

Skill test methodology

- a) Shorthand test for 400 words @ 80 words per minute (Time : 5 minutes).
- b) The passage is to be transcribed on Computer (Time : 30 minutes).
- c) The total number of mistakes allowed is 20 i.e., 5% of total words in the transcription of shorthand.
- d) The following are construed as mistakes :-
 - i) Omissions.
 - ii) Failure to mark a full stop or other punctuation at proper place.
 - iii) Substitution of one word for another.
 - iv) Spelling mistake of any word other than a proper noun.