

**College of Vocational Studies  
University of Delhi  
Sheikh Sarai, New Delhi**

No.CVS/Sem.VI/Practical-II

07.05.2024

**N O T I C E**

**Schedule of Advanced Phonography (Practical) II Examination for Semester VI**

It has now been decided that the practical examination of Advanced Phonography (Practical) II will be held on 19.05.2024 (Sunday). There will be three batches of examinees as under :

S.No.	Batch No.	Examination Roll No.		Time		Date	No. of Students
		From	To	From	To		
1.	I	2103575001	2103575034	900 Hrs	1100 Hrs	19.05.24	30
2.	II	2013575035	2103575065	1115 Hrs	1315 Hrs	19.05.24	30
3.	III	2103575066	210135095	1400 Hrs	1600 Hrs	19.05.24	30
		and 20013575105					

Lunch Time : 1315 Hrs to 1400 Hrs

**Instructions to the students (Students should read these carefully for compliance)**

1. All students would bring with them a new shorthand note book for taking dictation, pen, pencil, sharpener, eraser, admit card, college identity card, and water bottle. Without admit card they will not be allowed to appear in the practical examination.
2. At first, students would be given a sheet of words on which they will have to write the shorthand outlines in a neat manner. They would enter their examination roll number and date on the sheet provided to them.
3. After that students would be given a seen passage of dictation. Time for reading their shorthand notes will be given and then they will be required to transcribe their respective shorthand script to English language. After typing they would save the transcribed script in a folder with their examination roll number. They would use New Times Roman font size 12 to type their shorthand script to English language.
4. After this they would be given dictation of unseen passage. Time for reading their shorthand notes would be given. Then they would transcribe their shorthand script to English language. After typing they would save the transcribed script in the same folder where they have earlier saved their earlier seen transcribed passage. They would use New Times Roman font size 12 to type their shorthand script to English language.

5. Please note that each student will have to write his / her examination roll number on each page of shorthand notes, and on the transcription sheet. They will write (1) the words "seen / unseen" on the shorthand notes as well as on the transcription sheet (2) Date of examination (3) his / her examination roll number.
6. Students will **USE ONLY A SINGLE FILE IN WORD TO SAVE THEIR BOTH THE TRANSCRIPTIONS AND SAVE IT IN THE FOLDER WITH THEIR ROLL NUMBER OF THE DESK TOP OF THE COMPUTER ALLOTTED TO THEM. THOSE STUDENTS NOT SAVING THEIR FILE WILL BE AWARDED ZERO MARKS.**
7. Students would keep sitting in the examination hall till all the saved files are seen by the Examiner.
8. After this the students would proceed to the viva-voce hall.
9. ALL THE STUDENTS SHOULD REACH THE EXAMINATION HALL AT LEAST FIFTEEN MINUTES BEFORE THE EXAMINATION. DURING THIS FIFTEEN MINUTES PERIOD STUDENTS WOULD KEEP THE COMPUTERS READY FOR TRANSCRIPTION.
10. Students will have to adhere to the instructions given by the examiner before, during and after the examination.
11. Smoking / eating in the hall will be STRICTLY PROHIBITED in the examination hall. However, students would be allowed to use transparent water bottle and carry it to their seats.

**Time allowed for writing the outlines, dictation, reading and transcription would be as follows :**

S.No.	Activity	Time Allowed
1.	Writing of outlines from the words given on a sheet of paper	20 Minutes
2.	Time for Seen Dictation @ 100 wpm – 300 words	3 minutes preceded one minute of trial dictation
3.	Time of reading seen dictation	5 minutes
4.	Time for transcription of seen dictation	40 minutes
5.	Time for Unseen Dictation @ 80 wpm – 160 words	2 minutes preceded a one minute trial dictation
6.	Time of reading seen dictation	5 minutes
7.	Time for transcription of seen dictation	20 minutes
<b>Total</b>		<b>95 minutes</b>
	Time for collection of shorthand notes, seeing the saved files of the students, and collection of papers etc.	25 minutes

*Prabhakar*  
Internal Examiner 9/8/24  
~~Charge~~

*Prabhakar*  
09/05/24  
Teacher-in-charge