to finish scanning and sending your document. | 14 Wait for the document to finish sending the document. |
| 6 Take your confirmation copy. | 15 Close the programme. |
| 7 Take your original document. | |
| 8 Sending fax with a computer. | Desk top computer |
| 9 Make sure you have fax service installed in the computer. | 16 Instructor may allow the trainees to prepare a leave letter addressed to the Principal/Director and print a copy of the same. (Steps to be followed have been already covered). |
-

TASK 2: Demonstrate how to make ready for copying a document on photocopying machine

- | | |
|--|---|
| 1 Switch on the machine. | (Trainees may be allowed to operate the machine in the presence of the Instructor) for gaining practical knowledge. |
| 2 Fill paper in the paper tray. | Duplicating Machine |
| 3 Select No. of copies. | (Demonstrate the operation of the machine using a stencil) |
| 4 Select colour preference. | Intercom: Demonstrate if available |
| 5 Check paper size with reference to your document to be copied. | EPABX - (Electronic Private Automatic Exchange) |
| 6 Select one sided or both sides. | Arrange a visit to a nearby place where the facility is available if the same is not available in the Institute. |
| 7 Select clarity (light, medium, dark). | Electronic Stencil Cutter |
| 8 Place the document on the glass top. | Demonstrate and allow the trainees to operate the machine for getting firsthand knowledge. |
| 9 Press print. | |
-

Addressing and Mailing Machine

(Instructor may demonstrate if available)

Calculating and Billing Machine

TASK 3: Scan a document on windows

- 1 Place a document face-down in your scanner. Make sure that the scanner is on and connected to your computer.
- 2 Click start - click the windows logo in the bottom left corner of the screen.
- 3 Type fax and scan into start.
- 4 Click windows fax and scan. It is at the top of the start window.
- 5 Click New Scan - This option appears on the left side of the fax and scan window. A New Window will open.
- 6 Make sure that your scanner is correct. If you do not see your scanner's Name at the top of the window or the wrong scanner is listed, click change in upper right side of the window and select your scanner's name.
- 7 Select a type of document and decide on your document's colour.
- 8 Select file type - click the file type drop down box, then click the file type (PDF or JPG). When scanning anything other than photo, it is best to select PDF.
- 9 Make changes if any (eg." Resolution") to modify prior to scanning.
- 10 Click Preview - it is at the bottom of the window - if your document appears uneven or chapped, readjust the document in the scanner and then click preview.
- 11 Click scan - the document will begin scanning in to your computer.

— — — — —

TASK 4: Send an email to your friend with an attachment

Procedure

- 1 Open the email Account (This has already been discussed).
- 2 Click compose at the top left of the window.
- 3 In the 'To' field add email address - the recipient . If you want you can also add other recipients in the "CC" and "BCC" fields.
- 4 Add subject (optional).
- 5 Write your message in the large box.
- 6 Tap the paper clip icon - another window opens with list of files - select the file and click open - attachment icon will appear in the message box.
- 7 Click send - Sent message will flash in the screen.
- 8 Further to confirm whether the message has been sent.
- 9 Click menu icon at the top left of the window and click open 'sent'. Your message will appear.
- 10 Click sign out and close the programme.

— — — — —

Office Administration and Facility Management Exercise 1.8.74 Stenographer Secretarial Assistant (English) - Internet - Office tools & Equipments - Networking - Dictation Exercises

Search information on various search portals using internet

Objectives: At the end of this exercise you shall be able to

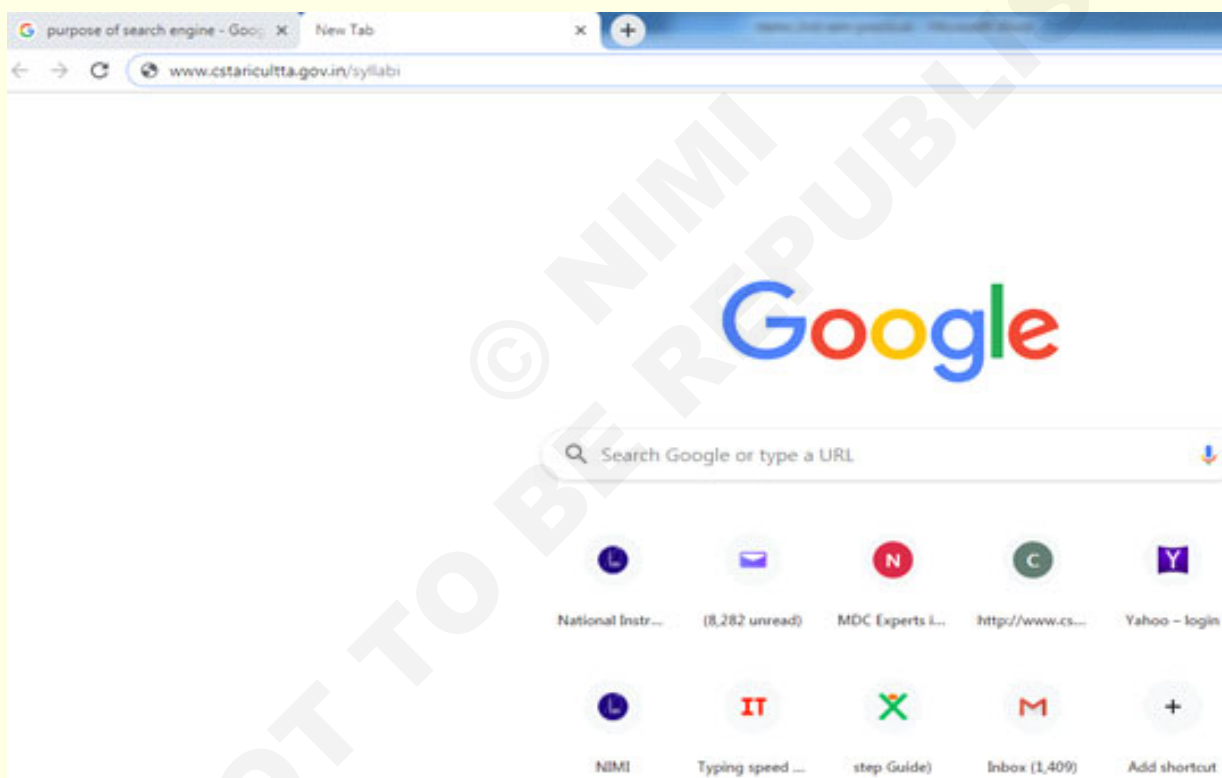
- use search engine to browse
- locate the information
- browse a website through web browser
- download files and objects from website and print the downloaded file.

TASK 1: Use search engine to browse

To the Instructor: Set Google as the home page.

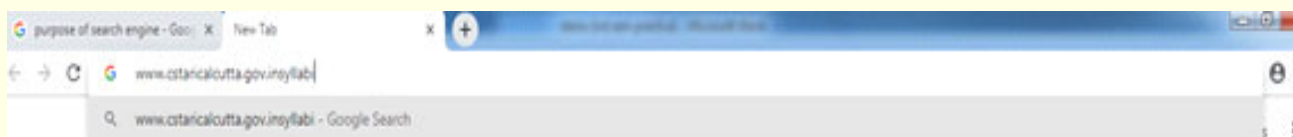
- 1 Choose Google chrome or internet explorer and click it.
- 2 A home page Google appears on the screen as in (Fig 1).

Fig 1



- 3 Type www.cstarcultta.gov.in/syllabus in the address bar and press enter as in (Fig 2).

Fig 2



- 4 The CSTARI website appears on the screen as in (Fig 3).

Fig 3

| SL No. | Name of the Trade | NSQF Level | Entry Qualification | Duration | Introduced In | Revised In |
|----------------------------|----------------------|------------|--|---|---------------|------------|
| List of Engineering Trades | | | | | | |
| 1 | Electrician | Level - 5 | Passed 10th class examination under 10+2 System of education with Science and Mathematics or its equivalent. | 2 Years (4 Semesters each of six months duration) | 2015 | 2017 |
| 2 | Electronics Mechanic | Level - 5 | Passed 10th class examination under 10+2 System of education. | 2 Years (4 Semesters each of six months duration) | 2015 | 2017 |
| 3 | Fitter | Level - 5 | Passed 10th Class with Science and Mathematics under 10+2 system of Education or its | 2 Years (4 Semesters each of six months duration) | 2015 | 2017 |

Quick Look / जल्दी देखें

- » Training Courses / प्रशिक्षण पाठ्यक्रम (2019-2020)
- » Research / अनुसंधान परियोजना
- » Advanced Diploma / डिप्लोमा पाठ्यक्रम
- » ATS Syllabus / ए टी एस पाठ्यक्रम
- » CITS Syllabus / सी आई टी एस पाठ्यक्रम
- » CTS Syllabi / सी टी एस पाठ्यक्रम
- » Skill India RRI / री रि एन रीन

TASK 2: Download and print syllabus

- 1 Scroll down the screen with the mouse and select the trade syllabus.

Example: Stenographer Secretarial Assistant.

- 2 Click the selected trade which is underlined (Fig 4).

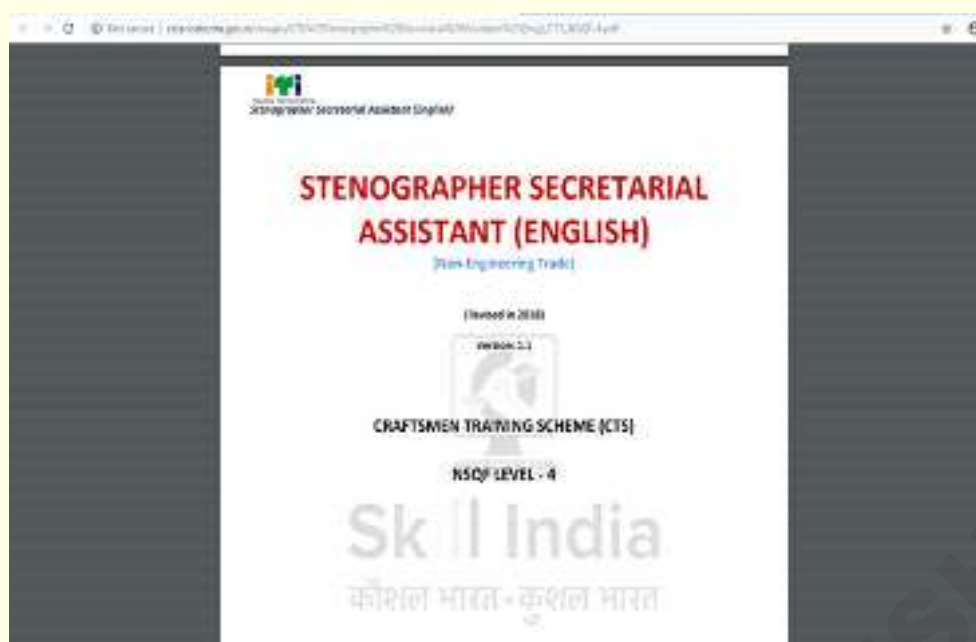
Fig 4

| | | | | | | | |
|----|--|-----------|--|----------------------|-----|------|----|
| 23 | <u>Soil Testing and Crop Technician</u> | Level - 4 | Passed 10th class examination under 10+2 System of education with Science and Mathematics. | 1 Year (2 Semesters) | (2) | 2018 | -- |
| 24 | <u>Stenographer Secretarial Assistant (English)</u> | Level - 4 | Passed 10th class examination under 10+2 system of education. | 1 Year (2 Semesters) | (2) | 2018 | -- |
| 25 | <u>Surface Ornamentation Techniques (Embroidery)</u> | Level - 4 | Passed 10th Class. | 1 Year (2 Semesters) | (2) | 2016 | -- |
| 26 | <u>Video Cameraman</u> | Level - 4 | Passed 10th class examination under 10+2 System of education. | 1 Year (2 Semesters) | (2) | 2018 | -- |
| 27 | <u>Computer Aided Embroidery and Designing</u> | Level - 4 | Passed 10th class examination under 10+2 System of education. | 1 Year (2 Semesters) | (2) | 2018 | -- |

3 Click open the selected trade.

4 First page of the syllabus appears on the screen (Fig 5).

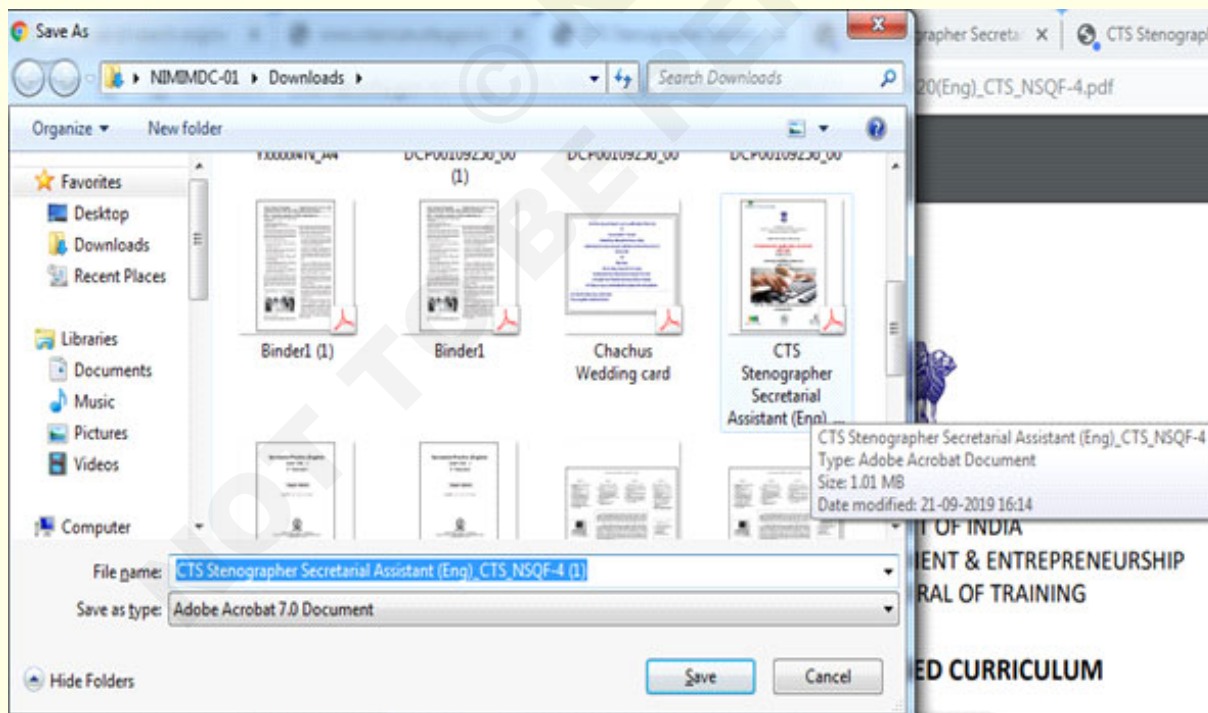
Fig 5



5 Click save (Ctrl + S).

Saved file is in pdf format so acrobat reader has to be loaded in the system(or) it can be downloaded from internet. (Fig 6)

Fig 6

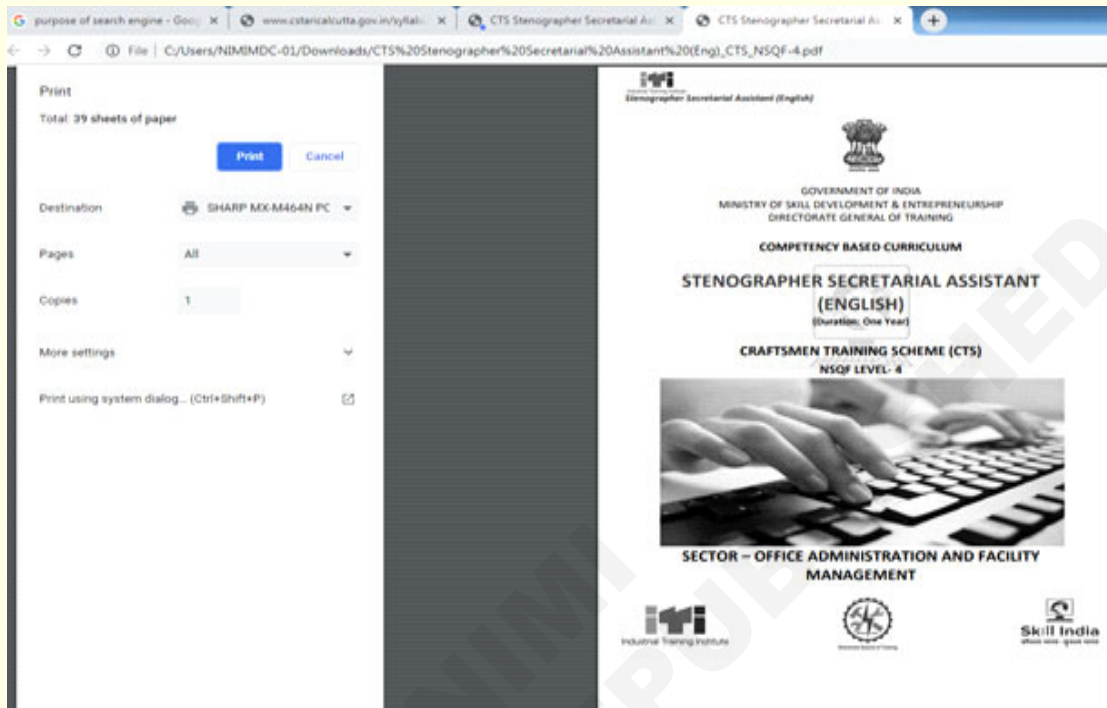


6 Downloaded file can be opened by Start → Computer → Downloads and click open the thumb nail of the file.

TASK 3: Print syllabus

- 1 Click open the Syllabus file from Downloads
- 2 Click file → Print (Ctrl + P)
- 3 Windows appears as in (Fig 7).
- 4 Select your options - print one side or both side, No. of copies etc.
- 5 Click print.
- 6 Document is printed.

Fig 7



TASK 4: Create a folder in your name and save the search results in separate files in word format

- 1 Search the web and find top 5 search engines in the world and list them.
 - 2 Search and find the number of Internet users in India as on 31st December 2018.
 - 3 Search and find out the mostly populated state in India.
 - 4 Search and find out total number of Industrial Training Institutes in India.
 - 5 Search and find the official languages in India.
- Get it checked by the Instructor.**

Office Administration and Facility Management Exercise 1.8.75

Stenographer Secretarial Assistant (English) - Internet - Office tools & Equipments - Networking - Dictation Exercises

Take dictation from newspapers and transcribe on computer

Objectives: At the end of this exercise you shall be able to

- take down dictation @80 words per minute
 - transcribe shorthand notes on computer observing rules of punctuation
 - identify the correct outlines (for the wrong ones in your transcript) and practise them
 - correct spelling of words for the wrong ones in your transcription
 - take down re-dictation at a faster rate and read back.
-

TASK: Take down dictation @ 60 wpm (exercise 1 to 8) and transcribe it on computer with paragraph and punctuation marks. Check with key for wrong outlines. Take re-dictation at a faster rate and read back.

Exercise 1

Sir. I-am-glad to-have this opportunity to-take-part in-this discussion. I-am-afraid that-the Finance-/ Minister is in a difficult position today. He-has-been here as Finance-Minister for-the-last ten years. Today // he-has received appreciation from-the Members. He is in a difficult position because there cannot-be any reply for /// appreciation expressed by-the Members. There-can-be a reply only if there is criticism in-the speeches. . j

We-are-(1) glad, that-the Pay Commission has done very-good work. We-are happy that after a good-deal of consideration, / something good is being done to-the-Government servants. As has-been pointed-out by-the Finance-Minister, the expenditure // on-this-account will increase very-much. I-do-not want to-go into details. I-think that-the revision /// has-been made after a good-deal of examination by-the Finance-Department. The real issue, as-far -as we-(2)are concerned, is-this. The-Government have agreed to incur this additional expenditure. The-question is how they-are going / to-make this up. This-is a matter which-will-be agitating the mind of-the Finance-Minister. I understand // that so-far-as-the expenditure for-this year is concerned, he is appealing to-the Government-of-India for /// a subsidy. I-have-no-doubt that-this demand is reasonable. But it-is-not known whether the Finance-Minister (3) will-be-able-to persuade the Central-Government to accept this demand. In-this-matter, I-may assure him that / he-has-the support of-this-House. If-this-is not possible, I-have-no-doubt that he-will-have // to think of fresh taxes.

Then, something has-been said about economy in expenditure. Some honourable-members have said that /// many new posts are created and that-there-is waste. The-Government should look into this and avoid waste as-(4)far-as-possible.

I-am-sure that-the Government employees will-do their best for-the country. They-may have / still some difficulties. But, taking into-consideration the conditions under which we live, we-must feel satisfied that-the-Government // have done their best. I-am-sure the-Government servants as-a-whole will work to-the best-of-their-///ability. They-must feel that they-are doing something which-would help-the State to prosper. I-wish them success. (5)

Exercise 2

Mr.-Chairman, Sir,

I-would-like to-make a few observations on-the Budget that-has-been presented to-the / House by-the Hon.-the Minister for Finance. Even-though the ruling-party has given a pledge that-it-would -//not resort to any fresh taxation, we-are-surprised to-find that-they- have now taxed many consumer goods with-/// the result that-the cost-of-living will go up. In-the result, the lower middle-classes and-the upper (1) middle-classes will-be hard hit. Of-course, there-is a deficit of rupees six crores. But, it-would have-I been left uncovered, without resorting to any additional taxation. In-the neighbouring

state, we find that they have not resorted // to additional taxation even though the deficit is to the extent of nearly rupees twenty crores. This is so in /// many other states also and that is really "commendable. If there is a deficit in the Budget, we may ask-(2) the Central Government to give us some aid and they will also come forward to help us. Whatever be the / justification, any additional taxation will put the poor people to suffering. This could have been avoided by the Government easily. //

With regard to land ceiling, a few years back, the Government gave wide publicity and gave plenty of opportunities to-///the land owners to dispose of their excess lands. The ceiling then prescribed was thirty standard acres. Now, the Government (3) have brought down the ceiling to fifteen standard acres. My own submission is that if the Government all on a / sudden bring down the ceiling, the middle-class people will be put to suffering. I do not see any reason // why the Government want to harass certain categories of people.

As a matter of fact, the reductions of ceiling will /// result in decrease in food production. There can be very little or no procurement of food grains. Ultimately, the Government will-(4) have to face the problem of food deficit. The cost of cultivation has gone up. The motors which are used / for pump-sets by the villagers are taxed heavily. We are giving concessions to industrialists. I would like to appeal // to the Honourable Minister to extend such concessions to the agriculturists also. This will give them incentives to step up /// food production. I am quite sure that the Government will look into the problem of crop and cattle insurance also.(5)

Exercise 3

Mr. Speaker, Sir,

I wish to congratulate the Honourable Finance Minister on his bold step in coming forward with taxation / proposals for the purpose of improving the financial position of the State. At the same time, I must also express // my view in respect of certain taxation proposals with which I do not agree. The Honourable Finance Minister himself has /// expressed his opinion on the floor of the House that he "as prepared to become unpopular by imposing certain new (1) taxes for the benefit of the people of the State. I am happy that he is willing to drop from taxation some of the articles which are the basic necessities of life of the common man. Of course, we are all aware that he is always responsive to public opinion and he will take a decision after the report of /// the Select Committee is received.

I wish to refer to the Bill which deals with the levy of entertainment tax (2) on cinemas. We are all aware that any taxation proposal is unpopular. Even though I am not sure about the financial position of cinema theatres, I feel that it is proper to allocate the amounts collected as entertainment tax from // cinemas to the local bodies like Municipalities or Corporations or Panchayat Boards from whose areas the collection is made. By /// this measure, we can assure the local bodies with necessary finance to meet their requirements.

I want to say one (3) more thing in this connection. Even if the Government get all the moneys through the several taxation measures, the Government / will require more finances because the expenditure on education, health, public works, etc., is increasing year after year due to // cost of living and salaries to employees in the several departments of the Government. The local bodies also require finance /// for performing their functions and the Government should come forward to help them in ample measure to the maximum extent (4) possible.

In this connection, I want to remind the Government that by doing so, we can make the local bodies / to have sufficient financial resources and thereby discourage them from coming to the Government very often with a request for // some grant or other financial help. The State has the responsibility to see that local bodies are able to function /// in a better way without depending on the Government for their financial needs. With these words, I support the Bill. (5)

Exercise 4

Mr. Speaker, Sir,

First-of-all, I-would-like to thank the Honourable-Members for-the suggestions they-have made / during-the course of- the debate. On-this-occasion, I-would-like to assure them that-their suggestions will-be // taken-into-consideration by-the-Government as and when necessary.

Now, I-am just taking different stages of education, one /// after another. In-spite-of-the fact that-there-is some difference-of-opinion on-some important matters, there-is (1) unanimity on one point, that-is. literacy must- be provided to every citizen and also to every child and-there-/should-be universal adult-education and primary-education. I-would-like to-tell-you that-there-is-no second opinion // on that. For-this-purpose. I already announced setting up of a National Board of Adult-Education which-would chalk-/// out necessary programmes. I also pointed-out that-this- matter would-have to-be taken-up with-the Ministers of (2) Education in different States. I-am going to call a meeting of-the Education Ministers of dif ferent States very soon.

As-regards primary-education, we-find that-the emphasis has-been reduced to a large-extent. We-find that in // earlier Five-year-plans, the allocation for-this- purpose was very reasonable. But, unfortunately, it-was reduced during-the-last /// Five Year Plan.

Mr.-Speaker, I-have already indicated that our-Government would like to-place first emphasis on-the (3) removal of illiteracy as-well-as universalisation of primary-education. So, I-would-like to point-out that-the actual / allocation in-the budget may-not-be very high, this-matter being within-the competence of-the States and also // with-the help of different sections of- the people. At-the-same-time, I-wish to state that-this adult- /// education is-not-the-question of money only. It-is a question of motivation also. So, for-this-purpose, a (4) great-deal of persuasion is necessary and -we-have also to-give special training to teachers. Unless the teachers are / properly trained to-take-up adult classes, the money which-will-be spent for that purpose may-be fully wasted . ///.I-am-glad tu inform-you that our-Government propose to allot large sums-of-money for-the-purpose of /// training the adult and teachers. Without spending large sums-of-money, it-may-not-be possible to achieve good results. (5)

Exercise 5

Mr.Speaker, Sir, some honourable Members said that we were now in difficulty because there had been no improvement and / no development so far as production of foodgrains was concerned. I think that they are not aware of the correct // facts and figures when they say so. Some honourable Members have pointed out that we have to look at the /// matter from a practical point of view. Now we can increase the production of food grains in our country. So far (1) as that matter is concerned, a large number of suggestions have been made by honourable Members. They have suggested that / land reforms must be implemented. They have said that so far as cases against cultivators are concerned, they must be // disposed of as early as possible. Then, so far as labour legislation is concerned, it should be enacted. These are // some suggestions made by honourable Members. I may assure the honourable Members that I shall take them up with the (2) Chief Ministers. In fact. I have already written to them to see that these are implemented as early as possible. / At the same time, they have also said that the things necessary to increase production have also to be provided // to the cultivators.

I would like to point out that it is wrong for honourable Members to feel that there /// has been no progress or development in our country. So far as provision of irrigation facility is concerned, apart from (3) major and medium irrigation schemes, we have been laying stress on the provision of facilities through minor irrigation, I may / tell the

House that every year we are providing minor irrigation facility to one million hectares of land. We hope // that this speed will be improved in the next Five Year Plan also.

So far as fertilizers are concerned, we /// have not been able to meet the requirements of the States. I agree with the honourable Members that if I (4) had been able to provide more and more chemical fertilizers, I would have got at least ten times more food grains / to feed the population of the country. But there are difficulties which have to be considered in this direction. We // were not able to work our fertilizer units to their maximum capacity. There was shortage of power and there was /// strike in some factories. If these difficulties are removed, we will be able to get more fertilizers and supply them. (5)

Exercise 6

Sir, We had a General discussion on-the Supplementary Demands some times back and now Honourable-Member had another occasion / to-have a discussion on-this particular Demand.

An Honourable-Member said that-it-was not good to-bring a // second Supplementary Demand in-the course of-the year. Some-time back I explained the matter. It-is easy for ///-the Government to put up our-own Demand in-the original estimates. We could-have done that. But we-are (1) trying to see that-we get-the approval of-the-House when certain schemes are sanctioned. If-the expenditure is / on a scheme newly taken-up in-the-course of-the year, then we say that-it-is New Service. // That-is-the procedure in-regard-to Supplementary Estimates. It-is inevitable for Government to-move Supplementary Demands. Of course, /// Members can ask us to come before-the Legislature before- the scheme is actually implemented. But that-is a different (2) point.

One honourable-Member said that-the Guest Houses should-be better furnished and-that first-class hospitality should-be / shown to-the guests who arrived here. We-are thankful to-him for-his suggestion. After-all, it-is-necessary // that guests who come from foreign countries and various places must-be received appropriately. Every State spends a large sums-/// of-money on-the tours for visitors. It-must not be said that-we-do-not want to maintain a (3) Guest House. But if-we maintain a Guest House, it-is desirable that-the State Guest House should-have proper / furniture and-it-should-be maintained at a high level. So, we-shall see what-can-be done with-regard-// to-the Guest Houses.

On- this-occasion, the question of-the tours of Ministers was raised. One Honourable-Member said /// that-we-were-not touring enough. Some-time, we get tired when-we come back after a tour. There, so many (4) non-officials come to-us and make representations.

As-a-matter-of-fact, we gather much information from these people. / Otherwise, they could-not-be getting any chance to-make any-such representations to-us at-all. Of-course, we-//are-not carried away by what they say and-it-is-not as-if-we-do-not verify- the facts /// given to-us. Sometimes it gives some sort of relief to-them when they represent their-own grievances to-us.(5)

Exercise 7

Yestrday I had the honour to present a resolution before you, which you passed. In it we stated that we wanted it to be clearly understood that we aim at a socialistic pattern of society. In that resolution which deal with the economic policy, we have to give effect to that decision of yours, because ultimately it is the economic policy which is going to shape that picture of India which you call the 'socialistic pattern'. This resolution is (1) therefore of the highest importance.

In a resolution of this kind, however long-drawn-out it might be, one cannot enter into the details of policies. There is a danger in such resolutions, and that is what you may use striking words and vague phrases and imagine that you

have given a great lead to the country. That does not help us, because we have to solve the problems of India. How to deal with those problems is itself (2) a problem. The problems of unemployment and of raising the level of our people are not solved by broad decisions or slogans. I say this without any disrespect to those who wield striking words, because I myself have been a wielder of words all my life, drafting resolutions, getting them passed and so on. But a time comes when you have to forget words and deal with hard actualities. This applies more especially to Congressmen because they have much (3) more responsibility than others in running the Government and deciding the Government's policy. For us merely to write resolutions is not good enough. What, then, must we do? The only thing to be done is to sit down and draw up a plan, a detailed plan. That is the function of the Planning Commission and of the Government and of those whom they consult. Obviously, a Congress session cannot sit down and draw up a five-year plan. But in a (4) resolution of this kind we have to indicate the type of thinking needed in drawing up that plan. This resolution contains a brief reference to the objective to be achieved. First of all, after expressing appreciation of what has been done, the resolution says that the time has now come for substantially increasing production, for raising the standards of living and for having progressively fuller employment so as to achieve full employment within a period of ten years in the Congress. (5)

Exercise 8

Sir,

In support of my cut motions on the Demand for Revenue Administration, I want to place on record some of my views for the consideration of the Government. Revenue Department is one of the most important departments. Collector is the head of the District and looks after the law and order situation and the entire welfare of the district. /// Actually, many welfare schemes such as drought relief, flood relief, accident relief, grant of widow and old age pension and (1) for physically handicapped are being implemented by the Government through the district administration. Manu Needhi Thittam is also one of the welfare schemes implemented by the Government. Therefore, I request the Government to pay adequate attention while implementing these schemes. // so that all the benefits will reach the needy people.

The next point I would like to speak is about /// issue of pattas to landless poor people. In my area, nearly ten thousand poor people have constructed their houses. Till (2) date, they have not been able to get their pattas. Due to non-issue of pattas, they are not in a position to get the benefits extended to other house owners. I therefore, request the Hon'ble Minister to see that // pattas are issued to the poor people in my area.

Regarding auction of sand. I am sorry that quarrying is /// misused. In some places, there is no auction, whereas, in some other places, they bid for auction in one place (3) and take sand in another place. Thus, it can be seen that it is not functioning properly. If it is / regularized, lot of income will come to the Government. Now-a-days, Government lands have been encroached by unauthorized persons. // To stop this practice, the Government should take strict measures. Almost all the tanks have been silted up because of /// these encroachments. So, I request the Government to remove these encroachments immediately.

I welcome the steps taken by the Government (4) to increase food production during the current year. To achieve this goal, I earnestly appeal to the Government that necessary / agricultural inputs such as fertilizer, seed, etc. must be made available to the farmers. The Government must also give priority // while giving electricity connection to the farmers as and when they apply for the same. Then only, they can show /// greater interest to produce more food grains in their fields.

With these few suggestions, I conclude my speech. Thank you. (5)

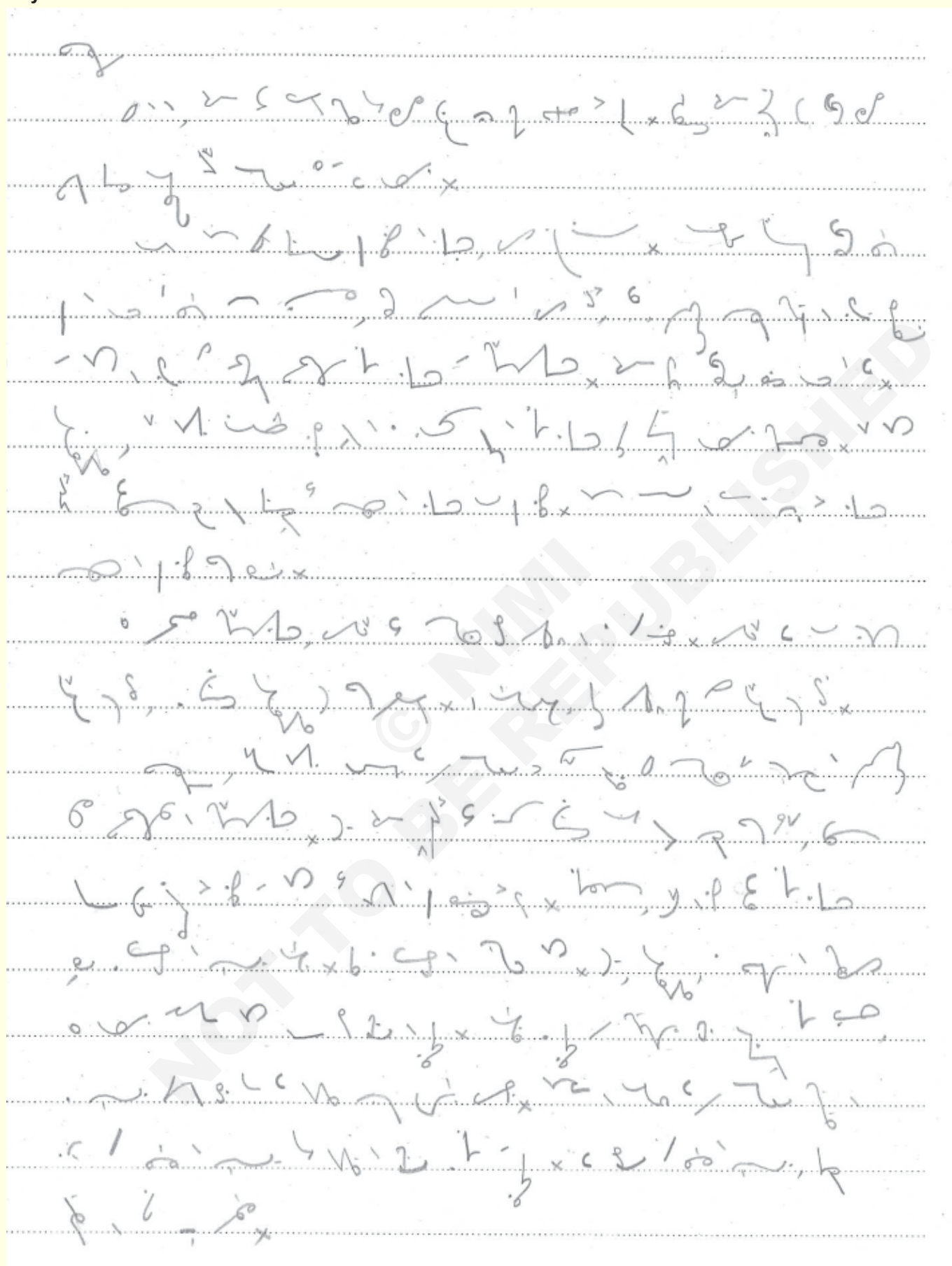
Key to Exercise 1

Handwritten text in Urdu script, likely a list or notes, covering the majority of the page.

[illegible]

Key to Exercise 3

1. *Handwritten text in Tamil script, likely a key or answer sheet for Exercise 3. The text is written on lined paper and includes various characters and symbols, some of which are underlined or marked with checkmarks. The handwriting is cursive and appears to be a student's work.*

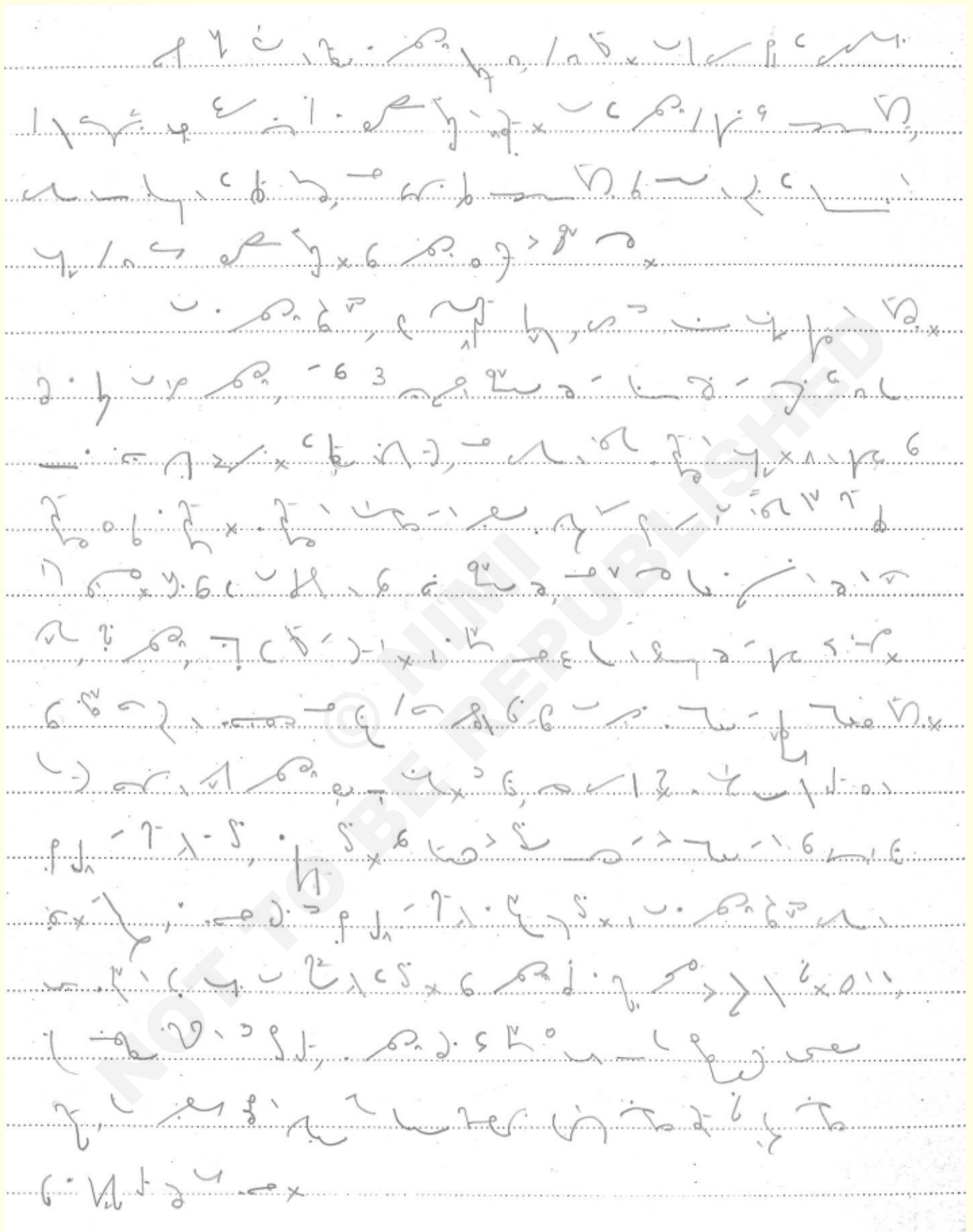


Key to Exercise 5

1. 50% of the total population of the country is under the age of 25.
 2. The majority of the population is employed in the service sector.
 3. The government has implemented a series of measures to improve the living standards of the population.
 4. The country has a high level of economic growth and is considered a developing country.
 5. The population is highly educated and has a high literacy rate.
 6. The country has a strong tradition of democracy and human rights.
 7. The government has a long history of political stability and has been able to maintain a high level of economic growth.
 8. The country has a high level of social development and a high life expectancy.
 9. The population is highly mobile and has a high level of social mobility.
 10. The country has a high level of technological development and is a member of the Organisation for Economic Co-operation and Development (OECD).

9, ✓ 1. / 2. ✓ 3. ✓ 4. ✓ 5. ✓ 6. ✓ 7. ✓ 8. ✓ 9. ✓ 10. ✓ 11. ✓ 12. ✓ 13. ✓ 14. ✓ 15. ✓ 16. ✓ 17. ✓ 18. ✓ 19. ✓ 20. ✓ 21. ✓ 22. ✓ 23. ✓ 24. ✓ 25. ✓ 26. ✓ 27. ✓ 28. ✓ 29. ✓ 30. ✓ 31. ✓ 32. ✓ 33. ✓ 34. ✓ 35. ✓ 36. ✓ 37. ✓ 38. ✓ 39. ✓ 40. ✓ 41. ✓ 42. ✓ 43. ✓ 44. ✓ 45. ✓ 46. ✓ 47. ✓ 48. ✓ 49. ✓ 50. ✓ 51. ✓ 52. ✓ 53. ✓ 54. ✓ 55. ✓ 56. ✓ 57. ✓ 58. ✓ 59. ✓ 60. ✓ 61. ✓ 62. ✓ 63. ✓ 64. ✓ 65. ✓ 66. ✓ 67. ✓ 68. ✓ 69. ✓ 70. ✓ 71. ✓ 72. ✓ 73. ✓ 74. ✓ 75. ✓ 76. ✓ 77. ✓ 78. ✓ 79. ✓ 80. ✓ 81. ✓ 82. ✓ 83. ✓ 84. ✓ 85. ✓ 86. ✓ 87. ✓ 88. ✓ 89. ✓ 90. ✓ 91. ✓ 92. ✓ 93. ✓ 94. ✓ 95. ✓ 96. ✓ 97. ✓ 98. ✓ 99. ✓ 100. ✓

Key to Exercise 7



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Visit various post offices

Objectives: At the end of this exercise you shall be able to

- **send a written/typed letter by using post card, inland letter or post cover**
 - **send EMO/IMO**
 - **send articles by VPP, registered post, courier and parcel**
 - **procedure to open a saving account.**
-

TASK 1: Send a written message using post card

- | | |
|--|--|
| 1 Purchase a postcard at the counter. | 4 Write the date on the right hand side. |
| 2 Write the recipient's address on the right hand side of the post card. | 5 Write your handwritten message and put your signature. |
| 3 Address the receiver on the left hand side of the post card. | 6 Drop the card in to the post box. |
- — — — —

TASK 2: Send a written communication using inland letter

- | | |
|---|--|
| 1 Write your name and address as also the recipient's name and address. | 4 Fold the letter at the marked places and seal it with gum. |
| 2 Write salutation on the left hand side. | 5 Drop the letter in to the post box. |
| 3 Write your message with date and sign it on the form. | |
- — — — —

TASK 3: Send a message in an envelope

- | | |
|---|--|
| 1 Purchase an envelope at the counter. | 5 Fold it and insert it into the envelope. |
| 2 Write address of the recipient at the right lower half of the envelope. | 6 Seal the cover with gum. |
| 3 Write your address at the lower left hand side of the envelope. | 7 Affix stamps of correct value after weighing it. |
| 4 Write your message on a sheet of paper with salutation, date, signature, etc. | 8 Drop the envelope into the post box. |
- — — — —

TASK 4: Send a letter/parcel by registered post with Acknowledgement Due

- | | |
|--|--|
| 1 Write 'Registered Post with Acknowledgement Due' or R.P.A.D. above the 'To' address on the envelope. | 4 Insert the letter into the envelope and seal it. |
| 2 Write the sender's address at the lower left corner of the envelope. | 5 Hand over the envelope with the Acknowledgement card attached to it. |
| 3 Fill in a Registered Post Acknowledgement Card with date, sender's address and receiver's address. | 6 Make the payment at the counter and collect the receipt. |
- — — — —

TASK 5: Send a letter by Speed Post

- | | |
|--|---|
| 1 Write 'By Speed Post' above the 'To' address on the envelope | 4 Hand it over at the counter for weighing and stamping |
| 2 Write 'To' address in the right lower half | 5 Make payment at the counter. |
| 3 Write sender's address at the left bottom of the envelope. | 6 Collect receipt. |
- — — — —

TASK 6: Send a book by Value Payable Post

- | | |
|--|---|
| 1 Ask for the prescribed printed form for sending articles by VPP. | 4 Write in the left hand lower corner, your name and address. |
| 2 Fill in the form specifying the amount to be remitted to you. Sign the 'declaration'. | 5 Hand over the article and the 'declaration' at the counter. |
| 3 Write on the article in the upper left hand corner the letters 'VPP' and the amount payable. | 6 Collect receipt from the counter. |
- — — — —

TASK 7: Book a Money Order /Instant Money Order / Electronic Money order from the Post Office

- | | |
|---|---|
| 1 Obtain the relevant form from the counter | 5 Hand it over to the clerk at the counter |
| 2 Fill in the form with your name and address | 6 Make payment for the amount of remittance and the commission on it. |
| 3 Fill in the name and address of the payee | 7 Collect receipt. |
| 4 Mention the amount, date, etc., and sign it | |
- — — — —

TASK 8: Open a Savings Bank A/c in a Post Office

- | | |
|---|--|
| 1 Obtain a form from the Post Office | 5 Collect a receipt |
| 2 Fill in completely and sign | 6 After a few days, produce the receipt at the post office counter and receive passbook. |
| 3 Affix photograph | |
| 4 Hand over at the counter the filled in application form, ID proof, address proof and cheque / cash for the amount of deposit. | |
- — — — —

TASK 9: Open an account under Senior Citizen Savings Scheme in a Post Office

- | | |
|--|--|
| 1 Obtain the application form at the Post Office counter | 6 Enclose a cheque for the amount to be deposited |
| 2 Fill in the application form | 7 Mention the S.B. A/C No. you have with the Post Office. |
| 3 Affix photographs | 8 Collect a receipt. |
| 4 Enclose age proof, address proof | 9 Get the Passbook a week later after showing the receipt. |
| 5 Mention PAN No. | 10 Verify the details in the passbook. |
- — — — —

TASK 10: Open an account meant for the welfare of girl children

- | | |
|---|--|
| 1 Get the Sukanya Samriddhi Yojana Account opening form from the counter of Post Office. | 5 Get receipt. |
| 2 Fill in the form and sign (only parent should) | 6 Hand over the receipt a few days later and get the passbook. |
| 3 Hand over the filled in form along with ID proof and address proof of the girl's parents. | 7 Verify the details and keep the passbook in safe custody. |
| 4 Make payment of at least Rs.250/- | |
- — — — —

TASK 11: Purchase a Kisan Vikas Patra

- 1 Obtain an application form (Form-A) at the counter of the Post Office.
- 2 Submit the duly filled in application along with ID proof copy (PAN, Aadhaar card, etc.) and Address proof.
- 3 Make payment either in cash or by cheque (if the amount exceeds Rs.50,000/-)
- 4 Collect the KVP certificate with the KVP Serial No. Amount, Maturity date and the amount to be received on the date of maturity.

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TASK 12: Open a Senior Citizen Savings Scheme account in a Post Office

- 1 Collect Form A at the counter of the Post Office.
- 2 Fill up the form. Present attested Xerox copies of ID proof (PAN card, etc.), address proof (Aadhaar card, etc.) and age proof (Birth certificate, etc.) and 2 passport size photographs.
- 3 Make payment and get receipt.
- 4 Collect the passbook by producing the receipt at the counter (a few days later)
- 5 Check whether all the entries are correct (Date of Maturity, Amount of monthly interest, etc.)

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TASK 13: Open a Public Provident Fund account in a Post Office

- 1 Obtain an application form from the counter of your nearest post office
- 2 Fill up the form and submit it with the required PAN card, address proof, ID proof and passport-size photograph.
- 3 Make the initial deposit at the counter. (It should not be less than Rs.500/- and more than Rs.1.5 lakh)
- 4 Collect the receipt.
- 5 Produce the receipt at the counter (after a few days) and collect the passbook with all the details such as name of the account holder, PPF A/c No. etc.

— — — — —

TASK 14: Open a Post Office Monthly Income Scheme (POMIS) account in a Post Office

- 1 Open a Post Office Saving A/c in the Post Office where you want to open POMIS A/c. if you do not have one.
- 2 Collect a POMIS application form from your Post Office.
- 3 Get the signatures of your witness and nominee on the form.
- 4 Submit the duly filled in form along with a Xerox copy of your ID, residential proof and two passport-size photographs at the Post Office counter.
- 5 Do not forget to carry the originals for verification.
- 6 Make the initial deposit via cash or cheque and collect receipt.
- 7 Collect the passbook after submitting the receipt (a day later).

— — — — —

Take dictation from newspaper and transcribe on computer

Objectives: At the end of this exercise you shall be able to

- take down dictation @80 words per minute
- transcribe shorthand notes on computer observing rules of punctuation
- identify the correct outlines (for the wrong ones in your transcript) and practise them
- correct spelling of words for the wrong ones in your transcription
- take down re-dictation at a faster rate and read back.

TASK: Take down dictation of (passages A1 to A8) @ 80 wpm and transcribe it on computer with proper paragraph and punctuation marks. Compare your shorthand outline with key for difficult words. Retake the dictation and transcribe on computer within 30 minutes.

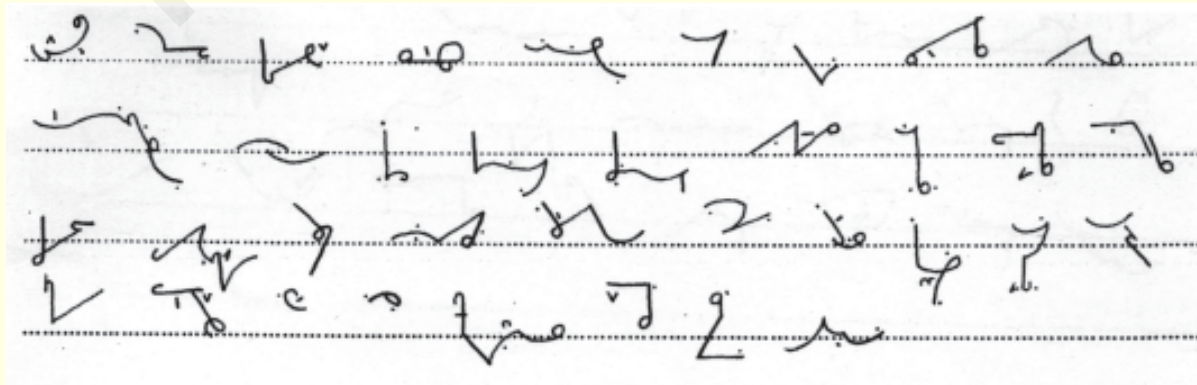
(A1)

It will only be reasonable to argue that the foundations for India's diversified economic base had been laid during the / planning years. The successes that India enjoys today in the information technology and knowledge-intensive sectors owe much to the // research and educational institutions that were built during the early decades. At the same time, however, planning did very little /// to remove the hurdles to the growth of agriculture and small-scale industries. India's record during the post-Independence period (1) in implementing land reforms and ensuring primary education for all has been rather unimpressive. As a result, the benefits from / state-led development have so far reached only a minority of Indians.

India's commitment towards development through planning had begun // to diminish from the early 1990s itself — much before the Planning Commission was formally dismantled in 2014. After the introduction /// of economic reforms in 1991, public investment, especially on agriculture and industry, has been on a decline in the country. (2) Public Sector units have begun to be valued only for the returns they bring as commercial entities. There has been little recognition / of the important role that Public Sector Units can play as creators of new technologies and knowledge, particularly in fields // in which the private sector may have little interest or capabilities.

The disregard for planning and the general withdrawal of the /// state from economic decision-making have had important consequences on Indian industry. India is today one of the largest markets (3) in the world for a wide range of goods, whether passenger cars, mobile phones or food products. Despite the emergence / of such a large domestic market, the record of Indian manufacturing in absorbing the large labour reserves in the country // remains very great. The imports of machinery, transport equipment, electronic goods and all their components have been rising continuously in /// India from the 2000s onwards. This trend has not been reversed after the introduction of the 'Make in India' initiative. (4)

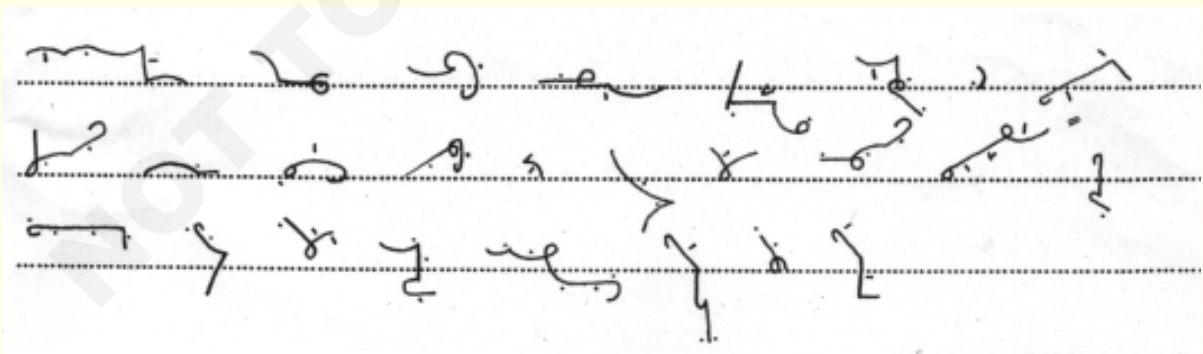
Planning is not incompatible with markets and globalisation. On the contrary, a developing country trying hard to stay afloat amidst / the turbulence of a global economy requires more, and not less, guidance through industrial policies. The successes achieved by East // Asian countries such as South Korea in manufacturing are, to a great extent, the result of strategic planning over several /// decades by their governments. China is gradually shifting its economic base from low-wage industries, and is now emerging as (5) a global leader, even ahead of the U.S., in several new technologies.



(A2)

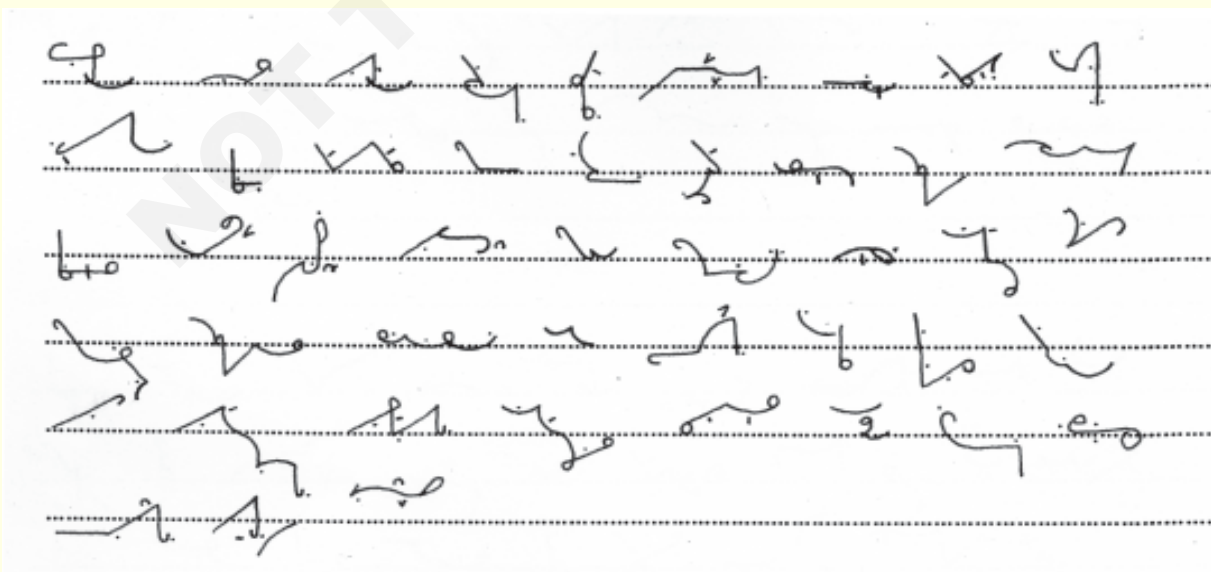
The International Labour Organisation's Global Wage Report has put into sharp relief one of the biggest drags on global economic / momentum: slowing wage growth. Global wage growth, adjusted for inflation, slowed to 1.8% in 2017, from 2.4% // in 2016, it shows. Worryingly, this is the lowest rate since 2008. Excluding China (given its high population and rapid /// wage growth, the average was even lower. Across a majority of geographies and economic groupings, wage expansions were noticeably warm (1) last year. In the advanced G20 countries the pace eased to 0.4%, with the U.S. posting an unchanged / 0.7% growth and Europe (excluding Eastern Europe) stalling at about zero. The emerging and developing economies in the // G20 were not spared a deceleration, with the growth in wages slowing to 4.3%, from 4.9% /// in 2016. In the Asia and Pacific nations, where workers had enjoyed the biggest real wage growth worldwide between 2006 (2) and 2017, it slid to 3.5% from the previous year's 4.8%. The obvious impact of this / low pace has been on global economic growth with consumption demand hurt by restrained spending by wage-earners. Slow wage // growth prompted U.S. Federal Reserve Chairman to observe in June that "in a world where we're hearing lots /// and lots about labour shortages — everywhere we go now, we hear about labour shortages — but where is the wage reaction? (3) So it's a bit of a puzzle".

The International Labour Organisation report observes that the acceleration of economic growth / in high-income countries in 2017 was led mainly by higher investment spending rather than by private consumption. Extending // the time horizon, it reveals that real wages almost tripled in the developing and emerging countries of the G20 between 1999 /// and 2017, while in the advanced economies the increase over the same period aggregated to a far lower 9%. (4) And yet, in many low and middle-income economies the average wage, in absolute terms, was so low it was / still inadequate to cover the bare needs of workers. The intensification of competition in the wake of globalisation, accompanied by // a worldwide decline in the bargaining power of workers has resulted in a decoupling between wages and labour productivity. The /// fallout has been the weakening share of labour compensation in Gross Domestic Product across many countries that the International Labour Organisation notes "remain substantially below those of the early 1990s".



In questioning the merits of retaining the death penalty, Justice Joseph has re-ignited a debate that is important and requires / serious thought. What he said cannot be ignored, though the law laid down in Bachan Singh, upholding the validity of the // death penalty and laying down guidelines for awarding death in 'the rarest of rare' cases', still holds the field. Even /// the other two judges on the Bench have disagreed with Justice Joseph's view that the time has come to review /// the death penalty, its purpose and practice. But it is impossible to ignore the ethical and practical dimensions of the (1) debate in a world that is increasingly questioning the wisdom of capital punishment. Justice Joseph has underscored the arbitrary manner / in which it is awarded by different judges and the way public discourse influences such decisions. Concerns over judge-centric // variations have been raised in the past. The Supreme Court itself spoke of the "extremely uneven application" of the norms /// laid down in Bachan Singh. The Law Commission, in its Report in 2015, said the constitutional regulation of capital punishment (2) / attempted in that case has failed to prevent death sentences from being "arbitrarily and freakishly imposed". Justice Joseph seems to / endorse the Commission's assertion that "there exists no principled method to remove such arbitrariness from capital sentencing".

In individual cases, // much of the conversation about the maximum sentence that may be imposed usually revolves around the nature of the crime, /// its gravity and cruelty, and the number of fatalities. In recent times, public outrage on the need for deterrence, and the (3) clamour for a befitting punishment to render substantial justice have dominated the discourse. Theories of punishment on whether it ought / to be punitive, retributive, reformative or restorative are less relevant to the public imagination and the law enforcers when the // crime is grave and heinous. There is a conflict between those /// who sense the danger of inconsistent application and those who believe in fitting justice. This conflict can be resolved only if the debate is taken to a higher plane (4) a moral position that there shall be no death penalty in law, regardless of the nature, circumstances and consequences of an / offence. The Supreme Court has covered considerable ground in limiting the scope, to the 'rarest of rare cases'. Post-appeal // reviews and curative petitions are routinely admitted. Review petitions are now heard in open court. The treatment of death row /// prisoners has been humanised. Let us hope that this will not lead to rise in crimes in the days ahead (5)



The Ministry of Civil Aviation's Draft Passenger Charter, unveiled with much fanfare in May and promising long-suffering Indian air / travellers some basic rights somewhat on par with what their brethren enjoy in other, better regulated geographies, was quietly buried last // month, with airline operators refusing to budge on most of the issues.

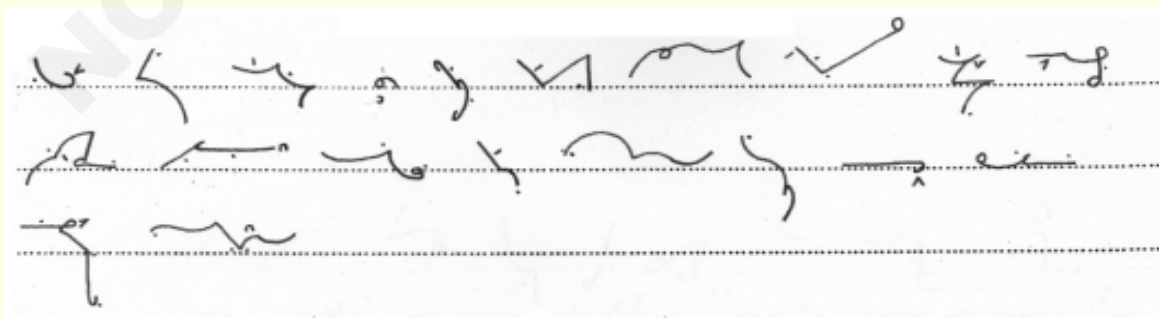
While there is no official word on this, /// media reports indicated that the Ministry decided to "put on hold" the operationalisation of the draft charter, following strong pushback (1) from stakeholders on almost all the passenger-friendly moves suggested by the Ministry. With Assembly elections in full swing in / five States and with the general election to follow a few months later, the can has effectively been kicked down // the road, until such time as the government which comes to power in 2019 chooses to pick up the issue /// again.

This appears highly unlikely, since almost all the reforms in the civil aviation sector have so far been focused (2) on expanding the sector and speeding up growth. While that objective has been achieved, with the Indian domestic aviation market / remaining by far the fastest-growing market in the world for the past few years, there have been a few // reform moves aimed at securing passengers a better deal.

It is no coincidence that IndiGo and SpiceJet popped up with /// their passenger unfriendliest move yet within days of the news about the charter going into deep freeze breaking — of charging (3) passengers for web check-ins. While that move appears illogical — self-service check-ins save airlines time, money and resources — the thinking appears / to be that passengers will be willing to cough up the extra money rather than rushing to the airport to // check in.

This is likely to happen unless the regulator intervenes. Currently, the government has said it is "reviewing" the /// matter. The check-in and boarding experience at most Indian airports is already extremely alarming, with all airlines now insisting that passengers (4) arrive at least 120 minutes ahead of time at airports located increasingly farther away from city centres, and if most / now opt for a counter check-in, that time may well double. Remember, time is money for passengers too, which is // why most choose to fly in the first place.

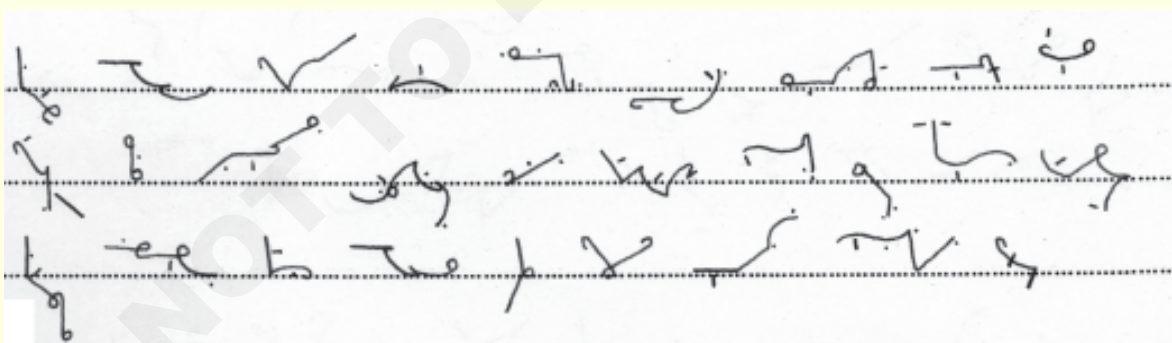
This is cynical and exploitative thinking on the part of the /// airlines concerned, but pretty much par for the course as far as the industry is concerned. Just last week, it (5) was revealed that the British aviation regulator is looking into how airlines there were manipulating their seating rules to intentionally / break up families travelling together, so that they would pay extra to be seated together.



(A5)

There are two important takeaways from the deposition of Reserve Bank of India Governor Urjit Patel before the Parliamentary Standing / Committee on Finance on Tuesday. First, the banking industry is over the hump on non-performing assets, which peaked in // the quarter ending March 2018 at 11.18% of advances. Both gross and net Non Performing Assets have /// registered a decline for two consecutive quarters — June and September 2018. Crucially, there has been a sharp fall in slippages (1) from 7.3% in March 2018 to 3.87% in September. This is certainly good / news as it indicates that the skeletons are mostly out of the cupboard now. Of course, there is still the // onerous task of resolving the bad loans stock, which is at a little over Rs.10 lakh crore now. Profitability /// of banks will continue to remain under stress as they provide for the bad loans in their books and or (2) take hair-cuts on recoveries through the insolvency process. Meanwhile, banks will also have to be wary of their small / loans portfolio, especially those made under the Pradhan Mantri Mudra Yojana, which already add up to Rs.6.77 // lakh crore. These will need close monitoring.

The second important aspect of Mr. Patel's deposition was his spirited defence of /// the Reserve Bank of India's autonomy. Though he was careful not to say anything that would break the calm forged by (3) the Centre and the central bank at its last board meeting on November 19, he made three forceful points: that / the Reserve Bank of India's autonomy is important to protect depositors' interests; monetary policy has to be the exclusive domain of // the Reserve Bank of India; and its reserves are central to maintaining its good rating. These statements are probably aimed at /// nipping in the bud any attempts to change the governance structure of the central bank. After the last board meeting, (4) there have been reports that the Centre is planning to push for board committees to be set up to "assist" / the Reserve Bank of India in the discharge of its work. Monetary policy is anyway the preserve of the Monetary Policy Committee created // two years ago under the Reserve Bank of India Act, but there are other equally important functions which the Centre may /// be attempting to control through the board. The issue of autonomy is clearly the gorilla in the room and driving (5) it out is not going to be an easy task.



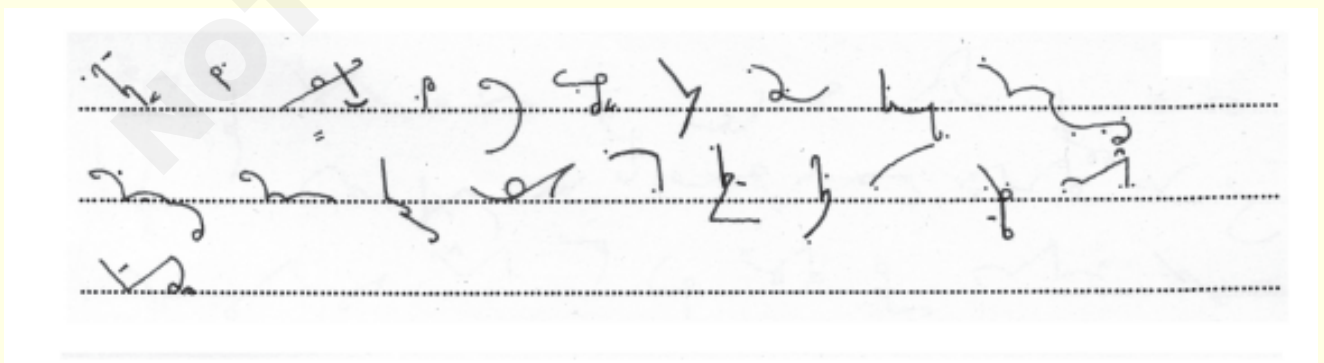
(A6)

The saying, 'all is well that ends well', appears to be most appropriate in the case of the recent spat / between the Reserve Bank of India and the government. However, the agreement arrived at could as well have been settled before \ things went public. Even though the agreement itself has raised certain fresh questions, by and large it is a satisfactory /// one. Without going into the merits of the issues raised, two important questions have arisen, which relate to the relationship (1) between the Reserve Bank of India and the government and between the Reserve Bank of India management and its board. Even if / one cannot come to definitive conclusions, it is important to note the ramifications of the issues raised.

Section 7 of // the Reserve Bank of India Act, in a sense, sets out the relationship between the government and the Reserve Bank of India. /// This section gives the government the right to issue directions to the Reserve Bank of India in public interest. Strangely, the (2) framers of the Act seemed to have had in mind frequent use of the section as it says: "The central / government may from time to time give such directions...." Leaving that aside, it is a fact that the government // had not issued such directions. But it does not mean that the government did not have its way. When Benegal / // Rama Rau resigned as Reserve Bank of India Governor in 1957 on an issue on which he differed from the (3) government, Jawaharlal Nehru wrote to him: "You have laid stress on the autonomy of the Reserve Bank. Certainly it is / autonomous, but is also subject to the Central Government's directions... Monetary policies must necessarily depend upon the larger policies which // a government pursues. It is in the ambit of those larger policies that the Reserve Bank can advise."

The tone /// of the letter was harsh. Similarly, some years later when another Governor, raised the issue of ad hoc Treasury Bills, (4) Finance Minister Krishnamachari said: "What to my mind is necessary is to ensure that Government policy is formulated in this / respect after very full discussion with the Reserve Bank and that the latter is kept informed from time to time // of any changes that Government feel called upon to make before they are made."

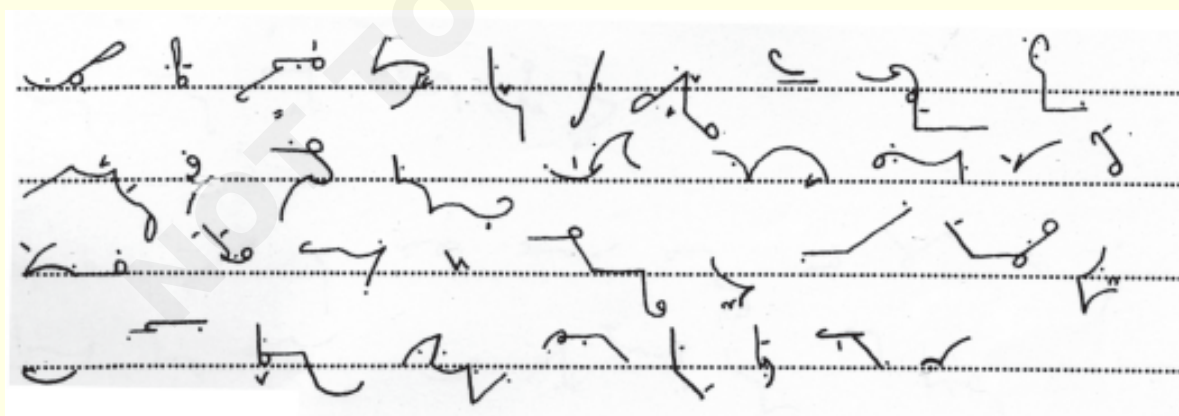
These episodes effectively set the tone /// and nature of the relationship between the government and the Reserve Bank of India. In one more instance, the Reserve Bank of India (5), in 1985, decided to allow banks the freedom to fix the interest rate on term deposits up to maturity of one year.



With a sixth World Championship Gold. Kom affirms her place as one of the greatest boxers

She enhanced her already legendary / status when she defeated Ukraine's number one in the 48 kg segment of the Women's World Boxing Championship in Delhi // on Saturday. It was her sixth gold across World Championships, drawing her level with, the Cuban great. Kom has always /// defied the odds. She has busted gender stereotypes, and overcome the odds posed by the lack of resources and poor (1) infrastructure that hold back so much athletic talent in India. In doing so, she firmed up Manipur's place on India's / talent map, brought India on the world boxing landscape, and reinforced women's sport by winning consistently with exceptional determination and // grace. Kom, who is now 35 and a mother of three, has had a good 2018, winning her maiden Commonwealth /// Games gold medal earlier this year. She extended that form in Delhi and cemented her place in the history of (2) the World Championships with an overall haul of seven medals, including a silver on debut in 2001. A bronze medallist / at the 2012 London Olympics, Kom said that the latest of her six world titles, secured after a gap of // eight years, was the toughest of them all. It has come at a time when the competition has risen manifold /// following the inclusion of women's boxing as an event in the Olympics in 2012. Kom, who got past other strong (3) opponents before clinching the bout, also had to bear the additional pressure of the expectations of home crowds.

In the \ event, the victory has fuelled further expectations from this late-career burst. Kom will switch to the 51 kg weight \\ class in the pursuit of a medal at the 2020 Tokyo Olympics. As a Rajya Sabha member of Parliament and /// idol for many upcoming women boxers, she has a full schedule, and will be aware that it will take all (4) she has to fight with younger and stronger rivals in a higher weight category. Hailed as 'Magnificent Mary' by the / International Boxing Association, which has chosen her as its representative in the International Olympic Committee athletes' forum, Kom has been // an inspiration globally. Her rise from a humble background to be an international role model has inspired a book and a /// Hindi movie describing her life. The India coach, sums up Kom's legend with these words, "Mary in boxing is like (5) Maradona in football."

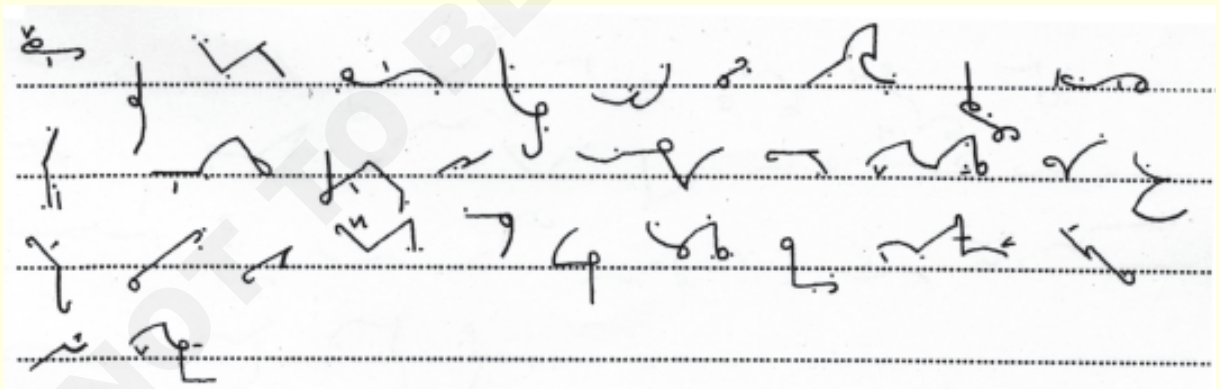


(A8)

The extent of damage caused by Cyclone Gaja is much worse than what was believed earlier.

It is now becoming clear / that Cyclone Gaja is a major disaster, and its economic impact in Tamil Nadu is comparable to that of the // tsunami of 2004. The devastation suffered by tens of thousands of people in several districts of the /// State has been severe, going well beyond the annual storm season losses. In the initial days after November 16, when the (1) cyclone struck, the State heaved a sigh of relief since the death toll was relatively low. But it is now / clear that the suffering, the loss, and the displacement in large parts of several districts is of an enormous magnitude. // Communities in the affected areas are deeply agitated as houses have collapsed, farms lie ruined, water sources are contaminated and /// electricity supply remains disrupted. Many areas remain inaccessible because fallen trees have blocked roads. In its report to the Centre, (2) the Tamil Nadu government has estimated the number of people rendered homeless at 3.7 lakh, and houses destroyed at / 3.4 lakh. The cyclone has crippled agriculture and livelihoods in a fertile region, felling thousands of productive trees and // killing livestock. Between 60% and 80% of the coconut trees in the region have fallen, hindering /// Tamil Nadu's farmers, who contribute a quarter of India's coconuts with the highest unit yield. Unlike paddy or many other (3) crops, bringing coconut plantations back to life will take years.

The top priority for the Tamil Nadu government should be / to restore administrative systems and service delivery in the affected areas. Only with physical access, electricity connections and public health // facilities can effective relief work be undertaken. Solar power can get public facilities running overnight. It is equally important to /// assure the large number of stricken farmers that there will be a moratorium on any agricultural loans that they have (4) taken, while a fair compensation scheme is prepared. Many of them have invested in trees and livestock expecting long-term (5) returns, but have been rendered paupers overnight.



Office Administration and Facility Management

Exercise 1.9.78

Stenographer Secretarial Assistant (English) - Postal services - E-mail - Excel

Tabulation Work - Enhancing Dictation Speed

Apply MS excel to create tabulation work

Objectives: At the end of this exercise you shall be able to

- create a table and sort as per your choice
- create a new row/column and enter data
- delete a row/column.

TASK 1: Create a table in MS excel

1 Open MS Excel program (Fig 1).

Fig 1

| | A | B | C | D | E |
|----|----------|-----|--------|--------|--------------|
| 1 | NAME | AGE | SEX | SALARY | DESIGNATION |
| 2 | | | | | |
| 3 | RAVI | 34 | MALE | 32000 | CLERK |
| 4 | RANI | 30 | FEMALE | 30000 | STENOGRAPHER |
| 5 | ANAND | 25 | MALE | 28000 | SENIOR CLERK |
| 6 | DEVI | 28 | FEMALE | 26000 | JUNIOR CLERK |
| 7 | SELVA | 40 | MALE | 45000 | SUPERVISOR |
| 8 | KRISHNAN | 45 | MALE | 50000 | PROGRAMMER |
| 9 | LAKSHMI | 27 | FEMALE | 25000 | TYPIST |
| 10 | RAHUL | 33 | MALE | 30000 | CLERK |
| 11 | RANJIT | 36 | MALE | 40000 | HEADCLERK |
| 12 | STELLA | 24 | FEMALE | 35000 | CLERK |
| 13 | | | | | |

2 Select AB3:AB12 and Rt. Click?Sort?sort A to Z (Fig 2).

3 The data is sorted in column A & B (Fig 3).

Fig 3

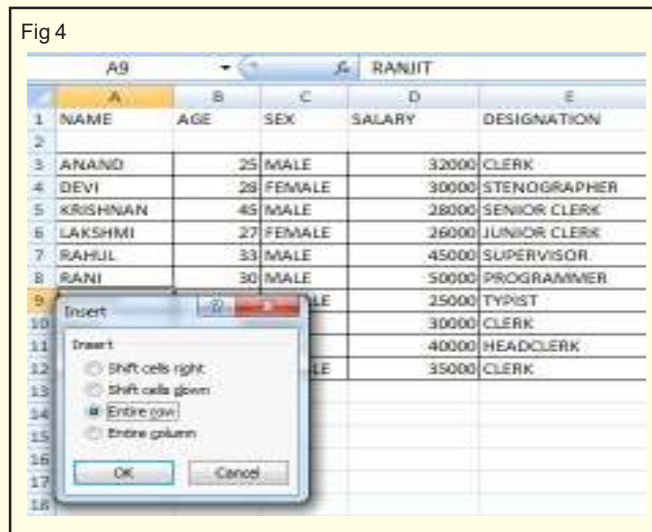
| | A | B | C | D | E |
|----|----------|-----|--------|--------|--------------|
| 1 | NAME | AGE | SEX | SALARY | DESIGNATION |
| 2 | | | | | |
| 3 | ANAND | 25 | MALE | 32000 | CLERK |
| 4 | DEVI | 28 | FEMALE | 30000 | STENOGRAPHER |
| 5 | KRISHNAN | 45 | MALE | 28000 | SENIOR CLERK |
| 6 | LAKSHMI | 27 | FEMALE | 26000 | JUNIOR CLERK |
| 7 | RAHUL | 33 | MALE | 45000 | SUPERVISOR |
| 8 | RANI | 30 | MALE | 50000 | PROGRAMMER |
| 9 | RANJIT | 36 | FEMALE | 25000 | TYPIST |
| 10 | RAVI | 34 | MALE | 30000 | CLERK |
| 11 | SELVA | 40 | MALE | 40000 | HEADCLERK |
| 12 | STELLA | 24 | FEMALE | 35000 | CLERK |
| 13 | | | | | |

Fig 2

| | A | B | C | D | E | F | G |
|----|----------|-----|--------|--------|--------------|---|---|
| 1 | NAME | AGE | SEX | SALARY | DESIGNATION | | |
| 2 | | | | | | | |
| 3 | RAVI | 34 | MALE | 32000 | CLERK | | |
| 4 | RANI | 30 | FEMALE | 30000 | STENOGRAPHER | | |
| 5 | ANAND | 25 | MALE | 28000 | SENIOR CLERK | | |
| 6 | DEVI | 28 | FEMALE | 26000 | JUNIOR CLERK | | |
| 7 | SELVA | 40 | MALE | 45000 | SUPERVISOR | | |
| 8 | KRISHNAN | 45 | MALE | 50000 | PROGRAMMER | | |
| 9 | LAKSHMI | | | | TYPIST | | |
| 10 | RAHUL | | | | CLERK | | |
| 11 | RANJIT | | | | HEADCLERK | | |
| 12 | STELLA | | | | CLERK | | |
| 13 | | | | | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |
| 16 | | | | | | | |
| 17 | | | | | | | |
| 18 | | | | | | | |
| 19 | | | | | | | |
| 20 | | | | | | | |
| 21 | | | | | | | |
| 22 | | | | | | | |
| 23 | | | | | | | |
| 24 | | | | | | | |
| 25 | | | | | | | |
| 26 | | | | | | | |
| 27 | | | | | | | |

TASK 2: Add a row in A9

- 1 Select the cell where you want to create a row(A9 selected).
- 2 Rt. Click.
- 3 Window appears (Fig 4).



- 4 Click OK after selecting entire row.
- 5 Blank row in A9 is created. (Fig 5)
- 6 Enter a name.
- 7 Name of David age, sex, salary, designation has been added in A9. (Fig 6)
- 8 Name of David has been added with details.
- 9 Delete a row.
- 10 Select row No. → Rt. click → select option → click OK.

Fig 5

| | A | B | C | D | E |
|----|----------|-----|--------|--------|--------------|
| 1 | NAME | AGE | SEX | SALARY | DESIGNATION |
| 2 | | | | | |
| 3 | ANAND | 25 | MALE | 32000 | CLERK |
| 4 | DEVI | 28 | FEMALE | 30000 | STENOGRAPHER |
| 5 | KRISHNAN | 45 | MALE | 28000 | SENIOR CLERK |
| 6 | LAKSHMI | 27 | FEMALE | 26000 | JUNIOR CLERK |
| 7 | RAHUL | 33 | MALE | 45000 | SUPERVISOR |
| 8 | RANI | 30 | MALE | 50000 | PROGRAMMER |
| 9 | | | | | |
| 10 | RANJIT | 36 | FEMALE | 25000 | TYPIST |
| 11 | RAVI | 34 | MALE | 30000 | CLERK |
| 12 | SELVA | 40 | MALE | 40000 | HEADCLERK |
| 13 | STELLA | 24 | FEMALE | 35000 | CLERK |

Fig 6

| | A | B | C | D | E |
|----|----------|-----|--------|--------|--------------|
| 1 | NAME | AGE | SEX | SALARY | DESIGNATION |
| 2 | | | | | |
| 3 | ANAND | 25 | MALE | 32000 | CLERK |
| 4 | DEVI | 28 | FEMALE | 30000 | STENOGRAPHER |
| 5 | KRISHNAN | 45 | MALE | 28000 | SENIOR CLERK |
| 6 | LAKSHMI | 27 | FEMALE | 26000 | JUNIOR CLERK |
| 7 | RAHUL | 33 | MALE | 45000 | SUPERVISOR |
| 8 | RANI | 30 | MALE | 50000 | PROGRAMMER |
| 9 | DAVID | 29 | MALE | 33000 | CLERK |
| 10 | RANJIT | 36 | FEMALE | 25000 | TYPIST |
| 11 | RAVI | 34 | MALE | 30000 | CLERK |
| 12 | SELVA | 40 | MALE | 40000 | HEADCLERK |
| 13 | STELLA | 24 | FEMALE | 35000 | CLERK |

- 11 The entire row is deleted.
Get it checked with the Instructor.

Office Administration and Facility Management

Exercise 1.9.79

Stenographer Secretarial Assistant (English) - Postal services - E-mail - Excel Tabulation Work - Enhancing Dictation Speed

Send and receive e-mail

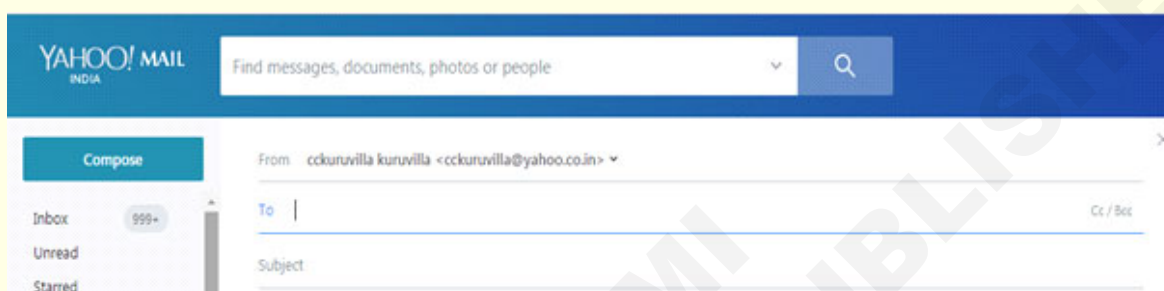
Objectives: At the end of this exercise you shall be able to

- login your e-mail account
- compose mail
- send copies of the same letter to other persons
- send attachment
- receive mail in your inbox and open it.

TASK 1: Send an E-mail to your friend inviting him for a family function in your house

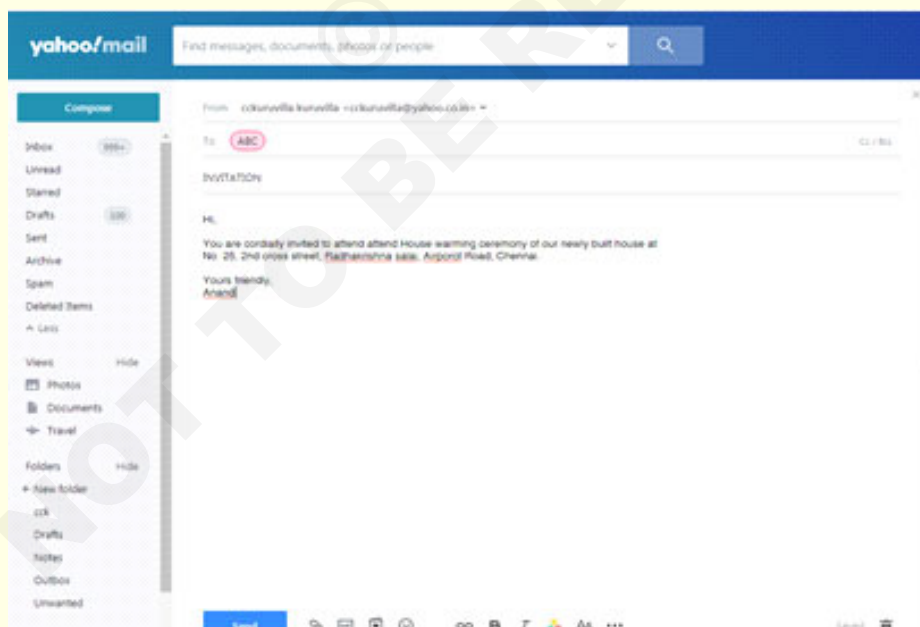
- 1 Login your E-mail account and sign in.
- 2 Your Email account opens.
- 3 Click compose
- 4 Window appears as in (Fig 1).

Fig 1



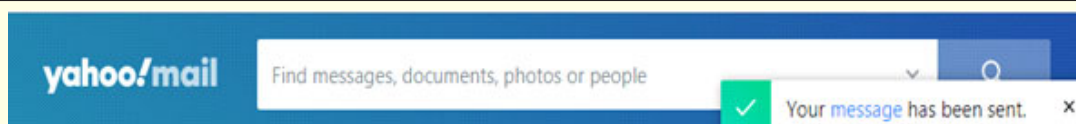
- 5 Type your friend's email address in the column marked 'To'.
- 6 Type 'invitation' in column marked subject.
- 7 Compose your message as in (Fig 2).

Fig 2



- 8 Click send.
- 9 Confirmation for the message has been sent appears as in (Fig 3).

Fig 3

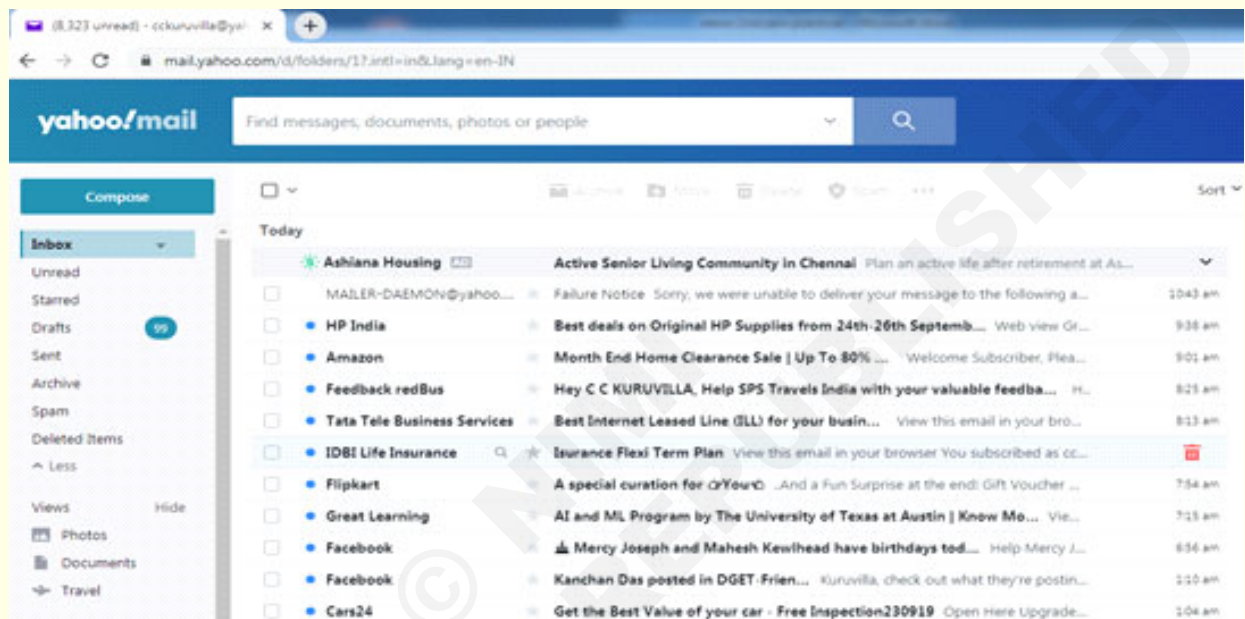


TASK 2: Send similar email to five different people from your contact list with attachments

TASK 3: Receive E-mail (open your email)

- 1 Open internet explorer or Gmail.
- 2 Login your account using user name and password.
- 3 Your email account is opened as in (Fig 4).

Fig 4



- 4 Click open the message you want to see in detail.
- 5 Check for attachment in pdf format as in (Fig 5).
- 6 Click open attachment (to open pdf file your system should have Acrobat reader installed).
- 7 Open all the messages and reply if required.

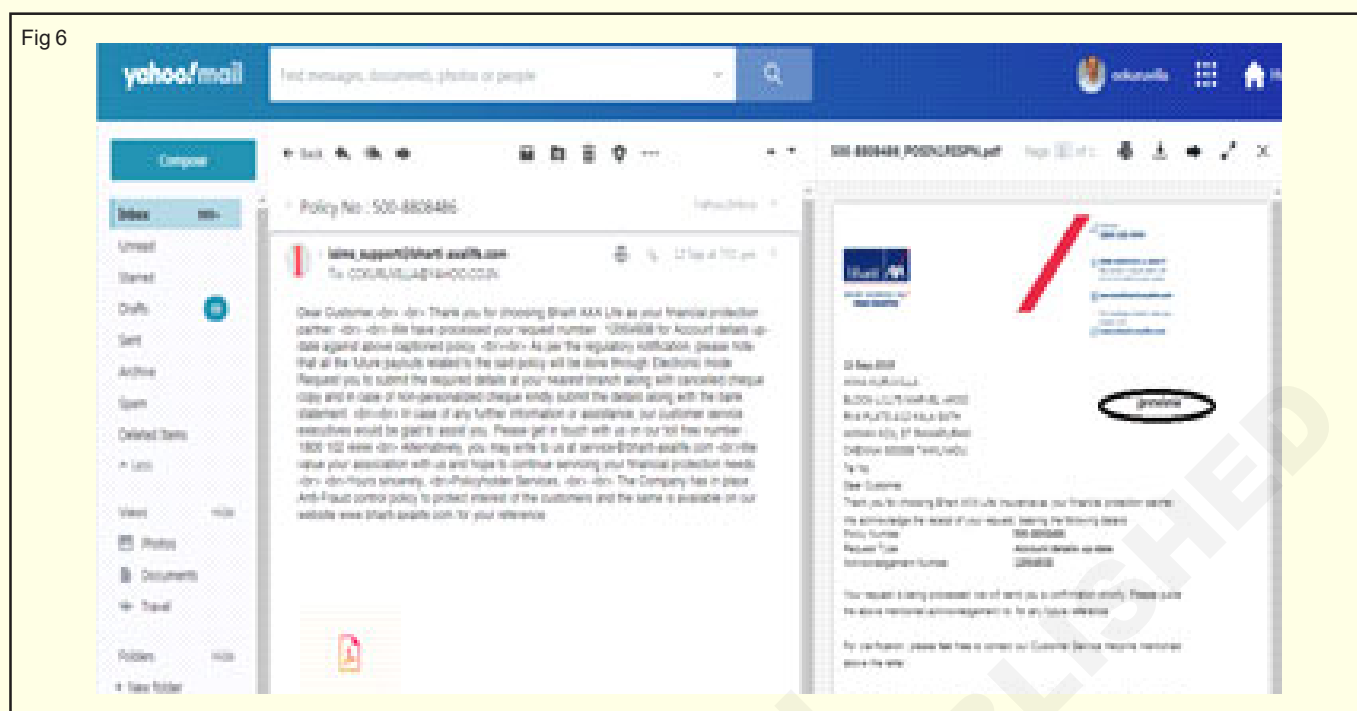
Fig 5



TASK 4: Print attachment

- 1 Click open the attachment from your message.
- 2 Preview appears as in (Fig 6).

Fig 6



- 3 Click on print icon as shown in (Fig 7).

Fig 7



- 4 Select print options → No. of copies → print both side etc.
- 5 Sign out from yahoo account and close.
- 6 Get it checked by the Instructor.

Take dictation from books, magazines and newspapers

Objectives: At the end of this exercise you shall be able to

- take down dictation @80 words per minute
- transcribe shorthand notes on computer observing rules of punctuation
- identify the correct outlines (for the wrong ones in your transcript) and practise them
- correct spelling of words for the wrong ones in your transcription
- take down re-dictation at a faster rate and read back.

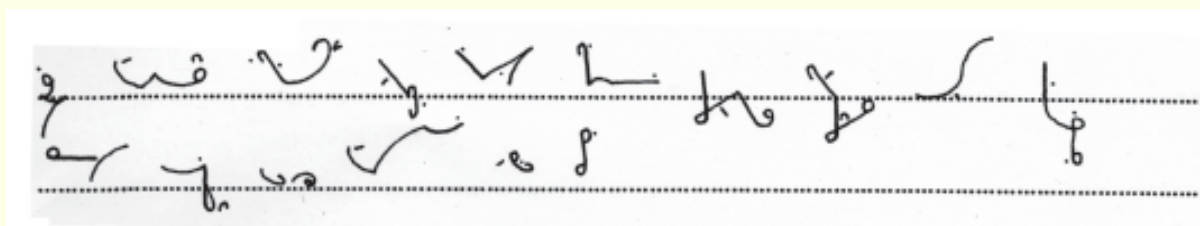
TASK: Take down dictation of passages (B1) to (B7) @ 80 wpm and transcribe on computer within 30 minutes

(B1)

Fall in oil prices gives the rupee and the Indian economy a much-needed boost.

After falling consistently against the / U.S. dollar for most of this year, the rupee has managed to gain some ground over the last few // weeks. It has gained almost 5% from its lowest levels reached in October. The fortunes of the rupee, /// which even after the recent appreciation is down about 11% since the beginning of the year, have been (1) tightly linked to the price of crude oil in the global markets. This is no surprise since imported oil meets / about 80% of India's total demand. The value of the rupee tanked amid the uptrend in oil prices // this year which lasted till early October. Since then, the rupee has gained against the dollar with the fall in /// global crude prices. Crude has dropped by a massive 30% since early October, when a barrel cost around (2) \$86, to around \$60 today. This sharp fall has been the result of a dramatic change in mood / in the oil market. Investors until a few weeks ago were worried about the lack of sufficient supply in the // market due to disruptions in arrivals from major producers. Now, however, the markets are worried about possible oversupply as the /// U.S. has softened its stance against Iran and turned into the largest crude oil producer in the world with (3) the boom in shale production. Worries about a drop in global demand due to faltering growth in major economies like / China may have also contributed to the fall in prices.

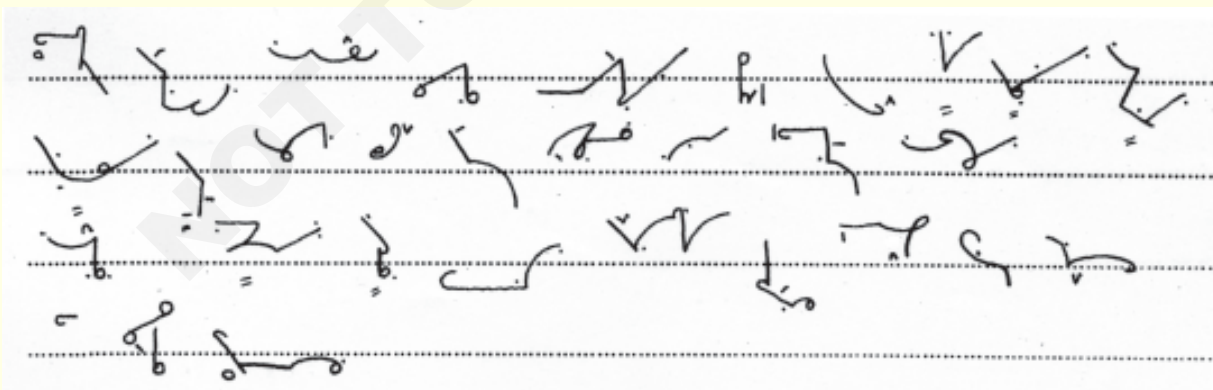
The fall in global crude oil prices comes as a // big relief to the Central government, which has faced increasing macro-economic and political pressure due to rising prices. A drop /// of \$10 in the price of oil can improve India's current account and fiscal deficits by 0.5% (4) and 0.1% of Gross Domestic Product, respectively. The ruling party may be pleased with falling oil prices in / the run-up to the general elections next year. Fuel prices across major Indian cities have fallen significantly in the last // few weeks. The Reserve Bank of India will be relieved as it will have to worry less about the rupee /// and oil-induced inflation. Foreign investors, who have been net sellers this year, have turned net buyers this month. This (5) points to an increase in investor confidence in the economy as the fundamentals improve.



Movement on the Kartarpur proposal is timely and potentially game-changing.

The announcement by India and Pakistan of plans to / operationalise a visa-free corridor between Indian Punjab and Pakistan's Punjab heeds a longstanding plea of Sikh pilgrims. That demand // had gathered pace in 1995, when Pakistan renovated the Kartarpur gurdwara, situated on the site on the bank of the /// Ravi where the founder of Sikhism, Guru Nanak, spent his last 18 years. Leaders from both sides, including Prime Ministers (1) Atal Bihari Vajpayee and Benazir Bhutto, had pushed for it. In their effort to facilitate travel by Sikhs to important / shrines on both sides of the border, they were also alert to the potential of such a move to heal // ties amongst their people, and promote dialogue between the two governments. Given its easy logistics, the 4-km-long Kartarpur /// corridor is a low-hanging fruit as a meaningful confidence-building measure. The announcement now is particularly timely, with the (2) 550th birth anniversary of Guru Nanak falling in November 2019. The initiative can also become a guide for cross-border / exchanges based on faith, which could provide a balm for many communities such as Kashmiri Pandits, who have long asked // for access to visit the Sharda Peeth in the Neelum Valley in Pakistan-occupied Kashmir;

Much will depend on how /// quickly India and Pakistan act on their commitment, once President Ram Nath Kovind lays the foundation stone at the corridor's (3) India end on November 26, and Pakistan Prime Minister Imran Khan does so at the other end on November 28. / Even more will depend on how the two governments manage their relationship in a way that avoids making pilgrims a // pawn in bilateral tensions. Going forward, it is important that issues related to the corridor are managed in a non-political /// manner and details left to diplomats and officials to sort out — for instance, the issue of Indian consular access to (4) pilgrims, which flared up on Friday. Given the bilateral freeze, the Kartarpur project will compel India and Pakistan to engage / in a positive and purposeful manner, at a time when few other avenues for engagement exist. It is a reminder // that dialogue and search for areas of accord are the only way forward for both countries. The need of the /// hour is to put an end to the hostilities that continue to exist between the neighbouring countries of India and (5) Pakistan.



(B3)

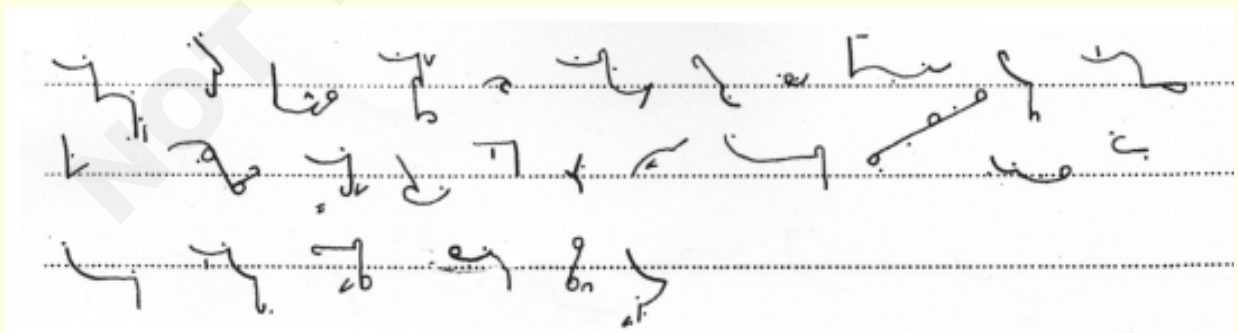
What about the unfairness to women who did not know how to deal with this, who were afraid to tell / their parents, who felt intimidated, who may have even abandoned their ambition to stay in a “safe” place? Many men // from age 100 downwards to 18 or so think it is their entitlement. They think the girl is an object /// that had no right to protest and must remain mute. This entrenched notion of entitlement must go. Respect to women (1) must pervade all actions, thoughts and speech.

As students of law, we read that consent in a contract is vitiated / and not free if it is given out of undue influence. The law has not changed. Undue influence is when // one party is dominant, and can exert pressure on the other, use his power by virtue of his position. Now /// examine the cases where the named and shamed party has pleaded it was all by consent and decide for yourself.

At a (2) public hearing of workers belonging to the unorganised sector, a woman asked, “When something gets lost in the house where / I work, the employer gives a complaint and immediately the policemen come, and treat us like dirt. When we give // a complaint that the employer has misbehaved with us, the police does not even receive the complaint. Please tell me /// Amma, is there a different Indian Penal Code for the poor and the rich?” This question underscores how the gendered (3) unfairness is layered by the class-caste factor.

While sexual harassment is an aspect of male power, the harassers can / come in different hues. The harassed too come in different hues, the woman labourer at a construction site is not // in the same position and does not have the same tools as some of the women who have raised their /// voices recently. Does she even know she can complain? What is the remedy? The legal process moves slowly and it (4) may be a long wait. Moreover, even if the charge is true, the woman may not be able to produce / sufficient evidence to prove it, and the court will then have to acquit him. Even a gender-sensitive judge cannot // convict without evidence.

We have to think out of the box and devise some innovative method. Two ideas I have /// one, creators of every kind in the movie and television industry should refuse to work with a known harasser. A (5) young group of gaana singers said they do not sing songs that offend a woman's dignity.



“Take care of Omi,” is what my daughter tells me each day as she leaves for school. Omi is pet, / and is, according to her, the fourth member of our small family. It was after much coaxing and begging by // her that my husband bought her a pet.

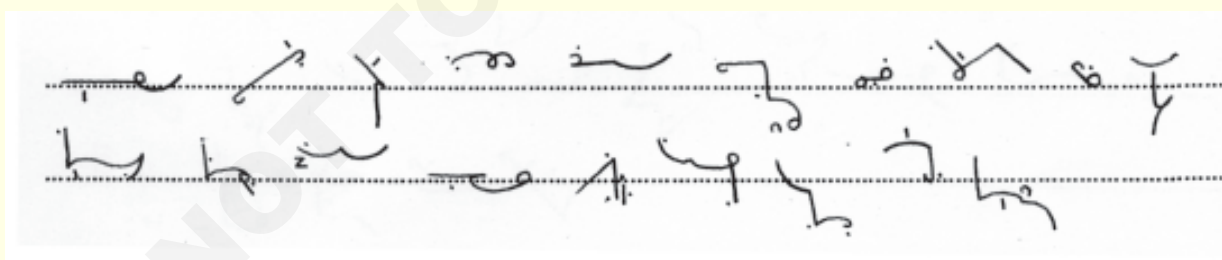
Omi came to our family as a three-month old puppy and /// is now four. For the first couple of months, we had him inside our home. It was a back-breaking (1) job to discover and clean up the little pools of urine in any part of the house he fancied, every / hour or so. Irritated at discovering yet another puddle, I yelled at it: “Go and fetch the cloth.” And, to // our amazement, the little thing went to the spot where I kept the waste cloth and brought it to me, /// wagging his tail. Thus began our love affair with our doggy!

Many things Omi does makes us wonder where (2) and from whom the creatures of the animal kingdom have learnt the many wise secrets that humans lack.

The flexes and / stretches he does umpteen times a day (no yoga teacher here), the perfect spot where he sits to absorb the // gentle rays of the sun in the early mornings (his daily dose of Vitamin D), the good sense to skip the /// day’s lone meal when his stomach does not feel so well, the medicine he administers to himself (a few blades (3) of grass he chews and then throws up), the warm welcome he gives us when we are back after an / outing, that seems to say “I missed you” and makes us feel so special, the unconditional love even after we // have admonished him for some naughty act the silent company he gives us whenever we are in a mood to /// quietly sit and contemplate and his joyful antics when he is in a happy, playful mood, never cease to cheer (4) us.

All of that makes us wonder why families buy pets when they do not have even an hour to / spare for the company of these poor loving creatures. And more annoying is to see them locked up in kennels // all day, which sometimes lack the space for them to move around.

Children must be taught early to be kind /// to animals, even strays. It is common to see kids pelting stones at stray dogs and cats though these do (5) not come in their path.



The world as we know it is changing so fast and so much. Global mega-trends only reinforce this fact. / The Internet has taken over our lives, smartphone penetration is growing rapidly. There are dramatic lifestyle and behavioural changes occurring // every day, with strong implications for the future of our planet and its inhabitants.

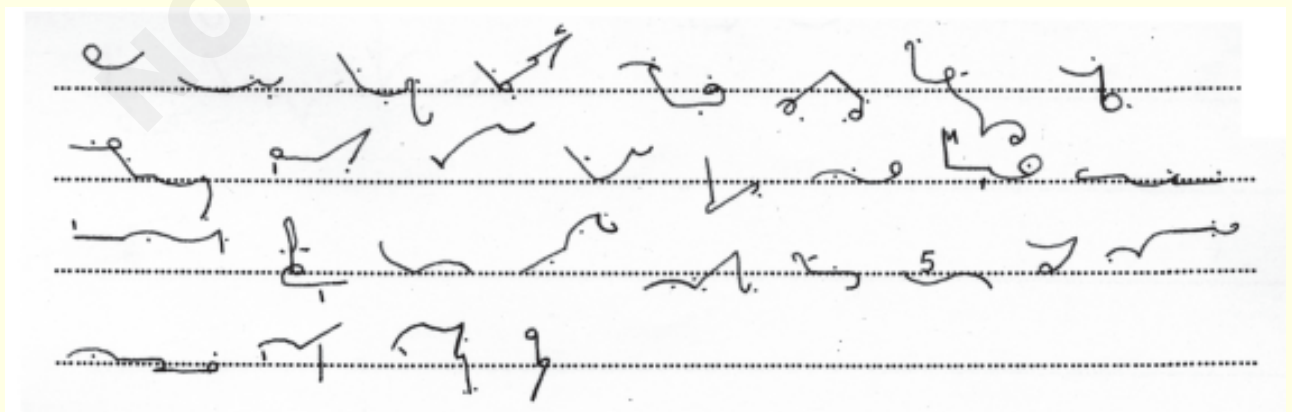
Healthcare is no stranger to change -- /// in fact, transformations in human life have happened in healthcare. Time's cover three years ago showed the picture of a (1) child with the headline, "This baby could live to be 142 years old". That is the extent of the breakthrough / in longevity that modern medicine has been able to achieve. Healthcare in India too has been transformed over the last three // decades, and as members of this industry, we can be proud of how far we have come in terms of /// improved indices on life expectancy, infant mortality, maternal deaths and quality of outcomes.

But we cannot rest on these achievements (2) now, because the pace of change is still scorching, and is fundamentally altering disease patterns, patient risk profiles and their / expectations. Information technology and biotechnology are twin engines, with immense potential to transform the mechanics of care delivery, the outcomes // we can achieve and, above all, the lives we can touch and save.

There are several examples of the kinds /// of impact technology and biotechnology can make on healthcare. The use of artificial intelligence can strongly support clinical diagnosis with evidence-based guidance, and also (3) prevent disease. From the virtual reality of 3D-printing, we are now moving towards augmented reality, by which, for example, / every piece of node in a malignant tumour can be completely removed, thereby eliminating the risk of the cancer spreading // to any other part of the body. Biotechnology, cell biology and genetics are opening up whole new understanding of human /// life and disease, and have made personalised medicine a way of life.

So, the outlook is clear: those in healthcare (4) who wish for status quo and for the comfort of the familiar run the risk of becoming irrelevant. And that / goes for countries too. India needs to rapidly adapt to, embrace and drive change if it wishes to stay relevant // in the global healthcare order.

India's change imperative has become even more pronounced with the launch of the National Health /// Protection Mission. This major shift in approach to public health addresses the healthcare needs of over 500 million Indians in (5) the first stage through what is probably the world's largest public health-for-all insurance scheme.

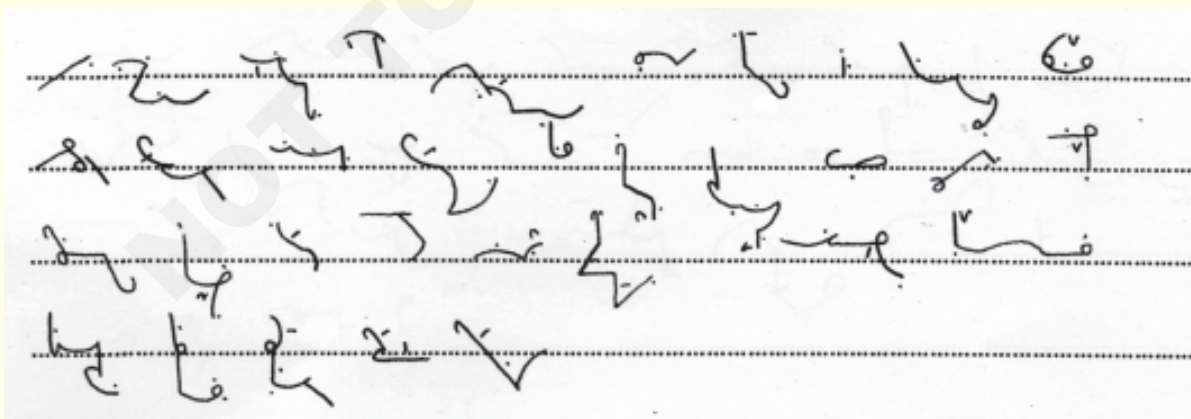


The vast scale of the programme requires reimagining an innovative model which will transform healthcare delivery in the country. By / leapfrogging through smart adoption of technology and using emerging platforms such as Blockchain, significant improvements are possible in healthcare // operations and costs.

The private health sector is committed to support this programme, and ensure its success, because we are /// beneficiaries of society's social licence to operate, and it is our responsibility to make sure this programme reaches the most (1) vulnerable and the under-privileged, for whom it is intended. At the same time, we have a solemn responsibility to ensure / that the sector is sustainable in the long term. For India to grow, healthcare as an engine of the economy /// needs to flourish. And the private sector, which has contributed over 80% of the bed additions in the /// last decade, needs to earn healthy rates of return on investment to continue capital investment in infrastructure, technology upgrades, and (2) to have the ability to acquire top clinical talent, which can lead to differentiated outcomes. In our quest to achieve / low-cost healthcare, we must not inhibit our potential for growth, nor isolate ourselves from exciting global developments.

The prescription // is clear. We need to achieve a balance between staying at the cutting edge of clinical protocols, technology and innovation /// and continue to deliver world-class care, while finding increasingly efficient ways of operating to continuously lower the cost of care (3) and bring it within the reach of those who cannot afford it. This is a difficult balance to achieve, but / not impossible. And when accomplished, India would have found an answer that can be an example for the rest of // the world to emulate.

With clarity and focus, we can create a blueprint for the legacy we wish to build /// and set the trajectory for Indian healthcare for the next several decades. The decisions we make today are decisions we (4) make for our children, a future we will create for them. Will / they lead healthier lives than we do? Will / they approve of our choices and actions? Are we building an inclusive and sustainable world for them? We have it // in our hands to shape the winds of change we face today into the aero-dynamics that will definitively propel /// our collective destinies forward. Needless to say, our children are destined to live longer and healthier lives in the days (5) to come.

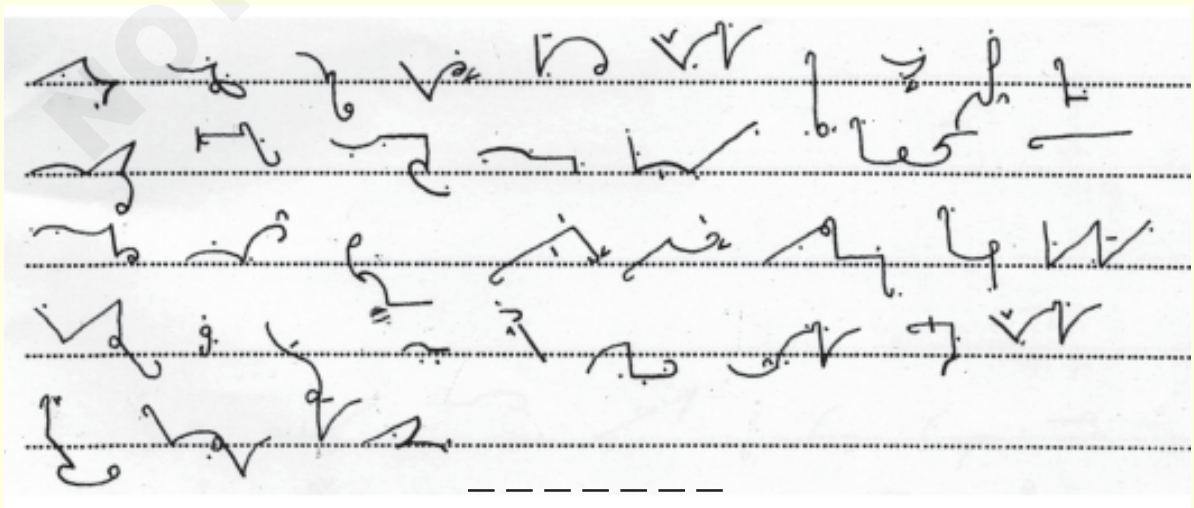


Earlier this year, it was revealed that India is facing legal claims from international investors in as many as 23 / arbitration cases, before various tribunals. These claims, worth billions of dollars, arise out of bilateral investment treaties between India and // other states. One striking feature of such treaties is that they allow international investors to initiate a dispute directly in /// an international tribunal, bypassing the state's own constitutional system and its courts. Often, the disputes revolve around measures that were (1) triggered by public health emergencies, economic crises or other matters directly involving public welfare - which would therefore be permissible under / the Constitution, but which a corporation believes have negatively impacted its financial interests.

This reveals an important truth about the // contemporary, globalised world: issues that were earlier resolved within a sovereign state in accordance with its constitutional system have now /// acquired a transnational character. There are other contemporary examples: because of its attempts to make essential medicines affordable through amendments (2) to its Patent Act, India has come under pressure from the U.S. and the European Union while finding support / and emulation in countries like South Africa and Thailand. Indeed, in 2011, the European Union seized shipments of life-saving // Indian drugs that were being transported to Africa and Latin America, on the basis that it could apply its more / // restrictive patent and customs laws to goods in transit through its territory.

Clearly, while global problems cannot be solved without (3) nation-states, nation-states cannot solve their problems on their own. India's battle to preserve affordable access to medicines is / part of a larger struggle, where participation in the global intellectual property regime has severely constrained the ability of countries // to respond to public health crises. Whatever a country's Constitution may say about the right to life and the right /// to health for its citizens, it will still be dragged before an international tribunal if it attempts to forestall or (4) mitigate a public health crisis by lifting patent restrictions upon, for example, a life-saving drug. The point is not / only about who finally succeeds in litigation — rather, it is that the final decision is taken by a set of // individuals who are beyond the structures of accountability that are established in democratic and constitutional states.

As pointed out above, /// the transnational character of these issues suggests that the response cannot succeed if it is unilateral. In the latest version (5) of the model bilateral investment treaty drafted by India, for example, the scope of investor-state dispute settlement by international tribunals has been curtailed.



Office Administration and Facility Management Exercise 1.10.81

Stenographer Secretarial Assistant (English) - Letter Format - Online Tasks and Creation of Performance Sheet

Take dictation of letters and type on computer in the correct format

Objectives: At the end of this exercise you shall be able to

- take dictation in different letter format
 - transcribe the letters in proper format observing rules of display.
-

Take down dictation of the following letters and type it in proper form observing the rules of punctuation and line spacing (formats of different letters are given)

TASK 1: Application

Letter from K. Anand, No.14,Middle Town,Chennai 600 014,dated May 20th 2017 to the Managing Director,The Ajanta Hotel, Nungambakkam High Road,Chennai-600 006. - Sir -Subject - Application for the post of Chief Chef - This is with reference to the advertisement published in the esteemed daily, 'The Indian Express' on May 18, 2017 - I am Anand. I have completed my MBA in Hotel Management from Delhi University. I intend to apply for the post of Chief Chef in your esteemed organisation.

Please find enclosed my bio-data - I am hard-working, honest and punctual. I assure you that I shall work with full devotion and sincerity

In anticipation of early response - Yours truly, K. Anand

BIO-DATA

Name: K. Anand - Father's Name: Kapil - Date of Birth: 22nd January 1998 - Contact Number: 25490321 - Marital status: unmarried - Educational qualifications: Master of Business Administration, Velu College, Delhi University - (85% marks} - Graduation in Hotel Management Doveton College (90% marks} - Working Experience: Trainee at the Taj Hotel, Mysore from May 2014 to April 2016} - Languages known: English, Tamil and Hindi - References: 1) V. Deepak, Professor, Head of Department, Velammal College, Chennai-50 2) M. Srinivas, Headmaster, Doveton School, New Delhi-1.

Application of a job

From

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To

.....,
.....,
.....

.....,(Salutation)

Sub:

Ref:

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.....Body.....
.....
.....
.....
.....
.....

....., (Complimentary close)

Signature of applicant

(.....) Name of applicant

.....Place

.....Date

TASK 2: Business letter

Letter from M. John, Sales Manager of Sangeetha Textiles, 42, Gandhi Road, Mumbai to the Senior Purchase Manager, American Textiles, Madurai - Reference STC20/17, 12th August 2017 - Dear Sir, Subject: offer of products for bulk sale - We are one of the leading manufacturers of textile products in Western India and our products are equally popular at home and abroad. We have received enquiry from your branch office at Chennai regarding terms for bulk purchase.

We wish to inform you that we grant 30% discount to commercial or bulk purchases on an order for not less than Rs. 1,00,000/- at a time. We allow a further discount of 5% to buyers whose orders exceed Rs. 5,00,000/- per year.

Our latest price list and illustrated catalogue along with specimen textiles are enclosed for your kind perusal and approval. An early reply will be appreciated - Yours sincerely

Business letter

| | |
|-----------------------|---------------|
|Name of firm/co. | |
|Telephone | Address |
|E-mail | |
| | |
| | |
| | Date |
|, | |
|, | |
| | |
|, Salutation | |
| Sub:..... | |
| Ref:..... | |
| | |
| | |
|Body..... | |
| | |
| | |
|, Subscription | |
| Signature | |
| (.....)Name | |
| Designation | |

TASK 3: Personal letter

Letter from Seetha, Navyug Apartments, Rajiv Nagar, New Delhi-110 034, March 9, 2019 - Dear Rudra, It has been a while since I have heard from you. Where have you been? I hope this letter finds you in the best of your health. As summer is approaching, I was thinking if we would spend the summer break together at my place in Chennai. I will introduce you to all my friends and close relatives. I will give you a city tour as well. We will spend some quality time in the afternoons near the sea shore. To add cherry on the cake, the weather here is very pleasant during those days due to sea winds.

I am excited even at the thought of you and I spending the summer together after so long. I have to tell you a lot of things and expect the same from you. Give my regards to aunty and uncle.

Hope to see you soon, Yours sincerely,

Personal letter

| | |
|-------------------|--------------------|
| Address | |
| | |
| | |
| Date | |
|, Salutation | |
| | |
| | |
|Body..... | |
| ----- | |
| | |
| | |
| | Subscription |

TASK 4: Official letter

Letter from the Director, Department of Social Welfare, Government of Tamil Nadu, Reference No.234/19, dated 10th March 2019 to Thirumathi V.Sarala, Cook, Noon Meal Scheme, Nungambakkam, Chennai-600 006 - Subject: Theft of provisions and vessels - Madam, This letter is to confirm your suspension from employment pending investigation. As outlined in the meeting, it has been alleged that you stole goods from the storage warehouse and we will be thoroughly looking into this matter going forward. At this time your suspension does not assume any guilt and you will be fully paid until further notice, but we feel the investigation will be more efficient if you remain at home. We require your full co-operation during this time. So, please be available during working hours should we need to interview you further.

When our investigation is complete, we will contact you to outline our findings. Should we deem you innocent, you will return to work immediately. However, if we consider the need for disciplinary action, you will be advised accordingly.

Official letter

| | |
|---------------------------------|-------------|
| Letter head or Office seal | |
| No: | Date: |
| To | |
| | |
| | |
| | |
| Sir/Madam, | |
| Sub: | |
| Ref: | |
| ----- | |
| | |
|content of the letter..... | |
| | |
| Yours faithfully, | |
| (Name & Designation) | |

TASK 5: Demi - Official letter

D.O. Letter No.9878/19-1, dated the 5th August 2019 from J. Charles, Secretary to Government, Public Services Department, Government of Tamil Nadu, Fort St. George, Chennai 600 009 to Thiru. Raman. I.A.S., Secretary to Government, Finance Department, Chennai 600 009 - Subject: Office Procedure - Destruction of records - Remarks called for - Reference: (1) D.O. Letter No.9878/19-1, Public Services Department, dated the 29th July 2019 - During the annual inspection of the offices of Heads of Departments, it was suggested that the existing instructions relating to destruction of records in the Government Offices may be reviewed.

All the Departments of Secretariat were requested to offer their views on the above suggestion. No reply has been received from your Department so far. I am, therefore, requesting you to send the reply immediately - Yours sincerely,

Demi - Official letter

| | |
|----------------------------|---|
|(Name of Govt.) | |
|(Name of Department) | |
| (Name in caps) | Address |
| (Designation) | |
| D.O. Letter No..... | Dated the(date).....(month).....Year. |
| Dear Shri.(Name), | |
| Sub:- | |
| | |
| Ref: (1)- | |
| | |
| (2)- | |
| | |
| ----- | |
| | |
| | |
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| | |
| | |
| | |
| | |
| | |
| Yours sincerely, | |
| (Name in caps) (.....) | |
| To | |
| Shri....., I.A.S., | |
|(Designation) | |
|(Department) | |
|(Place with PIN code) | |

TASK 6: Thanks giving letter

Thanks-giving letter dated 23.3.2019 from V. Murthy to his teacher P. Swami - Sir, I will never forget all the fun activities you included in your class to enhance learning. I especially loved how you always related the lessons to real life examples that would allow the material to make more logical sense to student and always give us something to relate the lessons to. It made it so much easier to recall the material when being tested on it or when we needed it for home-work. It is my good luck that I was able to study under you for two years. Thank you, Sir

Thanks giving letter

| | |
|---|------------|
| From, | Date:..... |
| _____ , | |
| _____ , | |
| _____ | |
| To, | |
| _____ , | |
| _____ , | |
| _____ | |
| Subject: Condolences | |
| Dear _____(Name), | |
| <p>I am writing this letter with a heavy heart after I got the news of the death of _____. I hope you will accept my blessings and condolences on this sad occasion. Since I was not in station, I could not attend the funeral against my wish.</p> <p>It is heartbreaking news. I will meet you the minute I am back. In the meantime, do not hesitate you can contact me for any help.</p> | |
| <p>Yours truly,</p> <p>_____ (your name)</p> | |

— — — — —

TASK 7: Congratulatory letter

Congratulation letter dated 27.4.2018 from Seenu - Dear Kedarnath, I write to congratulate you on your securing a rank in the just concluded CA Final Examination. Really, it is a feather in your cap. All along, you have always stood first in the class. But to crack CA at the tender age of 21 years is a marvellous achievement indeed and you deserve appreciation from every corner. You are going to be held in high esteem by all those who know you. I salute your achievement and wish you every success for the future. Hope you will achieve even more in the years ahead. Yours sincerely,

Congratulatory letter

| | |
|---|------------|
| Your Name | Date:..... |
| Title | |
| Address | |
| City, Pin code | |
| To | |
| Name | |
| Title | |
| Organization | |
| Address | |
| City, State Pin Code | |
| Dear.....(Name), | |
| I just heard the wonderful news that you have been offered and have accepted a position with ABC Company. Congratulations! I know that the competition for this job was intense, and I am happy that the company chose the best person for the job. | |
| It's been both exciting and inspirational to me to watch how you've steadily advanced on your career path-onward and upward! | |
| Best regards, | |
| Signature | |
| Your Name | |

— — — — —

TASK 8: Condolence letter

Condolence letter dated 24.5.2019 from A. Suri - Dear Daniel, I wanted to write to you to let you know how saddened I was to hear of the passing away of your dear brother, John at a very young age. I know this has brought nothing but sadness to all of you. To miss such an intelligent person is really hard to digest. He was a nice gentleman in whom we have never seen anger or hatred. He was always willing to lend a helping hand to everyone, even to strangers. Sharing his stories and memories may help to get through this sorrow. It might be painful at first, but once you start laughing about his funny side, I think you will realise that you will start to feel a little better. In this hour of need, I will gladly do my best to step in for any help you may require. Please do not hesitate to call if you need anything.

Condolence letter

| | |
|---|-------------|
| From | Date: |
| , | |
| , | |
| | |
| To | |
| Name & Address | |
| Dear (Name), | |
| Thank you for the birthday present! It certainly was nice to be remembered and especially nice to receive a year's subscription to Sports Illustrated magazine. | |
| I enjoyed reading the first copy and sharing it with my buddies here at school. We all agree that this will be a welcome change from our required college readings. | |
| You can be sure that each issue will be appreciated and will remind me of your thoughtfulness and friendship. | |
| Yours friendly, | |
| (Your name) | |

TASK 9: Letter to Police Department

Letter dated 27th June 2017 from S. Ravikiran, Navagraha Apartments, Block 13, Blossom Avenue, Chennai 600 007 to the Assistant Commissioner, Egmore, Chennai-600 008 - Sir, I am a resident at the above address. I have installed CCTV cameras on the outer gate of my apartment and I am observing some suspicious activity to my adjacent apartment. There are some people who are bringing luggage in a truck and offloading boxes daily from 12 am to 2 am. I have confirmed about the new arrival from the landlord but could not get a satisfactory answer. Therefore I am writing a letter to you about this activity which is not only suspicious but also disturbing due to the noise of truck at midnight. I am sending you recorded videos of the said activity. I hope you will take notice of this on urgent basis. Sincerely yours.

Office Administration and Facility Management Exercise 1.10.82

Stenographer Secretarial Assistant (English) - Letter Format - Online Tasks and Creation of Performance Sheet

Prepare various online forms using internet

Objectives: At the end of this exercise you shall be able to

- browse different sites by using search engine
- book tickets to bus, train, flight and hotel accommodation online
- make payment online using net banking, credit card/debit card/wallet payment etc.

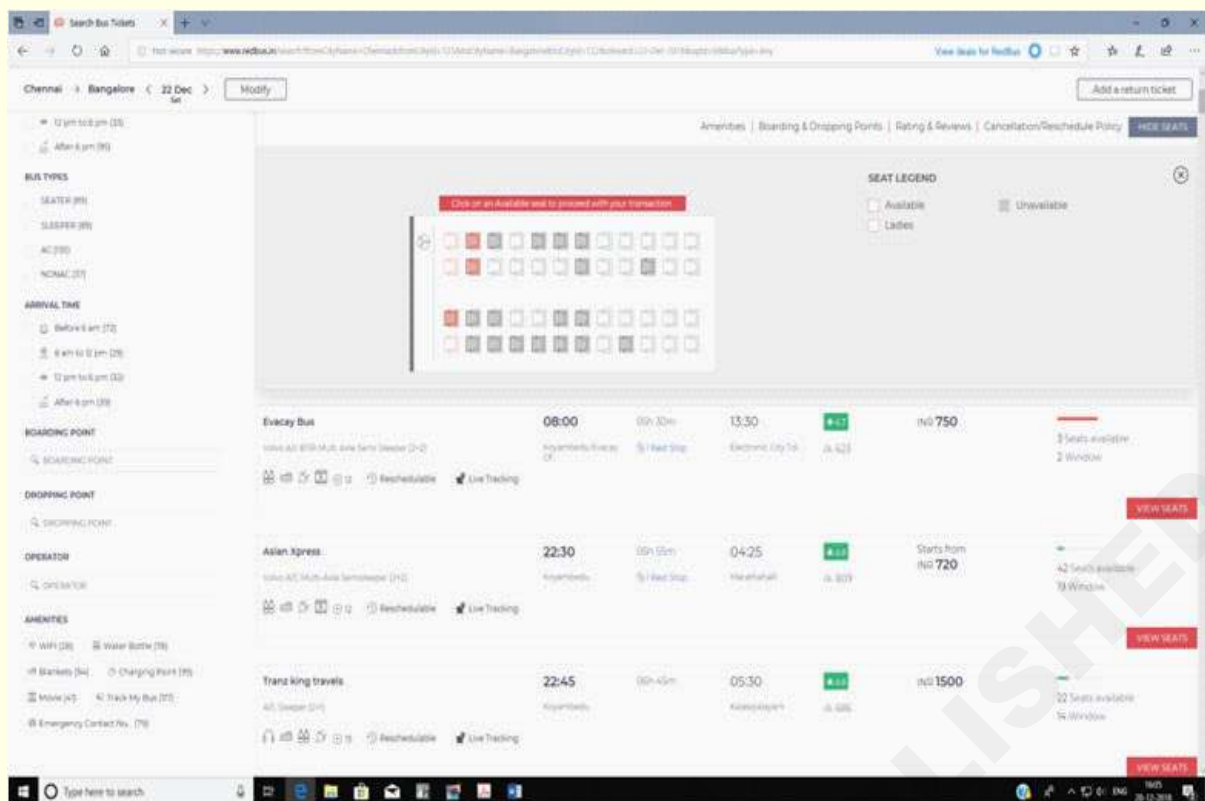
TASK 1: Book bus ticket

- 1 Open browser and select online booking portal.
- 2 Enter fromTo... and Date No. of seats etc.
- 3 Click search (Fig 1)
- 4 New Window appears with Bus details (Fig 2)
- 5 View availability and select seats (Fig 3)
- 6 Click proceed

Fig 1

Fig 2

Fig 3



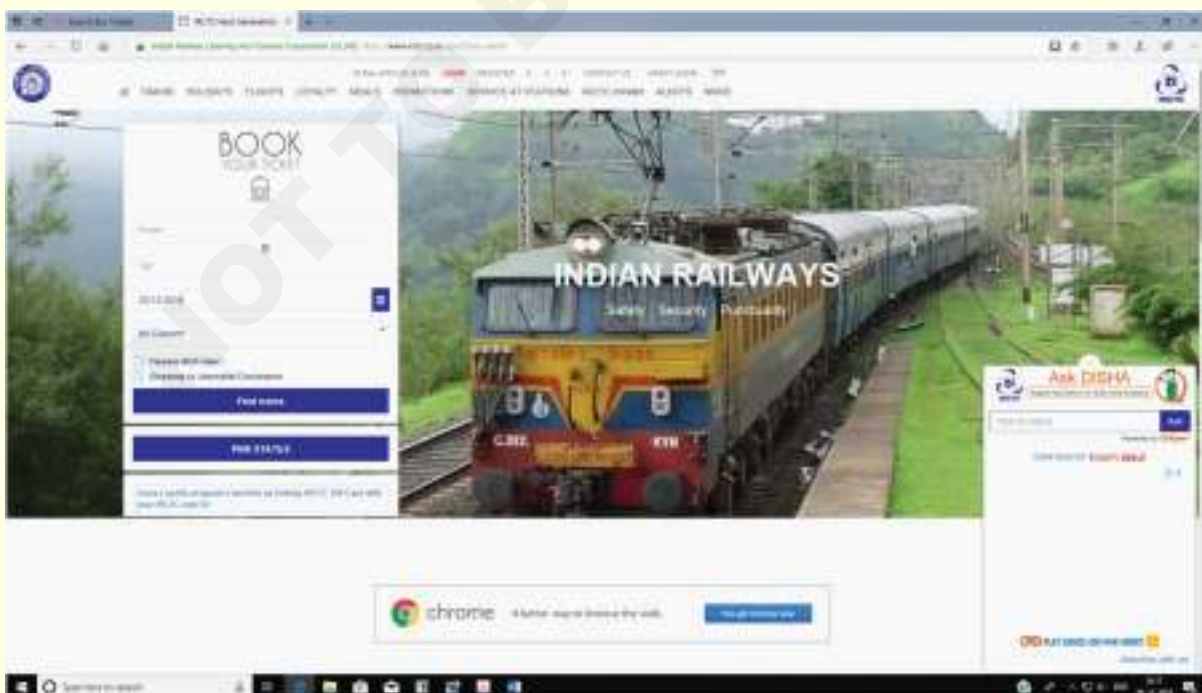
- 7 Fill payment details and click Pay
- 8 Select payment option (online payment)

- 9 Ticket is booked and confirmation message is received in your e-mail /cell phone.

TASK 2: Book Train Ticket

- 1 Open irctc web site
- 2 Window opens asking for login details (Fig.4)
- 3 Fill the details - from...to....Date..... etc.
- 4 Click find trains

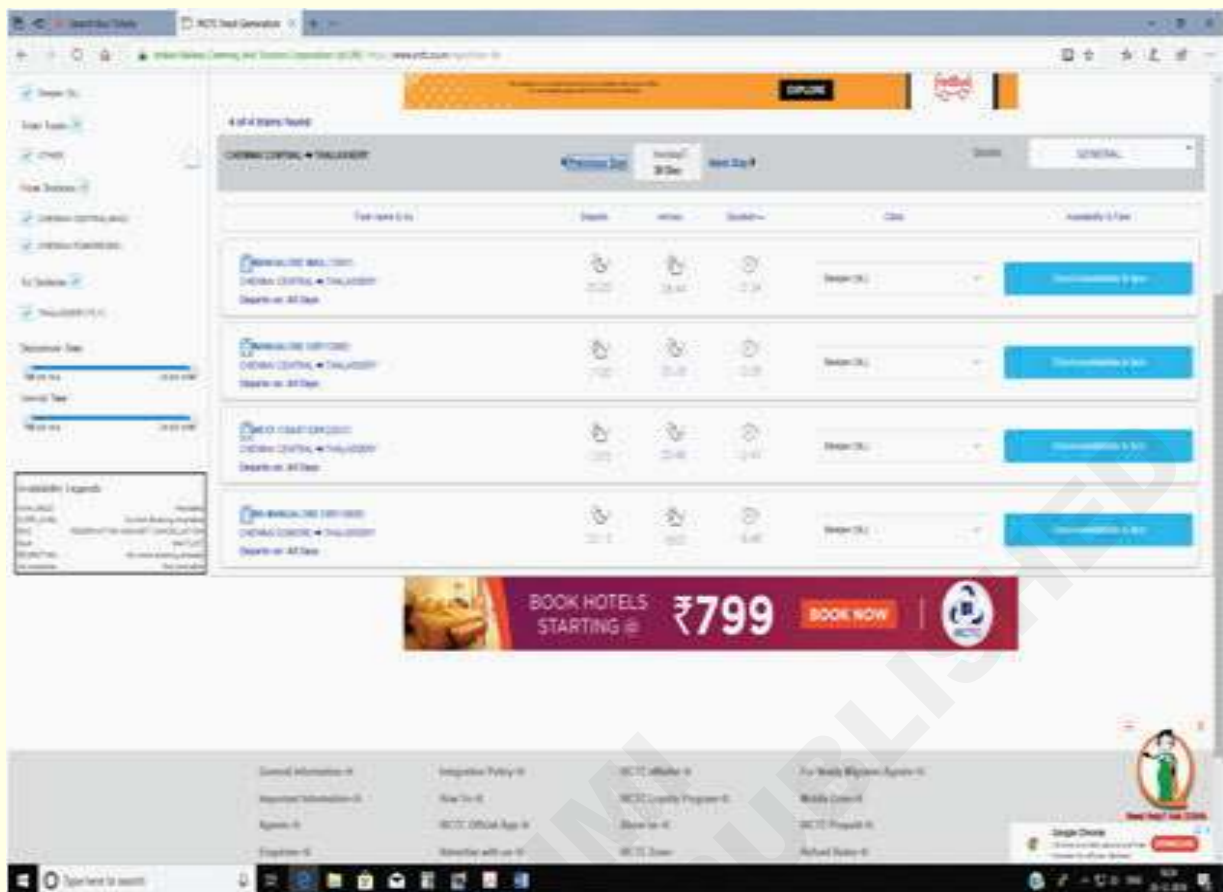
Fig 4



5 List of trains displayed on the screen (Fig.5)

6 Check availability as per your requirement

Fig 5



7 Fill passenger details as required

10 Booked ticket displayed on your screen (Fig 6).

8 Click book ticket

11 Confirmation message is received in your e-mail /Cell phone.

9 On confirmation proceed for online payment (Credit card/Debit card, Net banking etc.)

Fig 6



TASK 3: Book Flight ticket

- 1 Open the browser and open your preferred flight booking site (Fig 7).
- 2 Fill details in the blank space provided
- 3 Check availability as per your requirement
- 4 Confirm and proceed for payment
- 5 Select payment option (Net banking/ Credit card/Debit card/Wallet payment)
- 6 Booked ticket details displayed on your window screen
- 7 Confirmation message also sent to your email id/cell phone.

Fig 7

The screenshot shows the Cleartrip website's flight search interface. On the left is a navigation menu with options: Flights, Hotels, Activities, Trains, Flight Deals (with a 'Last call' badge), Mobile, and Manage trips. The main section is titled 'Search flights' with the tagline 'Fly anywhere. Fly everywhere.' Below this is a promotional banner for a 'Flash Sale'. The search form includes radio buttons for 'One way', 'Round trip', and 'Multi-city'. It has input fields for 'From' and 'To' (both with placeholder text 'Any worldwide city or airport'), a 'Depart on' date picker, and dropdown menus for 'Adults' (set to 1), 'Children' (set to 0), and 'Infants' (set to 0). A 'Search flights' button is at the bottom right. A large 'UNPUBLISHED' watermark is diagonally across the page.

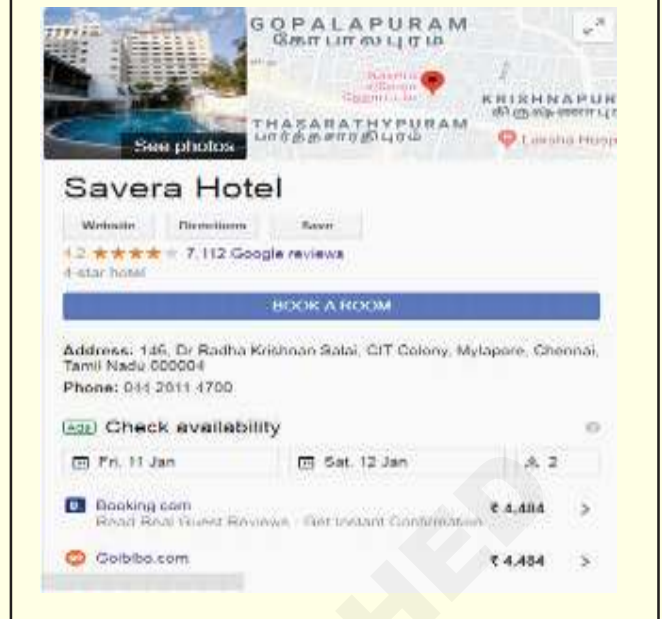
TASK 4: Book hotel accommodation online. (Fig 8)

Fig 8

The screenshot shows the Booking.com website's hotel search interface for Chennai. The header includes the Booking.com logo, navigation links for Accommodations, Flights, Car Rentals, and Airport Taxis, and buttons for 'List Your Property', 'Register', and 'Sign in'. The main heading is 'Hotels in Chennai' with a subtext 'We've found the best deals of 1,016 properties - just enter your dates and see!'. Below this is a search form with 'Check-in Date' and 'Check-out Date' dropdowns, a question 'Are you traveling for work?' with 'Yes' and 'No' options, and dropdowns for 'Rooms' (1), 'Adults' (2), and 'Children' (0). A 'Show me prices' button is at the bottom right of the form. A banner at the bottom states 'More than 1 million people last month said they'd recommend Booking.com to their family and friends.' The Windows taskbar is visible at the bottom. A large 'UNPUBLISHED' watermark is diagonally across the page.

- 1 Select your preferred hotel (Fig 9)
- 2 Fill the details asked for
- 3 Check availability as per your requirement
- 4 Confirm booking
- 5 Proceed for advance payment if required
- 6 Booking details displayed on your window screen
- 7 Confirmation message is sent to your email/cell

Fig 9



Office Administration and Facility Management

Exercise 1.10.83

Stenographer Secretarial Assistant (English) - Letter Format - Online Tasks and Creation of Performance Sheet

Create record / performance sheet by using MS excel

Objectives: At the end of this exercise you shall be able to

- create a record sheet in ms-excel
- apply excel formulas.

TASK 1: Create a record sheet in MS Excel and apply Sum, Average & Percentage formulas

Fig 1

| Mark list for Half Yearly Examination 2018 | | | | | | |
|--|---------|----------|-------|---------|-----------|-------------|
| Name | English | Language | Maths | Science | S.Science | Total |
| Anand | 71 | 56 | 78 | 81 | | =SUM(B5:F5) |
| Anju | 78 | 81 | 94 | 89 | | 71 |
| Asha | 89 | 77 | 85 | 89 | | 90 |
| Anil | 76 | 89 | 78 | 88 | Absent | |
| David | 91 | 89 | 91 | 89 | | 96 |
| | 78 | 98 | 74 | 84 | | 80 |
| | 59 | 51 | 32 | absent | absent | |

- 1 Calculate the total marks of the first student in all subjects using SUM formula. (Fig 1)
=SUM(B5:F5) in the cell G5 and press enter the result will be displayed in G5. (Fig 2)
- 2 Enter a formula with cell reference.
 - a Click the cell in which the result should be displayed that is, G5.
 - b Type = to begin the formula (Formula =SUM(B5:F5).
- 3 The result of the first student is displayed (Fig 2)
- 4 Repeat the steps till you get the results of all students. (Fig 3)

Fig 2

| Mark list for Half Yearly Examination 2018 | | | | | | |
|--|---------|----------|-------|---------|-----------|-------|
| Name | English | Language | Maths | Science | S.Science | Total |
| Anand | 71 | 56 | 78 | 81 | | 353 |
| Anju | 78 | 81 | 94 | 89 | | 71 |
| Asha | 89 | 77 | 85 | 89 | | 90 |
| Anil | 76 | 89 | 78 | 88 | Absent | |
| David | 91 | 89 | 91 | 89 | | 96 |
| | 78 | 98 | 74 | 84 | | 80 |
| | 59 | 51 | 32 | absent | absent | |

Fig 3

Home Insert Page Layout Formulas Data Review View

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Formula Bar: G5 =SUM(B5:F5)

| | A | B | C | D | E | F | G | H |
|----|-------------|----------------|---|--------------|----------------|------------------|--------------|---|
| 1 | | | Mark list for Half Yearly Examination 2018 | | | | | |
| 2 | | | | | | | | |
| 3 | Name | English | Language | Maths | Science | S.Science | Total | |
| 4 | | | | | | | | |
| 5 | Anand | 71 | 56 | 78 | 81 | 67 | 353 | |
| 6 | Anju | 78 | 81 | 94 | 89 | 71 | 413 | |
| 7 | Asha | 89 | 77 | 85 | 89 | 90 | 430 | |
| 8 | Anil | 76 | 89 | 78 | 88 | Absent | 331 | |
| 9 | David | 91 | 89 | 91 | 89 | 96 | 456 | |
| 10 | | 78 | 98 | 74 | 84 | 80 | 414 | |
| 11 | | 59 | 51 | 32 | absent | absent | 142 | |
| 12 | | | | | | | | |
| 13 | | | | | | | | |

To calculate the average

2 Type the formula =G5/5 (Fig 4).

1 Click the cell that will hold the average for the first student(in this case H5).

Fig 4

Home Insert Page Layout Formulas Data Review View

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

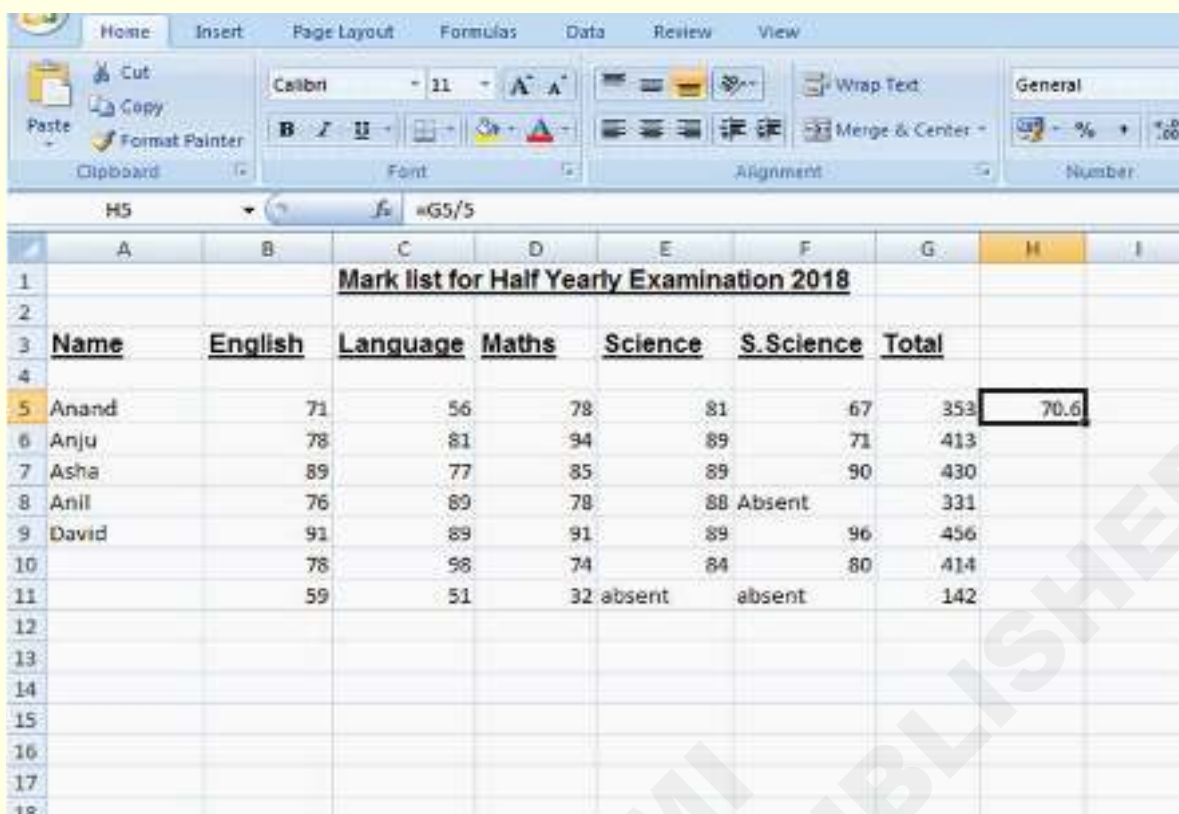
Alignment: Wrap Text, Merge & Center

Formula Bar: ABS =G5/5

| | A | B | C | D | E | F | G | H |
|----|-------------|----------------|---|--------------|----------------|------------------|--------------|-------|
| 1 | | | Mark list for Half Yearly Examination 2018 | | | | | |
| 2 | | | | | | | | |
| 3 | Name | English | Language | Maths | Science | S.Science | Total | |
| 4 | | | | | | | | |
| 5 | Anand | 71 | 56 | 78 | 81 | 67 | 353 | =G5/5 |
| 6 | Anju | 78 | 81 | 94 | 89 | 71 | 413 | |
| 7 | Asha | 89 | 77 | 85 | 89 | 90 | 430 | |
| 8 | Anil | 76 | 89 | 78 | 88 | Absent | 331 | |
| 9 | David | 91 | 89 | 91 | 89 | 96 | 456 | |
| 10 | | 78 | 98 | 74 | 84 | 80 | 414 | |
| 11 | | 59 | 51 | 32 | absent | absent | 142 | |
| 12 | | | | | | | | |
| 13 | | | | | | | | |

The result is displayed in the selected cell. (Fig 5)

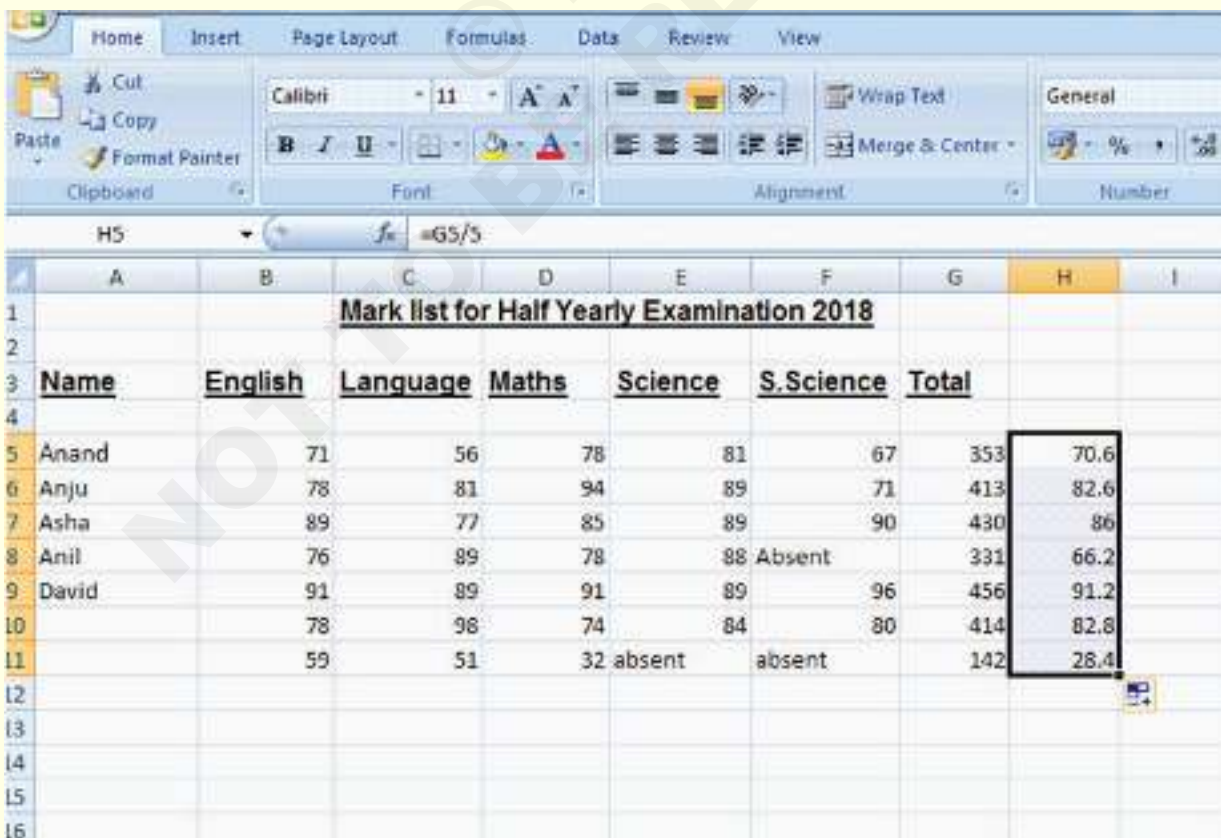
Fig 5



| Mark list for Half Yearly Examination 2018 | | | | | | | |
|--|---------|----------|-------|---------|-----------|-------|------|
| Name | English | Language | Maths | Science | S.Science | Total | |
| Anand | 71 | 56 | 78 | 81 | 67 | 353 | 70.6 |
| Anju | 78 | 81 | 94 | 89 | 71 | 413 | |
| Asha | 89 | 77 | 85 | 89 | 90 | 430 | |
| Anil | 76 | 89 | 78 | 88 | Absent | 331 | |
| David | 91 | 89 | 91 | 89 | 96 | 456 | |
| | 78 | 98 | 74 | 84 | 80 | 414 | |
| | 59 | 51 | 32 | absent | absent | 142 | |

Repeat the steps till you get the results of all students.
(Fig 6)

Fig 6



| Mark list for Half Yearly Examination 2018 | | | | | | | |
|--|---------|----------|-------|---------|-----------|-------|------|
| Name | English | Language | Maths | Science | S.Science | Total | |
| Anand | 71 | 56 | 78 | 81 | 67 | 353 | 70.6 |
| Anju | 78 | 81 | 94 | 89 | 71 | 413 | 82.6 |
| Asha | 89 | 77 | 85 | 89 | 90 | 430 | 86 |
| Anil | 76 | 89 | 78 | 88 | Absent | 331 | 66.2 |
| David | 91 | 89 | 91 | 89 | 96 | 456 | 91.2 |
| | 78 | 98 | 74 | 84 | 80 | 414 | 82.8 |
| | 59 | 51 | 32 | absent | absent | 142 | 28.4 |

TASK 2: Create a Record/performance sheet of your section applying in MS-excel formulas as per the model given in (Fig 7,8,9)

Fig 7

| TRADE: SECRETARIAL PRACTICE | | | | | | | |
|---|---------|-----|-------------|---------------|-----------|-----------|-------|
| MONTHLY PROGRESS REPORT FOR THE MONTH OF JANUARY 2019 | | | | | | | |
| Attendance | | | | Maximum Marks | | | |
| Roll No. | Name | M/F | No. of days | Theory | Practical | sessional | Total |
| | | | | 30 | 100 | 20 | 150 |
| 1 | Anand | M | 20 | 25 | 65 | 15 | 105 |
| 2 | Sumathi | F | 19 | 23 | 70 | 17 | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |

- Enter data for 20 trainees.
 - Find total marks obtained for each trainee.
- Find percentage of each trainee. (Fig 8)
The result is displayed in (Fig 9).

Fig 8

| TRADE: SECRETARIAL PRACTICE | | | | | | | | |
|---|---------|-----|-------------|---------------|-----------|-----------|-------|-----|
| MONTHLY PROGRESS REPORT FOR THE MONTH OF JANUARY 2019 | | | | | | | | |
| Attendance | | | | Maximum Marks | | | | |
| Roll No. | Name | M/F | No. of days | Theory | Practical | sessional | Total | |
| | | | | 30 | 100 | 20 | 150 | |
| 1 | Anand | M | 20 | 25 | 65 | 15 | 105 | 70% |
| 2 | Sumathi | F | 19 | 23 | 70 | 17 | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| 6 | | | | | | | | |
| 7 | | | | | | | | |
| 8 | | | | | | | | |
| 9 | | | | | | | | |
| 10 | | | | | | | | |
| 11 | | | | | | | | |
| 12 | | | | | | | | |
| 13 | | | | | | | | |
| 14 | | | | | | | | |
| 15 | | | | | | | | |
| 16 | | | | | | | | |
| 17 | | | | | | | | |

Fig 9

| TRADE: SECRETARIAL PRACTICE | | | | | | | | |
|---|---------|-----|-------------|------------|-----------|---------------|----------------|------------|
| MONTHLY PROGRESS REPORT FOR THE MONTH OF JANUARY 2019 | | | | | | | | |
| | | | | Attendance | | Maximum Marks | | |
| Roll No. | Name | M/F | No. of days | Theory | Practical | sessional | Total | |
| | | | | 30 | 100 | 20 | 150 | |
| | | | | | | | Marks obtained | Percentage |
| 1 | Anand | M | 20 | 25 | 65 | 15 | 105 | 70 |
| 2 | Sumathi | F | 19 | 23 | 70 | 17 | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| 6 | | | | | | | | |
| 7 | | | | | | | | |
| 8 | | | | | | | | |
| 9 | | | | | | | | |
| 10 | | | | | | | | |
| 11 | | | | | | | | |
| 12 | | | | | | | | |
| 13 | | | | | | | | |
| 14 | | | | | | | | |
| 15 | | | | | | | | |
| 16 | | | | | | | | |
| 17 | | | | | | | | |

Repeat the steps till you get the results of all the trainees.

TASK 3:

Instructor may assign similar exercises to the trainees applying different formulas in MS-Excel program.