

## **STENOGRAPHY & SECRETARIAL ASSISTANT (ENGLISH/HINDI)**

The trade broadly covers and Emphasis on phonetic system, Explanation of consonants and vowels sounds. Short forms (Grammalogues), Note taking technique. Transcription technique and Vocabulary of new outlines on various, Daily transcription, weekly tests. Monthly assessment at the rate of 60, 80 to 100 wpm. After obtaining certificate the candidates are gainfully employed as a Stenographer/ Personal secretary in the various Private/ Public organization, News agencies & Government Department and Advertising Agencies.

