

TYPEWRITING

1. PREAMBLE/AIM

The aim of the examination is to test candidates' ability to produce mailable documents at 40 words per minute and be able to apply such skill in solving practical office problems.

2. SCHEME OF EXAMINATION

There will be one paper only for this subject and will carry 100 marks.

The paper will last for 2 hours 45 minutes as follows:

- 5 minutes for a speed and accuracy test;
- 10 minutes for reading through the examination paper;
- 2 hours 30 minutes for production tasks.

Candidates will be allowed 5 minutes for warming up on the material supplied by the Council in the examination room. The time taken for typing the preliminary passage will not be included in the time for the examination.

- (a) The speed and accuracy test will be set at 40 words per minute and will carry 10 percent of the total marks. The syllabic intensity of the passage will range between 1.35 and 1.40.
- (b) The production test will consist of a maximum of 5 tasks and will start after all the scripts for the speed and accuracy test have been collected and duly initialed by the invigilator.
- (c) The total standard words for the examination (both tasks and accuracy test) will range between 1350 and 1450 words.
- (d) The total number of instructions attracting penalties will range between 40 and 50

2. DETAILED SYLLABUS

Tasks may be presented in a mixture of manuscript, typescript and printed drafts with interpolations and manuscript correction signs.

(a) Correspondence

Candidates will be tested on the use of pre-printed A4 and A5 headed paper

Letters and memoranda with insets, continuation sheets, subject headings, enclosures, attention lines, including private, personal, confidential and indicating distribution of carbon copies.

Form letters, circular letters with or without tear-off portions; envelope addressing; envelope with special marks.

(b) Manuscript

Manuscript with or without inset matter.

(c) Display work

(i) Headings

Main, sub-heading, shoulder, paragraph and marginal/side heading.

(ii) Paragraphing

Blocked, indented and hanging paragraphs.

(iii) Paragraph numbering

Arabic, Roman, decimal and alphabetical.

(iv) Display Work

Menu, advertisement, and itineraries.

(v) Meetings and report

Notice of meetings (with or without agenda). Chairman's agenda, Minutes and reports.

(vi) Business Forms, Cards etc.

Completion of pre-printed forms:

Application and personal records forms, invoices, order forms, delivery note, advise note, invitation cards and postcards.

(vii) Tabulation

Tabulation with ruling, with or without leader dots, chronological and alphabetical arrangements.

(viii) Literary Work

Short plays, poems and articles. Footnotes.

(ix) Financial Statement

Simple statement of accounts

5. SUGGESTED READING LIST

AUTHOR	TITLE	PUBLISHER
Iris Kerry	Typewriting For Senior Secondary School	Longman
Paul Bailey And Emmanuel Odina	Typing For West Africa	Macmillan
Odepidan A F	Wamsley Commercial Typewriting (West Africa Edition)	Pitmans
Edith Mackay	Universal Typing Realistic Office Assignments	Pitmans

Sam O. Arjarquah	Basic Typewriting	
Edith Mackay	Universal Typing Students Book	Pitmans
Drummond And Scattergood	Applied Typing	
Edith Mackay	Universal Typing Advanced	Pitmans