

411 TYPEWRITING (35 WPM) NBC LEVEL

AIMS:

This course is designed to provide the trainees the basic typing rules, techniques and skills to type day to day office assignments, and acquire a copying rate of speed of 35 words a minute on passages not below 1.35 syllabic intensity with 98% accuracy.

EXAMINATION STRUCTURE:

The examination consists of one paper of 2 hours 40 minutes duration.

Other features are as follows:

- (a) 10 minutes for the students to read through the examination paper. Candidates may take note but will not be allowed to start trying.
- (b) 10 minutes speed test to be typed by all candidates. This will earn 10 marks. No erasure is allowed.
- (c) This paper is expected to be between 1300 and 1400 standard words.

411 - TYPEWRITING (MODULE BTY 11 & 12)

Topic/Objectives	Contents	Activities/Remarks
<p>1.0 Parts of the Typewriter and their Functions</p> <p>(1) Identify major parts of typewriter and state their functions</p>	<ol style="list-style-type: none"> 1. Parts of the typewriter, Keyboard, Carriage, Platen, Cylinder knobs, Carriage Release, Paper Guide, Margin Sets, Paper Bail, Line Space, Regulator Display Window (electronic) Control Panel (electronic). 2. Functions of each of the parts listed in (1) above. 	<ul style="list-style-type: none"> - Teacher physically shows students the major parts of the typewriter. - Physically identify the parts of the typewriter listed in the content section. - Teacher demonstrates the uses of each part and the similarity with the electronic machine.
<p>2.0 Maintenance and Protection of the typewriter</p> <p>(1) State the reasons for regular maintenance and protection of the typewriter.</p>	<ol style="list-style-type: none"> 1. Daily remove and wipe dust-proof. 2. Remove and wipe top cover. 3. Clean inner parts. 4. Clean outer parts. 5. Replace top cover and dust proof. 6. Wipe desk under the typewriter and round about it. 7. Centre carriage and lock typewriter with lock or margin sets. 8. Check for faults and report promptly. 9. Correct moving of typewriters. 	<ul style="list-style-type: none"> - Teacher demonstrates correct maintenance procedure. - Teacher supervises cleaning/maintenance activities. - Practice removing and wiping dust-cover, cleaning machine parts both internal and external parts using cloth dampened with alcohol solution. - Practice centering carriage and blocking typewriter with the aid of margin set.
	<p>Weekly</p> <ol style="list-style-type: none"> 1. Clean and oil carriage rails. 2. Oil vital moving parts. <p>Bi-weekly</p> <ol style="list-style-type: none"> 1. Routine maintenance. 2. Replace Ribbon (if need be) 	<ul style="list-style-type: none"> - Teacher demonstrates how to remove and replace ribbons. - Use a piece of cloth with oil to clean carriage rails. - Use a suitable oil dispenser to oil vital parts. - Use a piece of cloth dampened with alcohol based solvent to clean platen and paper grip rollers.

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		1. Report any faults observed. <ul style="list-style-type: none"> - Practice removing and replacing the ribbon - Report any faults or any damage.
3.0 Preparatory Test for Typing (1) Explain typewriter adjustment for better posture.	1. Sitting in front of typewriter 2. Posture: <ul style="list-style-type: none"> - Keeping feet firm on the ground. - Keeping fingers curved on home row keys. - Hanging loosely the arm with elbow close to the body. - Keeping eyes fixed on copy placed to the right of operator. - Swift carriage return or quick little finger touch. 3. Carriage Return.	<ul style="list-style-type: none"> - Practice sitting upright with feet firm on the floor. - Practice keeping finger curved in home row, keeping wrists low but off frame of key-board. - Practice hanging arm loosely with elbow close to body. - Practice keeping eyes on copy. - Practice returning carriage swiftly. - Teachers should always correct wrong postures.
4.0 Keyboard Mastery (1) Locate figures and special character keys by touch techniques in relation to the home keys.	1. Use backing sheet. 2. Correct keys and Home Row. 3. Upper row keys. 4. Bottom row keys. 5. Key combination in relations to the Home keys. 6. Top row (figures) keys. 7. Typing special characters 8. Using the shift keys in combinations with other keys. 9. Using the shift lock. 10. Alphabetic sentence drills. <ul style="list-style-type: none"> - one line sentence drill. 	<ul style="list-style-type: none"> - Practice removing paper - Practice adjusting paper - Practice locating the guide keys and the home keys. - Practice typing the home rows. - Practice typing keys on the upper row in relation to the Home keys. - Practice typing keys on the low row in relation to the home keys. - Practice using the shift keys and the shift lock. - Practice typing simple passages. - Practice alphabetic sentences to consolidate finger reaches. - Teacher lay emphasis on paper insertion, correct typing postures with home key base and gives

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		constant supervision.
5.0 Line Spacing (1) Type varied materials in the correct and double lines spacing.	- Typing of varied materials in single line, double and triple line spacing	- Class work involving use of varied lined spacing.
6.0 Sizes of Papers (1) Select appropriate papers for given jobs.	- Paper sizes (a) Foolscap (b) Quarto (c) A4 (d) A5 (e) A6 (f) Legal size	- Class work involving various sizes of papers.
7.0 Line And Division of Words (1) Apply correctly the rules for division of words at line-ends in a given job.	- Division of words at line-end - Use of margin release key.	- Practice division of works at line ends. - Practice releasing the right hand margin. - Teacher identifies margin release key.
8.0 Types of Paragraph (1) Type various paragraphs using correct line spacing	1. Blocked paragraph 2. Indented paragraph 3. Hanging paragraph 4. Numbered paragraph using (a) Arabic or cardinal. (b) Letter of the alphabet. (c) Small Roman Numeral. (d) Capital Roman Numeral.	- Display various paragraph example on the wall-chart.

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9.0 Types of Headings (1) Explain different types of headings.	1. Types of headings: (a) Main headings. (b) Shoulder headings. (c) Paragraph headings.	- Display various headings on wall-charts and side.
10.0 Erasing Techniques (1) Erase properly using correct materials and correct techniques	1. Correction of errors with: (a) Typing eraser. (b) White tipp-Ex. (c) Lift off tape etc.	- Practice correct erasure techniques.
11.0 Printers Correction Signs and Abbreviations (1) Explain and type correctly given jobs containing printers correction signs and abbreviations. (2) Relate the importance of proof reading to mail-able correspondence.	1. Printers correction signs. 2. Standard abbreviations. 3. Importance of proof reading.	- Practising reading typed script or manuscript with printers correction signs and abbreviations.
12.0 Speed Development (1) Type simple passages accurately at the rate of 25 wpm. (2) Type straight copy of materials of syllabic intensity for 10 mins. at 35 wpm.	1. Speed drills. 2. Type accurately straight copy at 25 wpm and speed practice of passage of 1.4 syllabic intensity at 35 wpm respectively.	- Practice speed and accuracy exercise. - Give guide timed writing.

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13.0 Personal Letter (1) Identify correct layout of letters. (2) Type personal letters with correct layout.	1. Parts of personal letters – address, date, salutation, body and complimentary closing.	- Practice typing personal letters.
14.0 Business Letters (1) Identifying correct sizes of paper, type various business letters with correct layout.	BUSINESS LETTER 1. Parts of Business letter: Reference, Date, Address, Salutation, Body of Letter, Complimentary Closing, Signature and Designation. 2. Other parts – attention line, subject heading and enclosure. 3. Layout-fully blocked and semi-block.	- Practice typing business letters in fully blocked, modified blocked, open punctuation, and modified block indented and AMS simplified. - Practice typing letters with special notation e.g. Attention of, subject heading and enclosure. - Teachers emphasizes correct paper sizes. - Use projector wall chart.
15.0 Official Letter (1) Identify various official letters and type them with correct layout.	1. Parts of official letters – address, reference, date, salutations, body and complimentary closing.	- Typing display of official letter. - Teacher emphasizes the omission of salutation and complimentary close.
16.0 Carbon Copying (1) Type various materials using carbon papers and with corrected copies.	1. Inter-leaving carbon paper 2. Erase mistakes on carbon copies. 3. Space carbon copies.	- Practice inter-leaving papers with carbon properly. - Practice typing carbon copies. - Practice erasing errors on carbon copies. - Practice carbon storage. - Teachers should demonstrate correct carbon inter-leaving without treeing.

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<p>17.0 Envelopes (1) Using appropriate envelopes for various works, address, envelopes and insert materials with correct folding.</p>	<p>1. Types of envelopes and sizes – Official, Commercial, Window.</p>	<ul style="list-style-type: none"> - Envelopes display on bulletin board. - Different types and sizes of envelopes.
<p>18.0 Manuscripts and Corrected Types Scripts. (1) Identify and interpret manuscript correction signs. (2) Type manuscript jobs, identifying permissible abbreviations.</p>	<p>1. Manuscript correction signs. 2. General abbreviations used in manuscript. 3. Acceptable abbreviations in typewriting. 4. Erasing errors. 5. Typing manuscripts: works, numbers, roman numerals and characters. 6. Rule for typing figures and words for numbers.</p>	<ul style="list-style-type: none"> - Practice reading manuscripts. - Practice typing manuscript materials with production. - Target time. - Teacher lays emphasis on preview of manuscript and the rules for using words and figures.
<p>19.0 Business Letters (1) Explain and type various forms of business letters and memos using carbon paper and appropriate continuation sheets. (2) Prepare memo using typewriter and type circulars with endorsement.</p>	<p>1. Parts and layout of: - Business letters - Official letters - Semi-official letters 2. Carbon copy. 3. Continuation sheets. 4. Endorsements.</p>	<ul style="list-style-type: none"> - Teachers to explain the main distinguishing features of business, official and semi-official letters and personal letters. - Teacher to illustrate correct and incorrect endorsement. - Practice typing, business letter, official letters, semi-official letters. - Practice typing personal letters. - Practice endorsing letters properly. - Learners have individual file for keeping works.

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20.0 Inter Office Memo (1) Prepare suitable memo using typewriter and type circular with endorsement.	1. Uses of inter-office memo. 2. Sizes of memo form e.g. A4, A5, Foolscap, quarto. 3. Parts of memo:- To, From, Date, Reference and body. 4. Memo forms. 5. Uses of circulars - parts - endorsements 6. Type circular correctly. 7. Endorse circular correctly.	- Display various memo formats on the Board. - Learners have individual files.
21.0 Fax Copies	1. Fax messages	- Display of fax.
22.0 Envelopes (1) Type various addresses using the appropriate envelopes.	1. Types and sizes of envelopes: small and official sizes, window, aperture (post office registered envelopes, chain envelopes). 2. Typing of addresses on envelopes. 3. Folding and inserting of papers.	- Display various sizes by cutting paper to size
23.0 Postcard (1) Explain the uses and type of A6 post cards.	1. Uses of post cards. 2. Importance of post cards 3. Typing of post card.	- Cut cardboards to post card size and type materials on them.
24.0 Forms (1) Type business forms with carbon copies using variable line spacer	1. Preparation forms. 2. Completion of forms with duplicate copies: - Invoices - Delivery Notes - Debit/Credit Notes - Advice Note - Other forms - Fax forms	- Teacher should demonstrate how to use the variable line spacer in completing forms. - Practice carbon inter-leaving of forms using typewriter.

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25.0 Display (1) Display materials both vertically and horizontally using appropriate sizes of paper	1. Paper sizes. 2. Horizontal centering. 3. Vertical centering. 4. Heading e.g. spaced capital underscoring. 5. Typing of display work:- notes, advert, invitation, menu programme. 6. Literary work: short plays, poems and articles, footnotes. 7. Financial statement, simple statement of accounts.	<ul style="list-style-type: none"> - Identify the various paper sizes. - Practice using appropriate paper sizes for given display work. - Practice horizontal and vertical centering. - Teacher to explain rationale for selecting paper size for a given display work and how to centre vertically and horizontally.
26.0 Tabulation (1) Tabulate materials involving table and ruling with appropriate leader dots.	1. Paper sizes. 2. Tabular work – deep table. 3. Ruled table <ul style="list-style-type: none"> - multiple headings with leader dot - vertical headings. 	<ul style="list-style-type: none"> - Practice calculation and typing of table. - Practice display of tables with vertical column headings. - Practice ruling tables using pen on typewriter. - Teacher uses plane-graph to demonstrate and display tabulated materials.
27.0 Speed Development (1) Type straight copying material of 1.4 syllabic intensity at a speed of not less than 35 wpm for 10 minutes with 98% accuracy.	1. Alphabetic sentences drills. 2. Speed Drills:- <ul style="list-style-type: none"> (a) 1-2 minutes speed drills. (b) short paragraph drills. (c) alternative finger sentence drill. 3. Corrective drills. 4. Time writing.	<ul style="list-style-type: none"> - Practice typing alphabetic sentences to refine control and increase speed - Practice typing speed exercises of 1.4 syllabic intensity. - Practice calculating syllabic intensity. - Practice determining copy difficulty. - Teacher should give guided speed writing and speed burst.
28.0 Stencil Cutting (1) Demonstrate the use of stencils. (2) Use of Risograph.	1. Use of stencil. 2. Risograph	<ul style="list-style-type: none"> - Display different types of stencils.

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<p>29.0 Typing Special Characters</p> <p>(1) Construct unavailable characters and type matter containing fractions, Roman Numerals and foot-notes.</p>	<ol style="list-style-type: none"> 1. Combined characters e.g. Asterick, naira sign, pound sign, Dagger, Equation, divide percent signs per mile (thousand). 2. Super and inferior characters. 3. Numbering: Arabic, Roman letters. 4. Fractions. 5. Squeezing:- <ul style="list-style-type: none"> - Half space correction - Squeezing including half space correction. 	<ul style="list-style-type: none"> - Practice typing combination characters. - Practice typing scripts and super script. - Practice typing fractions including using a combination of characters. - Teacher to demonstrate combination of character and squeezing of character and words.
<p>30.0 Meeting Documents</p> <p>(1) Display accurately documents of meeting involving Agenda.</p> <p>(2) Reports and Minutes.</p>	<ol style="list-style-type: none"> 1. Notice of meetings. 2. Agenda. 3. Minutes. 4. Reports. 	<ul style="list-style-type: none"> - Practice typing notice of meeting, Agenda, Minutes and Reports.