**BUSINESS STUDIES JSS 3**

**THIRD TERM**

## SCHEME OF WORK

**WEEK TOPIC**

1. TABULATION EXERCISES ON SIMPLE COLUMN WORK WITH AT

MOST THREE COLUMNS

1. REVIEW OF THE VOWEL SOUND/SHORT FORMS AND PHRASES

- AND CIRCLE S/Z AND DOTING

3 TYPES OF DISPLAY HEADINGS (VERTICAL AND HORIZONTAL)

4 PROCEDURE FOR ERASING IN TYPEWRITING – MATERIALS FOR

ERASING – TIPP-EX/CORRECTING FLUID – TYPING ERASER –

AUTOMATIC TYPING ERASER

1. REVISION AND MOCK EXAMINATION

WEEK 1

Tabulation exercises involve the meticulous arrangement of items into columns, ensuring a clear and structured presentation. In this method, items are vertically aligned under each other, while sharing the same line with corresponding items in adjacent columns.

A well-executed tabular arrangement exhibits the following characteristics:

1. Equal Top and Bottom Margins: In vertical displays, the top and bottom margins are consistent.

2. Equal Left and Right Margins: For horizontal displays, the left and right margins are uniform.

3. Uniform Spacing Between Columns: There are even spaces between the columns, typically odd numbers like 3, 5, or 7 spaces, ensuring a balanced layout.

4. Centered Alignment: Due to equal left and right margins, the table is centered on the page, enhancing visual appeal.

Some important points to note:

1. Critical Horizontal Calculation: The accuracy of tabulation, or any display work, hinges on precise horizontal calculations.

2. Paper Width Consideration: Ensure the correct width of your paper on the typewriter to prevent formatting discrepancies.

3. Standard Spacing for Typewriters: Pica and elite typewriters adhere to specific spacing standards, with six standard spaces equating to one vertical inch (25 mm).

4. Horizontal Spacing Guidelines: In pica typewriters, 10 characters fill one inch horizontally, while elite typewriters accommodate 12 characters within the same space.

Adhering to these principles results in a visually appealing and organized tabular presentation.TWO-COLUMN TABULAR DISPLAY

NATURAL RESOURCES LOCATION

Coal Enugu

Petrol Rivers

Tin Plateau

Limestone Kogi

Groundnuts Kano

Timber Delta

Cocoa Oyo

Palm oil Imo

FOUR-COLUMN TABULAR DISPLAY

SUBJECT LECTURERS

SHORTHAND ‘BOLA MATHEMATICS MUKORO

TYPEWRITING NWOYE PHYSICS ADAMS

BUSINESS STUDIES SHUAIBU CHEMISTRY LIZA

COMMERCE MARTINS BIOLOGY UWAH

EVALUATION

1 What are the typewriting typefaces?

2 What is most important in the effectiveness of any display work?

**WEEKEND ASSIGNMENT**

1 Pica and elite typewriters have --------- standard spaces to a vertical 1 inch (25 mm).

a 5 b 6 c 7 d 8

2 For a vertical display top and bottom margins must be -------------

a odd number b unequal c equal d even number

3 To centre the table heading, the left and right margins must be -------------

a equal b even c odd number d unequal

4 The odd-number spaces between columns helps to insert ------------

a missing words b missing letters c lines d decorations

5 To ensure the correct width of your paper on the typewriter by inserting the paper with left edge on scale point ----------

a 25mm b 0 c 2 d 3

THEORY

1 Display with your typewriter the manuscript in Exercise 5 on page 155.

2 In an A4 landscap how many characters are there in a pica typewriter?

WEEK 2

**Topic: Review of Vowel Sounds, Short Forms, Phrases, and Circle S/Z and Doting**

In the realm of shorthand, the pronunciation of the first vowel in a word dictates its placement and form. Pitman Shorthand, akin to English, comprises 12 distinct vowels, organized as follows:

First Place Vowels:

There are four vowels positioned at the beginning of a stroke. When the initial vowel is one of these, the outline begins in the first position. For instance, the long 'ah' sound is denoted by a heavy dot, as seen in words like "Pa" and "Calm." Conversely, the short 'a' sound employs a light dot, seen in words like "at" and "pack."

Second Place Vowels:

These vowels are represented by two heavy vowels, 'o' and 'a,' placed at the middle of the outlines in the form of dashes or dots. Examples include "toe" and "pay."

Third Place Vowels:

Consisting of four vowels, these include long vowels like 'e' and 'oo,' represented with heavy dots at the end of outlines (e.g., "fee") and short vowels such as 'i' and 'oo,' indicated with light dots at the end (e.g., "bit").

Short Forms:

Frequently used words in English have designated short forms to expedite writing speed. These include common words like "be," "it," "do," and others, streamlining the writing process.

Phrases:

Phrases involve linking two or more shorthand outlines to enhance writing speed. Examples encompass combinations such as "to be," "can you," and "they will."

Circle S/Z and Doting:

Certain words ending with 'ing' or S/Z are abbreviated with dots replacing the 'ing.' For instance, "spacing" becomes "space," simplifying the writing process.

Evaluation:

1. Pitman Shorthand consists of twelve short vowels, exemplified by words like "at" and "Pa."

2. A dozen words with long vowels include examples such as "theme" and "deep."

Weekend Assignment:

1. The act of joining multiple shorthand outlines is known as:

a) Joining

b) Phrasing

c) Consonant

d) VowelDING

2. Writing frequently used words with one sign or stroke is termed:

a) Short forms

b) Phrasing

c) Frequency

d) Diphones

3. The outline for the word 'oat' is written:

a) On the line

b) Above the line

c) Through the line

d) None of the above

4. The word 'bill' is influenced by which place vowel?

a) 1st

b) 2nd

c) 3rd

d) 4th

5. Pitman Shorthand comprises how many consonants?

a) 10

b) 20

c) 25

d) 24

Theory:

1. Pitman Shorthand incorporates twelve short vowels. For instance, the word "at" demonstrates a short vowel.

2. Words featuring long vowels encompass examples such as "theme" and "deep."

WEEK 3 Date -----------------

TOPIC: - TYPES OF DISPLAY HEADINGS – VERTICAL AND HORIZONTAL

VERTICAL DISPLAY

Whether a typewriter has pica or elite typeface it should produce six standard line spaces to a vertical inch (25 mm). Six clear single line spaces make one vertical inch (25 mm), eg

1

2

3

4

5

6

Vertical Spacing:

In vertical spacing, aligning content on a page is crucial. To achieve this, ensure that the carriage returns with the line space regulator set at 1, creating equal top and bottom margins. To center items vertically on an A5 portrait paper, follow these steps:

1. Insert A5 portrait paper into the typewriter with the left edge aligned to 0.

2. Clear all tab stops.

3. Move the margin stops to the extreme left and right of the carriage.

4. Set the line space regulator to 1.

5. Adjust the paper on the roller evenly.

6. Determine the number of vertical line spaces on A5 portrait.

7. Count the lines on the material to be typed.

8. Subtract the material's line count from the A5 portrait's line spaces.

9. Divide the remainder by 2 and add one space.

10. From the top edge of your paper, return the carriage the calculated number of single line spaces obtained in Step 9 and type the first line, and so forth.

Horizontal Spacing:

Horizontal spacing is equally important. To center content horizontally, ensuring equal left and right margins, follow these steps:

1. Clear all tabs.

2. Move the margin stops to the extreme left and right of the carriage.

3. Set the line space regulator to 1.

4. Insert A5 landscape paper with the left edge at 0.

5. Adjust the paper evenly on the roller.

6. Note the scale points on the paper's right edge: pica is 82, elite is 100.

7. Mark pairs of characters, including spaces and punctuation marks, on each horizontal line you want to center.

8. Position the typing point at the center of your paper (pica 41, elite 50).

9. Backspace once for every two letters on the line and type at the reached point.

10. Repeat these steps for subsequent lines, ensuring even spacing.

Evaluation:

1. To center the expression 'JESUS IS LORD,' apply the vertical and horizontal spacing techniques described above.

2. Typewriters, whether pica or elite typeface, should produce \*\*six\*\* standard line spaces to a vertical inch (25 mm).

Weekend Assignment:

1. When matter is vertically displayed, the top and bottom margins must be equal.

2. Regardless of the typewriter typeface, it should produce six standard line spaces to a vertical inch (25 mm).

3. When items are displayed in closed capitals, the space between each word should be one.

4. Displaying work in spaced capitals involves giving one space between words.

5. The appropriate finger for depressing the spacebar is the right thumb.

THEORY

1 Type the following expression in spaced capitals ‘The quick brown fox jumps right

over the lazy dog. 2. List and type with typewriter, 15 parts of the typewriter.

WEEK 4

**Topic: Procedure for Erasing in Typewriting**

In the context of typewriting, rectifying errors is essential. When utilizing a typewriter eraser, the process begins by moving the carriage to position the mistake outside the type basket. Subsequently, the paper is turned so that the error rests on the erasing table of the carriage. If a rubber eraser is employed, gently rub the mistake up and down until it is cleared. Alternatively, when using correcting fluid, apply the liquid across the mistake and allow it to dry. After the correction, return the roller to the typing line and type in the corrected text.

Materials for Erasing:

1. Tipp-ex/Correcting fluid

2. Typing eraser

3. Automatic typing eraser

4. Red liquid fluid

Evaluation:

1. The "typing basket" refers to the area inside the typewriter where the typebasket is located, containing the typebars and characters.

2. Three materials for correcting typewriting errors are Tipp-ex/correcting fluid, typing eraser, and automatic typing eraser.

Weekend Assignment:

1. The method of correcting an error by allowing correcting fluid to dry before correction is effected.

a) Rubber eraser

b) Correcting fluid

c) Red ink

d) Pencil eraser

2. The material that is NOT used for the correction of typewriting errors.

a) Red fluid

b) Tipp-ex

c) Rubber eraser

d) Automatic typing eraser

3. The carriage is moved outside the typebasket to prevent damage to the typewriter.

4. Care of the typewriter includes all of the following except applying water and soap.

5. The quality of the manuscript cannot lead to typing errors.

Theory:

1 List three materials used for correcting errors in typing and explain how they are used. 2 Explain five approaches to preventing typing errors.