

THIRD TERM E-LEARNING NOTE**SUBJECT: BUSINESS STUDIES****CLASS: JSS2****SCHEME OF WORK**

WEEK	TOPIC
1.	Printer's correction signs. proof readers marks and signs Identification Uses of each of the signs and marks.
2.	Speed Development and Accuracy Skills Alphabetical Sentence drill outline sentence drill Accuracy and speed drills speed burst at one to ten minutes
3.	Techniques Development in Keyboarding-math table techniques of wing -the space regulator-description,uses,techniques of uses-Enter key, description, Uses,Techniques of Use
4.	Paragraphing: method of paragraphing
5.	Page Setting-Different types of page set up-correct page alignment-production of documents
6.	Memorandum-meaning, features and format.
7.	E-mail: meaning,feature and formatting
8.	Office Procedure-meaning, importance and procedure of preparing bill licence
9.	Office Equipment-meaning, identification of office equipment types, importance, use and care of office equipment
10.	Revision
11.	Examination

WEEK ONE**TOPIC: PRINTERS CORRECTION SIGN****CONTENT:**

- i. proof reader's signs
- ii. identification
- iii. uses of each signs and marks

INTRODUCTION

The hand-written work of a secretary, author or manager is known **as manuscript**. This hand-written work may have to be typed for official purpose. However, in such works errors may occur and also, abbreviations may have been used. The errors in the manuscript must be corrected before such works are printed. In such works there are standard or known correction signs as well as long hand abbreviations which a secretary or typist must be familiar with. These signs guide the typist, secretary or printer in order to do efficient job.

Any document containing any error must not be allowed to leave the office. Before a fair copy is typed, the writer makes corrections either in the margin or in the text.

Name: _____ Date: _____

Printers' corrections signs are signs that are made by editors, writers, secretary or typesetters to mark corrections before a work goes for printing.

Some of the corrective signs and their meanings are as follows:-

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Sign in the margin	Sign in the text	Meaning
N.P. or SP. Caps	[a square bracket three lines are made at the bottom – of the work (s) to be typed in space capital	New paragraph Spaced capital, i.e. leave a space Between letters in the word and three Spaces between words
I.C./, I/C	- Single line is made at the bottom of the letter or words (s)	Small letter (s) lower case
Cap; U.c; u/c	Double lines are = made under the letter or word	Capital letter (s) upper case
Close up	Sign is made at the point the correction is to be made	There is excess space either within a Word or between words, Punctuations, Etc.
Stet/	...dotted lines are made at the bottom of the word which has been cancelled	Let it stand: the cancelled work should be the one to be typed.
Trs/	A sign is made between the words:	Words should be transposed in the new order shown
Delete/	- line is made across the letter(s)	Do not type, ignore, delete.
Omission	Caret + sign is made at the point	Insert letter (s) and/ or punctuation Mark(s) Written in the margin here
Words written in Caps & boxed	(Word for) written not shown clearly in the text.	For emphasis, i.e. since the word cannot be fully read, the word is written in a box to aid the typist in reading if it should however not be typed as it appears in the margin, i.e. not in caps.

EVALUATION

1. Why is it necessary for...