

Tamil Nadu Public Service Commission
Syllabus
Stenography in English
(Diploma Standard)

Code: 378

Unit I: (30 Questions)

1. Importance of Stenography
2. Consonants
3. Grammalogues
4. Phraseography
5. Circles and Loops
6. Initial and Final Hooks

Unit II: (20 Questions)

1. Compound Consonants
2. The Halving Principle
3. The Doubling Principle
4. Medial Semicircle

Unit III: (20 Questions)

1. Prefixes and Negative words
2. Suffixes and Terminations
3. Contractions
4. Special Contractions

Unit IV: (20 Questions)

1. Advanced Phraseography
2. Intersections
3. Usage of Political Phrases
4. Usage of Legal Phrases

Unit V: (10 Questions)

1. Note-taking and Transcription
2. Legislature Reporting
3. Techniques for improving Speed

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