TYPEWRITING
(40 WPM)

1. **PREAMBLE**

   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**

   (a) The total time allowed for the examination will be 2 hours 45 minutes.

   (b) 5 minutes for warming up on the material supplied by the Council in the examination paper. The time taken for typing the preliminary passage will not be included in the time for the examination.

   (c) 5 minutes for a speed and accuracy test.

   (d) 10 minutes for reading through the examination paper.

   (e) 2 hours 30 minutes for production tasks.

   (f) 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.

   (g) 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.

   (h) The total standard words for the examination (both tasks and accuracy test) will ranfe between 1350 and 1450.

   (i) The total number of instructions attracting penalties will range between 40 and 50.

3. **SCOPE OF THE 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

4. NOTES ON THE EXAMINATION

(a) Facilities and scheduling: for the successful implementation of this syllabus, it
is recommended that institutions running this course should provide sufficient
number of typewriters for the students, and at least have a minimum of 5
periods of 40 minutes each per week. Qualified typewriting teachers should
handle the subject.

(b)   In cases where the number of candidates exceeds the number of typewriters available for the examination, permission will be given, on application to the Council, for the examination to be held in two or three sessions on the same day.

(c)   The centre concerned will be responsible for the effective segregation of candidates to ensure that for the duration of the examination, candidates leaving an earlier session do not have any contact with those attending a later session.

(d)   Application for such sessions, giving the number of papers required for each session and the times suggested must be made when the entry forms are returned to the appropriate national office.

(e)   The typewriting teacher should not act as a Supervisor/Invigilator in his or her own school, but may be available to assist should defects in a machine unexpectedly hamper a candidate's progress.

(f)   There should be an alternative paper (Alternative B). This paper will be available to schools which cannot accommodate all the candidates for the typewriting examination on the scheduled day on condition that the Council is given, at least, six months notification.

(g)   The use of electric typewriters may be permitted. However, the Council will not accept responsibility for any electrical/electronic problems. The Supervisor and Invigilator should ensure that the memory of the typewriter is removed or cleared and that the candidate submits typed scripts of the speed and accuracy test.

(h)   Any satisfactory method of erasure will be allowed, except in the speed and accuracy test where no corrections will be permitted.

(i)   Dictionaries may also be used in the examination.

5.   SUGGESTED STATIONERY FOR THE EXAMINATION

A4 plain	:	:	9
A4 headed	:	:	2
A4 memorandum	:	:	2
A4 yellow flimsy	:	:	4
A5 plain	:	:	4
A5 headed	:	:	2
A5 memorandum	:	:	2
C6 envelope	:	:	2
Card (approx. 6" x 4" – 152mm x 100mm)	:		
Speed Test Sheet			1 light blue/green paper
Carbon papers			

Candidates are instructed that no headed stationery other than that provided by the Council may be used.

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