Department of Marathi

Certificate Course On

"Anchoring & Proof Reading"

Academic Year:-2017-2018

Syllabus

Chapter 1– Concept of Anchoring .

Chapter 2- Importance and need of Anchoring.

Chapter 3 - Ethics and Principles for a good Anchor.

Chapter 4 – Importance of dictation and proof reading.

Chapter 5- Uses of symbols and sign in dictation and proof reading.

Chapter 6 – Application and requirement of dictation and Proof reading.

Chapter 7- Proof reading and career opportunities.