

## SHORTHAND & TRANSCRIPTION TEST – ENGLISH

### (STENO TYPIST)

#### NATURE OF MISTAKES

**Full Mistakes:** The following errors are treated as full mistakes: -

1. For every omission of a word/figure.
2. For every substitution of a wrong word/figure, except transposition of words.
3. For every addition of a word/figure not found in the passage.
4. For every spelling error committed by way of repetition, or addition, or omission, or substitution of a letter/letters, e.g. the word 'spelling' typed as seeplings; seplling; speling; seepling; spelling etc.
5. For repetition of word/figure, e.g. 'I shall shall be grateful .....'
6. Incomplete words (half typed words will be treated as mistake).

**Half Mistakes:** The following errors are treated as half mistakes:

1. **Spacing Errors:** Where no space is provided between two words, e.g. 'Ihope', or undesired space is provided between the words or letters of a word e.g. 'I have', 'I h ave' (space left between a word).
2. **Punctuation Errors:** Where the punctuation mark is omitted or added or substituted by another.

#### Shorthand and Transcription Test: 20 Marks.

Marks Obtained = Maximum Marks - (EC × QPM) / EA

Maximum Marks = 20.

EC (Error Committed by the Candidate).

QPM (Qualifying Penalty Marks) = 40% of 20 = 8 Marks.

EA (Error Admissible) = 5% of Total Words = 5% of 300 Words = 15 Words.

Qualifying Marks = 12.

**Note:** For English Shorthand Test, the candidates will be given a dictation of 300 words (with a speed of 60 w.p.m.) in 5 minutes. The Candidates will write down the dictation in Shorthand only and thereafter will transcribe the same on computer within the prescribed time of 20 minutes and the candidates who score 12 Marks and above shall be declare qualified in the Steno (Shorthand) Test.

**Note:** Use of longhand instead of shorthand (except for numerical values) will result in disqualification.

\*\*\*\*\*