3RD TERM SCHEME OF WORK FOR JSS TWO BUSINESS STUDIES

WEEK   TOPIC

1. Revision of last Term Work and Examination
2. PITMAN SHORTHAND (VOWEL PLACEMENT)
    i. Meaning of vowel placement?
    ii. General characteristics of all 1st place vowel outline
    iii. First, second and third place vowel
    iv. Types of second place vowel (a,e,o,u)
3. PITMAN SHORTHAND CONSONANT AND VOWEL
    i. Third place vowel (k,g,m,n,ng,l,w,y)
    ii. First place vowels (au,d,aw,o)
    iii. Third place vowels (e,l,oo,oo)
    iv. Word drills.
4. PITMAN SHORTAND (CONSONANT R & H)
    i. The forth group of consonant
    ii. Upward and downward R & H
    iii. Principles guiding the use of upward and downward R & H
    iv. Word drills
5. PITMAN SHORTAND
    i. Diphthongs and triphones
    ii. Meaning of diphthongs and triphones
    iii. Examples of diphthong (ai,oi,ow,u)
6. SPEED DEVELOPMENT AND ACCURACY SKILLS
    i. Alphabetic Sentences drills
    ii. One line sentences drills
    iii. Accuracy and speed drills
7. Techniques Development in Keyboarding
    i. Line space regulation: Description
    ii. Carriage return levers
    iii. Margin release key
    iv. Division of words at line ends
8. PARAGRAPHING
    i. Meaning of paragraphing

        ii.   Types of paragraphing

9.   MEMORANDUM \ E – MAIL

        i.   What is a Memorandum?

        ii.   Parts of a Memorandum

        iii.   What is an E-Mail?

        iii.   Parts of an E – mail message

10.   Revision

11.   Examination

12-13   Marking and compilation of results

WEEK 2

Vowel placement

Performance objectives:

Students should be able to:

1.

    1.

        1. Identify vowels in shorthand
        2. state the position of the vowels
        3. Write correctly the position of the vowels

Content:

Vowel placement

A vowel is placed to the sign of the stroke, in the beginning, middle or end. The vowels are therefore described a first, second and third place vowel.

- All the stroke of the outline or phrase must be completed before any unjoined vowel is written.
- The beginning of a stroke I counted from where the pen starts writing it. With stroke that can be written in either direction, the vowel will vary, and care should be taken when the stroke stands alone, both in writing and in transcription.
- The vowel before, place to left of up or downstroke, the upper side of horizontal strokes.

ape pay, Abe bay, age jay, ache

2. **place outside the circle of** s, way, stee and ster loop
3. SES circle is deemed to include the vowel in pen, if it is a different vowel, write it inside the circle.
4. Third place dashes, diaphones and diphthongs are written outside the shun when the hook I final (they need more room) and inside when the hook I medial (to avoid the sign be read belonging to the next stroke).

- The vowel between the sh and N of "shun" I not vocalized at all.
- Ell I wrote downward
- Ih I normally a downstroke
- All dot and dashes should be just far enough away to be distinguishable separate marks.

FIRST PLACE VOWEL

These are four first vowel. They include: ah, a, aw and o. The outline I have written in the first-place position of the stroke. They are written above the line. The vowel "ah" this is a long vowel. It is represented by a heavy dot.

SECOND PLACE VOWEL

There are four-second place vowels. They include a,e,o,u. The outline I have written on the second position of the stroke. Vowel "a" This is a long vowel, it is represented by a heavy dot e.g

THIRD PLACE VOWEL

There is four third vowel. They are e, ioo, oo. It has written in third place of the stroke.

WEEK 3:

Shorthand Principles

Performance objectives:

Students should be able to:

> (1) Identify the **s**econd group of consonant
>
> (2) Write out **s**horthand outline by u**s**ing the curved **s**troke

Content:

Consonant is any sound a letter makes that is not a vowel sound. It is most often identified as a letter that is not a vowel.

CLASSIFICATION OF CONSONANT

Place of articulation

Bilabial: You use both lips to create the sound ucha the beginning in "pin" , "but O and the ending sound in "seem".

Labiodental: This uses the lower lip and upper teeth. Example:"fin" and "van"

Dental/ interdental: It creates sound between the teeth e.g "the" and "thin"

Alveolar: Create sound with the tongue and ridge behind the upper teeth.

Palatal: This uses the tongue and the hard palate in the back of the mouth to create sound. E.g, shin, cheep, rate and yell.

Velar: This makes sound using the soft palate in the back of the mouth, e.g kin, gust and the- ng in "sing".

Manner of Articulation

The manner of articulation means how the sound is made using the different places of articulation, tongue placement, whether the sound is voiced or unvoiced and the amount of air needed.

Stops: Air coming from the lungs is stopped at some point during the formation of the sound. Some of these sounds are unvoiced such as a pin.

Fricatives: Restricted airflow causes friction but the airflow is not completely stopped unvoiced example include: van, zoo.

Affricates: These are combinations of stops and fricatives. Example: jeep, cheap.

Nasals: As expected, the air is stopped from going through the mouth and Is redirected into the nose.

Liquids: Almost no air is stopped here. Voiced examples include late and rate.

Glides: Sometimes referred to as semi-vowels, the air passes through the articulators to create **vowel**-like sounds even though the letters are known as consonants. Examples well, yell.

WEEK 4 & 5 :

Shorthand Principles ll

Performance objectives:

Students should be able to:

1. Identify the third group of consonants (compound)
2. Write out shorthand outline

Content:

There are 24 consonants, each consonant representing one single sound. In the English language, there are so many words which have compound consonants sounds (having more than one consonantal sound). To write these compound consonants, additional consonant strokes have not been provided in Pitman's shorthand. Some of the existing consonants have been used to represent the compound sounds by adding hooks or by writing them as thick forms, yet ensuring the formation of concise, brief and facile outlines. Even to represent medial 'W' additional use of semi-circle has been made to keep the shorthand outlines as brief as possible.

COMPOUND CONSONANTS

Meaning:

As you know in the beginning that simple consonant is a sound which cannot be produced distinctly without the aid of a vowel. The compound consonants are a combination of two consonants. There are eight compound consonants in shorthand with a distinct sign. The same is shown in the given tables.

Classification

Sign	Name	Letters	Examples
....	kwa	KW	quick, request
....	gwa	GW	guava, lingual
...................(up)	wel	WL	wail, unwell
...................(up)	hwel	WHL	whale, meanwhile
...................(down)	ler	LR	feeler, scholarly
...................(down)	rer	RR	poorer, sharer
....	emp	MP	camp, jumb
....	emb	MB	Bombay, Embassy
....	hwa	WH	where, everywhere

Thick Compound Consonants

Letter	Sign	Name	Example
GW	....	gwa	Gwallior
Lr	....	ler	feeler
Rr	....	rer	Bearer
Mp	....	emp	camp
Mb	....	emb	emblem

Rules for the use of the compound consonants:-

1. The compound consonants KW, GW, WH, MP or MB are used when two consonants immediately succeed one another without any vowel between them.

2. Similarly, the other compound consonants are used when they immediately succeed one another.

(i) The compound consonants KW(kwa) & GW (gwa)

A large initial hook written with the left motion or anticlockwise motion to the stroke k prefixes w and thereby represents the compound consonant kw. For

Example:

quick ………………. request ………………… require ………………… inquiry ………………… quote …………………

Exceptions: The compound consonant kw is not employed in the following cases:

(i) In order to avoid lengthy or awkward form, especially when the outline is quite legible without the 'w' being expressed. Thus……………………. quality ……………………. qualitative

(ii) In the derivatives from the logograms…………………..equal: Thus:-
…………………….equality……………………. equalise……………………. equalisation
……………………. equalizing.

(iii) In distinguishing outlines. Thus…………………….'queer' to keep distinct from
…………………..'clear' notwithstanding the difference in the size of the initial hook.

WEEK 6

TOPIC: SPEED DEVELOPMENT AND ACCURACY SKILLS

Speed development and accuracy as only possible through a rhythm in typewriting.

Rhythm means the striking of keys with the same time interval between strokes.

The greatest advantage of typing by rhythm is that the typists can affair greater accuracy in work.

Alphabetic sentence drills.

1. Type the following exercises in double line spacing:

a s d f g j I k h q w e r t p o l u y z x c v b / ; m n 1 2 3 4 5 0 9 8 7 6.

2. Ask pad jyj lkn dpn dnd sop abc dep figure drill.(type in double line spacing)
   1 2 3 4 5 6 7 8 9 0
   0 9 8 7 6 5 4 3 2 1
   1 3 5 7 9 0 8 6 4 2

3. Left margin ii, right margin 97 = pica
   Left margin 20, right margin 79 = elite

You are required to type each sentence four times using single line spacing

   a. The bag was full of eggs
   b. Bintu refused to eat snacks during break.
   c. You must plan to succeed
   d. Visit a dentist once a year
   e. Have your bath twice daily
   f. Early to bed, early to rise
   g. Look before you leap

h. Make hay when the sun shines

i. Success is a product of good time planning

(If errors are more than ten pages, type the exercise again for better mastery)

One line sentence drills

The essence of one- line sentence drills is for the typist to type a sentence on a line before proceeding to the next one.

Exercise 1: you are required to type the following sentences, one on each line three times using single line spacing.

Margin – pica 10 & 70

      Elite12 & 80

a. You must encourage your family to pray together
b. A stitch in time save nine
c. Baby is a gift from almighty God.
d. Life requires thorough preparation
e. Success is a product of hard work.
f. Primary health care is good for your village
g. Free Medicare for logicians- congratulation
h. Benin city the home of culture and heritage
i. Failing to plan is planning to fail
j. Panadol is recommended for body pains.

SPEED AND ACCURACY

Speed and accuracy enable typist to identify the number of words he/she can type per minute and the errors made while typing.

Some of the errors committed while typing are:

❖ Errors of omission of a letter or words
❖ Mistyping or over-typing

- ❖ Error of addition of a letter/ word
- ❖ Incorrect punctuation
- ❖ Incorrect indentation, spacing and incorrect alignment of a letter

At the end of a page or exercise given circle the errors and count. If the error exceeds ten, it is advisable to repeat the exercise.

SPEED

Nnamdi, who is from the eastern part of Nigeria refused a scholarship to further his education to the university. According to him, it is more profitable to serve as an apprentice under the tutelage of his father for three years and be on his own thereafter.

ASSIGNMENT

1. List 5 errors committed while typing
2. You are required to type the following sentences, one on each line three times using single line spacing:

- You must encourage your family to pray together
- A stitch in time save nine
- Baby is a gift from almighty God.
- Life requires thorough preparation

WEEK 7

TOPIC: TECHNIQUES DEVELOPMENT IN KEYBOARDING

Keyboarding is a skill that helps in rising in the chosen profession. The goal to be aimed at is to be able to type as fast as possible.

In typewriting, some of the techniques that must be effectively mastered in typing for expedient and neat typing are:

1. Tabular key operation – it consist of three tabular control keys which are:

a. tab set key to set the tab stop (+) key

b. A tab clear key to clear the tab stop (-) key

c. A tab bar to more carriage to tab stop.

+   Tab Key   -

Tabulator key is used for paragraphing and when items are typed in columns.

2. Live space regulator – is used to provide the desired spacing between typed lines when the carriage return lever is turned. Most typewriters have regulators for single, double, and treble line spacing e.g. ½ , 1, 1 ½, 2, 2 ½, 3.

3. Carriage return lever – is used to move the carriage back to the left margin and the next line of typing as set by the line space regulator.

4. Margin release lever – is used to temporarily unlock the margins to enable typing beyond the margin set.

In Computer studies – create tables

Name	Age	Birthday

To make a table from the tables and boarders toolbar. The following points must be followed:

1. Place the cursor where the table is to be created.
2. Click on the insert table icon on the tables and board toolbar at the top of window.
3. The corner of the table should be dragged until the desired number of columns and rows are created.
4. Click the mouse to insert the table.

To make a table from the insert table dialogue box. Follow these steps:

1. Click on table from the menu bar, select insert and then on table – a dialogue box will appear.
2. Enter the desired number of rows and columns.
3. Choose auto fit behaviour if the table's cells are to be expanded. Auto format can also be chosen.
4. Click OK to insert your table.

To draw a table in other ways:

(i) Select table from the menu bar
(ii) Select draw table

(iii)   Drag the pencil diagonally across the page to make a rectangle where the table is to be placed.

(iv)   Draw lines vertically and horizontally to create the columns and rows that are needed.

Colours and lines can be changed in there manner

   i.   Click the table tab
   ii.   Choose table properties
   iii.   Click on the boarder and shading-button make the desired selections and click OK and then OK again.

Enter key: it is used to command line, window form, or dialog box to operate. It can be used as an alternative to pressing an OK button

< enter > key is used to begin a new line. It can also be used in place of the mouse for other tasks on the computer in order to save time.

Assignment

1. What is the use of table?
2. Explain how to create a table
3. What is the function of a line space regulator
4. Write two functions of the enter key.
5. List the procedure to follow in making a table

WEEK 8

TOPIC: PARAGRAPHING

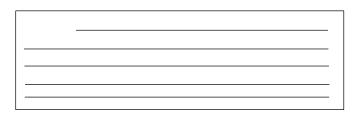A paragraphing is a part of a document or a group of sentences which deals with a particular idea.

TYPES OF PARAGRAPHS

There are three different types of paragraphs:

1. **BLOCKED PARAGRAPH:** All lines including the first line of the paragraph begin from the left margin e.g. business or official letter.

```
_____
_____
_____
_____
_____
```

2. **INDENTED PARAGRAPH:** The first line begins after five space (pica) six spaces for elite from the left.

```
      _____
_____
_____
_____
_____
```

3. **HANGING PARAGRAPH:** This is one in which the first line of each paragraph begins three spaces of the left of the subsequent lines. With this method, typing can be on single line spacing as well as double line spacing. E.g. legal matters, poem, drama.

```
_____
      _____
_____
_____
      _____
```

Assignment:

1. Define paragraphing
2. Explain the following term with the format

3. Blocked paragraph
4. Hanging paragraph
5. Indented paragraph

WEEK 9

TOPIC: MEMORANDUM

Memorandum is used in offices for correspondence with other department or calling information from or conveying information to its employees.

FEATURES OF MEMORANDUM

1. It is written in the third person
2. It bears no salutation or complimentary close.
3. Name and designation appear on it.
4. It is used in correspondence with attached and subordinate offices.

NO: ……………………………………………………………………………………………………

DEPARTMENT OF: ……………………………………………………………………………….

 OFFICE MEMORANDUM

SUB: ……………………………………………………………………………………………………

The under signed is directed to refer to this department O.M.

No: ………………….. Date: …………………………………. And to say that   …………………………………..

Tel: ……………………………………   (ABC) Mobil No: …………………………………………

ASSIGNMENT

1. Define memorandum
2. State 5 features of memorandum

WEEK 10

TOPIC: E-MAIL

E-mail means electronic mail or e- mail. It is used on the internet to send written messages between individuals or groups of individuals.

E-mail messages are sent from and received by mail servers computers that are dedicated to processing directing e-mail.

Feature of e-mail

(i) Low cost: it is cost effective
(ii) Speed: it delivers as far as the wire can carry it.
(iii)   Waste reduction: it goes a long way
(iv)   Patience: it waits until you read it.
(v) Ease use
(vi)   Record maintenance: all messages are field.

Format for sending E-mail by internet.

E-mail is sent on a specific format which appears automatically on the computer screen when you click the e-mail button on the section of screen, called the toolbar

From	CC
To	BC
Subject	
Message	

Attach	

From – address of the person sending the e-mail

To – to whom the e-mail is to be sent.

Subject – title of the content of the message.

Message – this is just the body of a letter.

CC – to whom carbon copies of the message are sent, if any

BC – to whom blind copies are to be sent (names may not be sent with the message).

Attach – attachments sent with the message if any, the date and time of sending the message will appear automatically.

Creating a web-based e-mail account one can create one's web-based free e-mail account upon many sites.

They are:

www.gmail.com

www.mail.yahoo.com

www.hotmail.com

www.rediffmail.com

You can log on to any of these sites and register there as a new user.

Get connected to the internet by following the steps:

   (i) Log on to the site http/mail.sify.com

(ii) Register for the first time click at ''New user register here''.

(iii)　　It will take you to the member registration form – you fill all the details required once you created your e-mail account, you can log In and view your e-mail.

To rely or forward an e-mail message:

You can reply to the sender immediately by clicking on the rely button. When you write the reply mail message and send it.

ASSIGNNMENT

1. Define e-mail.
2. Outline 5 features of e-mail