

INTERMEDIATE FIRST YEAR

**OFFICE ASSISTANTSHIP
VOCATIONAL COURSE**

**A MANUAL ON
TYPEWRITING PRACTICALS**

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PREFACE

To be in tune with the National Curriculum for Vocational Education, the syllabus for I year Intermediate Office Assistantship Vocational Course has been thoroughly revised with effect from 2005 – 2006.

For the first time an attempt has been made by the Board of Intermediate Education to prepare a Manual on Typewriting practicals, having in mind the needs and standards of students.

The manual has been divided into nine chapters to enable the student to acquire skills of speed, accuracy and efficiency in typing with a special stress on manuscript typing. Five model question papers are given for practice and guidance.

A sincere attempt has been made to present the book, error – free. However there is always a scope for improvement, suggestions from teachers as well as students for the improvement of the book will be received in all humility.

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CHAPTER – 1

Instruction to typing – Practice of Guide Row – Practice of Second Fingering – practice of Words on 1st and 2nd Fingering – Practice of 3rd Fingering and its words. 25 Periods

EXERCISES - 1 & 2

1. **Objective :** To make the student acquaint himself/herself with the “Guide Row” in the keyboard and make him/her type words.
2. **Equipment and Tools :** A manual typewriter. A table and a chair with suitable height and foolscap white paper.
3. **Theory Procedure :** Take a neat white paper, preferably of 80 degrees or more and insert it in the typewriter. Set the *left margin* (LM) and *right margin* (RM) at 10 degrees on either side. Maintain a *top margin* (TM) and *bottom margin* (BM) of one inch uniformly. Set the line space lever at single line space. Keep the left hand little finger on the first key of the guide row, i.e., “A”, putting the left hand (LH) ring, middle, index fingers positioned on “S”, “D” and “F” keys respectively, keeping at the same time the right hand (RH) fingers on “;”, “L”, “K”, “J” respectively. Keep your RH thumb finger on the space bar. Use the LH index finger and the RH index finger to depress the keys “G” and “H” respectively.
4. **Precautions :**
 1. Do not use a mutilated paper or the one with uneven left margin and right margin from top to bottom.
 2. Do not use double foolscap sheets of paper at a time. The supporting back-up sheet must be cut and separated sheet.
 3. Do not type on a single sheet without using the backing sheet.
 4. Gently fold at one inch bottom left margin to avoid typing the matter till the last row or caution against falling of paper.
 5. Set the Ribbon Indicator in the correct position. (Not in Stencil cutting mode).
 6. As far as possible, do not spill over to the extreme Right Margin after the typewriter bell rings.
 7. Do not leave your finger-nails untrimmed.
 8. DO NOT LOOK AT THE KEYBOARD WHILE TYPING.
 9. Do not forget to tighten the paper release lever and the paper bails.
 10. Do not rest your fingers on the key board.
5. **Calculations :** Not applicable.
6. **Output :** A neatly drilled exercise of Guide Row maintaining columns of *asdfgf ;lkjhj* with blind touch / Neatly typed out columns of words using the Guide Row.

EXERCISE-01

Note : Practise this exercise for 2 days

asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj
asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj
asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj

EXERCISE-02

ask	had	dad	lad	gas	ass
all	sad	lad	jag	hall	fall
flag	slash	glass	flask	flags	dash
glad	flees	salad	shall	hash	shah

EXERCISES - 3 & 4

- 1. Objective :** To make the student acquaint himself/herself with the “Top Row” in the keyboard with blind touch/ To make him/her type a mix of keys from the “Guide” and “Top” Rows.
- 2. Theory Procedure :** Set the line space lever at single line space. Keep your fingers on the Guide Row. Stretch your LH fingers to the Top Row i.e., the row containing **QWERTR** and your RH fingers to the keys **POIUYU**. While depressing the keys in the Top Row, only the finger pressing the particular key should be stretched to the Top Row keeping the other fingers on the Guide Row itself. Gently depress the keys *one after the other* to get clear impression on the paper. Using the LH index finger depress the keys “R” and “T”. Similarly, use your RH index finger to depress the keys “U” and “Y”.
- 3. Output :** A neatly drilled exercise of Top Row maintaining columns of *qwertr poiuyu* with emphasis on blind touch / Neatly typed out columns of Top Row keys mixed with Guide Row keys.

qwertr poiuyu qwertr poiuyu qwertr poiuyu qwertr poiuyu qwertr poiuyu

EXERCISE-03

Note: Practise this exercise for 2 days.

qwertr poiuyu qwertr poiuyu qwertr poiuyu qwertr poiuyu qwertr poiuyu
qwertr poiuyu qwertr poiuyu qwertr poiuyu qwertr poiuyu qwertr poiuyu
qwertr poiuyu qwertr poiuyu qwertr poiuyu qwertr poiuyu qwertr poiuyu

EXERCISE-04

qwertfa poiuyj; qwertfa poiuyj; qwertfa poiuyj; qwertfa poiuyj;
qwertfa poiuyj; qwertfa poiuyj; qwertfa poiuyj; qwertfa poiuyj;
qwertfa poiuyj; qwertfa poiuyj; qwertfa poiuyj; qwertfa poiuyj;

EXERCISES - 5 to 10

- 1. Objective :** To make the student learn and practise how to type words (ranging from 3 to 12 letters)
- 2. Theory Procedure :** Type each word from each Exercise 5 lines duly giving a single space between two words making neat columns of each word so typed. Where the word is big,

use the *Margin Release Lever*. Give *Double Line Spacing* after completing 5 lines of first word and before typing the second word.

3. Maintain 10 degrees LM and 5 degrees RM and 1 inch each for TM and BM.

4. **Output** : A neatly typed exercises of words with emphasis on blind touch and concentration.

For improved concentration and better results, following the Tip below:

TIPS: ate how ate how ate how ate how
 ate how ate how ate how ate how
 ate how ate how ate how ate how

EXERCISE-05

ate	how	top	tip	off	his
for	hat	ore	our	ear	the
air	old	law	fit	ill	awl
did	saw	eye	ago	age	ego
paw	hit	art	gap	how	low
era	try	did	you	get	got
use	day	toe	sky	far	see
sea	was	yet	owl	shy	dip

EXERCISE-06

lead	rate	laws	gold	rent	weak
week	poor	task	year	your	head
that	from	with	over	type	like
rest	else	sell	high	sold	gold
does	stop	what	part	wait	sure
goes	fair	fare	hold	hole	wish
just	good	dark	gear	were	wire
area	pure	loud	ship	deer	dear
wide	deaf	help	felt	hour	lake
hate	lest	full	fool	last	lost
best	rate	only	told	fold	cold
show	play	fire	hire	hard	look
trip	trap	food	list	gist	exit

EXERCISE-07

these	tasks	after	ahead	right	there
light	large	right	prior	adopt	adapt
house	rests	sells	field	world	lower
stage	stare	sharp	petty	first	order

based	party	total	rural	other	sorts
argue	power	steel	steal	plead	short
jokes	apply	third	shake	reply	ruled
whole	sheet	greet	great	later	speed
total	royal	guard	proud	quiet	quite
agile	legal	silks	jagged	fails	hedge
kills	deeds	jaded	dashed	glide	slights

EXERCISE-08

weaker	weekly	likely	report	people	single
rental	higher	should	lowers	design	desire
search	really	always	growth	threat	powers
assess	future	affair	degree	holder	effort
afford	better	latter	hurdle	series	future

EXERCISE-09

healthy	without	already	shelter	rightly	present
through	feature	reshape	serious	holders	dislike

EXERCISE-10

suppose	perhaps	delight	student	squatter	priority
possible	struggle	research	farther	further	equipped

EXERCISE -11

- Objective :** To make the student acquaint himself/herself with the “Bottom Row” in the keyboard with blind touch.
- Theory Procedure :** Set the line space lever at single line space. Keep your fingers on the Guide Row. Make your fingers climb down while depressing the keys in the last row of the key board. Using the LH ring finger depress the key “Z”, middle finger for “X”, and index finger for “C” and “V”. Similarly, use your RH little finger for “FULL STOP”, ring finger for “COMMA”, middle finger for “M”, and index finger for “N” and “B”. While depressing the keys of the last row, only the finger depressing a particular key alone should climb down on to the last row while the other fingers should hold on to the Guide Row.
- Output :** A neatly drilled exercise of Bottom Row maintaining columns of *zxcvc ,,mnb* with blind touch.

Note: Practise this exercise for 2 days.

zxcvc ,,mnb zxcvc ,,mnb zxcvc ,,mnb zxcvc ,,mnb zxcvc ,,mnb
zxcvc ,,mnb zxcvc ,,mnb zxcvc ,,mnb zxcvc ,,mnb zxcvc ,,mnb
zxcvc ,,mnb zxcvc ,,mnb zxcvc ,,mnb zxcvc ,,mnb zxcvc ,,mnb

EXERCISES - 12 to 21

- 1. Objective :** To make the student learn and practise how to type words (ranging from 3 to 12 letters)
- 2. Theory Procedure :** Type each word from each Exercise 5 lines duly giving a single space between two words making neat columns of each word so typed. Where the word is big, use the *Margin Release Lever*. Give *Double Line Spacing* after completing 5 lines of first word and before typing the second word.
- 3. Output :** A neatly typed exercises of words with emphasis on blind touch and concentration. For improved concentration and better results, following the Tip below:

TIPS: inn and inn and inn and inn and
inn and inn and inn and inn and
inn and inn and inn and inn and

EXERCISE-12

inn and man one but own ten job men
not net any van hen now ant cat can

EXERCISE-13

copy once knit five more born
baby than rain made much home
come many need plan been room
find land them then seen very

know vast snap nook over coal
best make cool army from nine
form farm firm gone deny meet
meat lame soon time free ones

EXERCISE-14

value creed alarm midst urban being
force place which limit plans grain
point stock major norms india under
acute boast boost women needs blame

court globe again vital above exact
watch match catch patch snatch think
charm round among alive drove miles
range prove could exist about above

EXERCISE-15

mother	minute	wanted	aiming	varied	answer
nobody	record	except	system	former	farmer
beauty	expand	island	almost	family	travel
abroad	person	policy	Indian	market	number
census	become	cities	needed	rising	costly
masses	openly	cannot	breach	normal	tender
longer	defend	cradle	nation	office	colour
linked	modern	occurs	social	living	fabric
monger	unless	reason	extent	export	plenty
impact	course	severe	global	manage	import

EXERCISE-16

problem	settled	topmost	gravity	absence	section
society	deprive	privacy	however	indians	confers
violate	himself	enforce	country	inspire	tragedy
feeling	oneness	vitality	several	changes	shrewd
solicit	comment	average	typical	cluster	arduous
mention	preface	journey	forever	variety	because
expense	million	distant	driving	exhaust	recover
routine	general	adverse	organic	economy	science
poverty	assumed	radical	obvious	process	achieve
improve	between	pattern	destiny	umpteenth	bovine

EXERCISE-17

majority	standard	approach	alarming	pavement	appointed
demand	suitable	planning	decision	ministry	practise
conflict	honestly	cultures	industry	intimate	content
widening	tensions	casteism	patience	cohesion	manpower
advocate	adequate	purposes	provided	services	motivate
separate	accuracy	personal	business	relation	purchase
security	contract	recently	involved	consensus	interrupt

EXERCISE-18

incentive	secretary	encourage	certainly	entertain	certainly
committee	closeness	expansion	permanent	tradition	wonderful
excluding	including	reservoir	challenge	necessity	standards
according	tenements	casualty	important	promotion	principle
criticise	dismissal	religions	basically	forgotten	feudalism
democracy	political	essential	solutions	transport	education

EXERCISE-19

difficulty	phenomenon	importance	everywhere
sufficient	congestion	facilities	population
increasing	decreasing	activities	investment
commission	colleagues	government	scientific
experiment	enthusiasm	conclusion	particular
department	confidence	continuous	visibility
validation	completely	historical	geography

EXERCISE-20

environment	accordingly	prosecution	expectation
resignation	integration	unfortunate	reorganised
subsistence	agriculture	progressive	egalitarian
operational	communalism	individuals	significant
competitive	recruitment	improvement	exclusively
inclusively	qualitative	preparation	prohibition
exploration	intelligent	unsolicited	electronics

EXERCISE-21

complication	relationship	urbanisation	civilisation
construction	constitution	nevertheless	unemployment
parochialism	quantitative	accommodation	psychological
modifications	institutional	qualification	indispensable
contradiction	responsibility	developments	developmental

CHAPTER – 2

Use of Shift keys, Figures and punctuation Marks – Practice of of Sentences

25 periods

EXERCISE - 22

- 1. Objective** : To make the student learn typing expanded abbreviations with initial capital letters.
- 2. Theory Procedure** : Type each sentence 5 lines using *Single Line* spacing. Give Double Line space between two words making neat rows of each word typed. While typing the initial capital letter in each word, depress the *shift key* to obtain the upper case character on the paper. To type upper case of right hand keys, use left side shift key and vice versa. Where Upper case characters are required continuously, use SHIFT LOCK.
- 3. Output** : A neatly typed exercises of sentences with emphasis on blind touch and concentration.

EXERCISE-22

Railway Recruitment Board
Banking Service Recruitment Board
Hindustan Machine Tools Limited
World Health Organisation
Officers' Training Academy
State Board of Technical Education and Training
International Labour Organisation
Oil India Limited

EXERCISE - 23

- 1 Objective:** To make the student learn and practise how to type *rhyming words*.
- 2. Theory Procedure** : Type each word 5 lines using *Single Line* spacing. Give Double Line space between two words making neat rows of each word typed. Where the word is big, use the Margin Release Lever.

EXERCISE-23

tip-top	sing-song	willy-nilly	humpty-dumpty
see-saw	ding-dong	topsy-turvy	jingle-jangle
fal-lal	tick-tock	dilly-dally	hobble-gobble
zig-zag	pall-mall	hanky-panky	teeter-totter

CHAPTER – 3

PRACTICE OF PARAGRAPHS

10 Periods

EXERCISE-24

This year India blasted its way into the global satellite market with the successful launch of satellite from Sriharikota in Nellore district of Andhra Pradesh. This is the first time that an Indian rocket carried more than one payload. Besides India's Oceansat, one payload each from Korea and Germany are successfully placed in the orbit. This is also the fourth successful launch of PSLV in a row. With this, our space programme has scaled a new height of global excellence. The day marked the beginning of a new era in terms of technology development and commercial launch services.

EXERCISE-25

Roads are usually described as the life-line of a nation. It is not possible to visualise the social and economic development of a nation without thinking of roads. Vital for communication and a safe and sure base for surface transport, roads are needed for all kinds of vehicular transport such as buses, trucks, cars, bullock-carts, bicycles etc. All over the world, they are a boon to the people living in hilly and remote areas.

EXERCISE-26

The nation is speeding on the information highway. The nation's success in information technology seems nothing short of revolution. There may be only about five million personal computers in a country of one billion people, but the number is rising, and rapidly at that. With some helpful gestures from the Government that brought down the prices of computers, more and more men, women and children are beginning to get used to the idea of looking at a screen. What came as a greater bonanza was the proliferation of computer manufacturers began offering rates that were attractive even for students, to meet competition. It is common to see two, sometimes three, teenagers huddled together in front of a single monitor, sharing the cost by taking turns to surf. Such is the passion that there is every possibility that India will develop into an information-rich state.

EXERCISE-27

There may be no compelling reasons yet for privatisation of the Indian Railways. So it is not surprising that the Railway Minister has ruled it out for the present. But given the growing resource crunch at the centre and the ever-increasing demand for expanding and modernising the railway network, new and non-conventional means of raising funds for the future are imperative. Even if she does not have to go in for large scale privatisation, it may be worthwhile getting a proper study done of the Railways to identify the right areas for future privatisation. Without offering anything constructive or productive, there is no point in her inviting the private sectors to participate in the development of the Railways.

CHAPTER – 4

SPEED DRILL AT 15 WPM

15 periods

EXERCISE-28

SOUND POLLUTION – HAZARDS

The most affected and troubled human part is the ear. Luckily it is designed in such a manner that even if unbearable sounds are heard for a short while, it does not undergo permanent damage and regains its ability to hear sounds normally.

However there are some damaging results owing to sound pollution. Constant exposure to sound pollution may lead to impatience, burning sensation in the heart, indigestion, ulcers in the stomach, high blood pressure, heart diseases etc. A person living amidst noises continuously may be mentally affected. He may suffer from nervous weakness. He may lose memory also.

Intense sound that fall on the ear suddenly harm the eardrum and also the brain. Such sounds are particularly harmful to babies, children and pregnant women.

Sound pollution may also spoil sleep, work-efficiency and concentration. Tiresomeness, restlessness, headache, lack of appetite, indigestion, getting easily excited or irritated are some other ill-effects of sound pollution

EXERCISE-29

SOUND POLLUTION – PREVENTION

While constructing houses it must be planned that outside noises do not enter the house. Trees must be grown all round the house. They also prevent external noise from entering the house. Trees must also be grown around factories, along streets and roads. Big vehicles making a lot of noises and releasing smokes should not be allowed to enter residential areas of cities and towns. Airports must be constructed sufficiently away from cities.

Permission should not be granted to install loudspeakers in areas where there are schools, hospitals and other sensitive institutions. Even crackers must not be exploded and those who disregard the rule must be severely punished. Thus united efforts must be made to reduce sound pollution.

CHAPTER – 5

SPEED DRILL AT 20 WPM

15 Periods

EXERCISE-30

THE COMPUTERS IN TEACHING

The development in computer technology and its use have been almost miraculous. From huge system it has come down to midi and mini computers and micro processors with capability of handling more and more complex problems. The spread of its use has made it a house hold name in certain societies from a toy an educational item to a modern mechanism in the hobby workshops. In India, we still look at it with awe and have a lot of misconceptions. Many look at this machine as a magician or a machine god that can solve all problems. Also, the machine is known only partially. This has been primarily used for data tabulation analysis and preparation of graphs and so on. Its use in education has been conspicuous by its absence. One computer specialist teacher wrote that unfortunately the ability of educators to exploit these marvellous machines has been rather slow and does not seem to be keeping pace with hardware developments. Use of computers in education was started as early as the late fifties in the United States and subsequently in England and other advanced countries.

EXERCISE-31

THE COMPUTERS IN EDUCATION

The most popularly known name is use of computers in education is computer assisted instruction in which the computer provides the instruction through input and evaluation. Computer managed instruction is another name that solves instructional problems of planning etc. Management information system is a data base containing information retrievable on suitable commando, useful for management and other decisions.

The major benefit of the computer aided educational programmes is that it is independent of the teachers and it is student based. A student can learn what he or she needs. It is self – paced. So students can learn on their own speed, and also can have remedial learning. It has the scope for immediate assessment and feedback about the knowledge or results. To deal with most of these issued it is necessary to expect the field of computer use in education and assess the experiences. At the moment there are only some efforts in India which are far too meagre to answer. But, future directions have to be considered and a planned development visualised.

With the fast growth in computer use, it is going to occupy a significant place in the life of educational and training systems in India.

CHAPTER – 6

SPEED DRILL AT 30 WPM

15 Periods

EXERCISE-32

Time : 10 Minutes

The ideal of a good and perfect life is to have a sound mind in a sound body. This is recognised by all as the best. This is recognised by all as the best means of performing our duties. Body and mind should work at their best, and they cannot do so unless both are in good order. The limbs must be supple, active and obedient to the will. It is only when they are sound and supple that we can perform our duties punctually and efficiently. The best way to keep the limbs fit is to exercise them in

sports and games of physical skills and strength. This indeed is the importance of sports, and there is no society which has not its own special kinds of sports. The proper end of games is bodily health and physical fitness. In the past, sports like hunting and fishing used to be mainly utilitarian in purpose. That is to say, men used to hunt in order to get food. But with the dawn of Greek civilization, sports came to be looked upon as a means of building up the body. It is well-known how the Greeks excelled in shaping the human body most gracefully and beautifully. The famous Olympic Sports, held every fourth year, are a proof of the importance given to sports and exercises. These have been revived and are now held once in four years at various centres.

Sports and athletics have now become necessary in our civilization as an essential feature of human activity, and their object is not merely utilitarian. While sports give shape and strength to the body, they also instill the spirit of discipline and team – work. Games like cricket, hockey and football are popular because of the spirit of team work which they inspire.

EXERCISE-33

Time : 10 Minutes

A welfare state means a state in which the government looks after the welfare of everybody. It is another interpretation of the socialist, state. The Labour government of the United Kingdom had declared itself to be a welfare state. It is nationalised essential services as well as provided employments to everybody and started a scheme of birth and death insurance. Medical services are now available to everybody and are provided by Government. Unemployment and old age pensions are available. Short of becoming a communist state, Britain has provided its people with all the facilities of civilization. Shri Jawahar Lal Nehru has declared that the goal of India is a welfare state, as we are very far from the ideals being pursued in Great Britain. There are chances of India becoming a welfare state in near future as the development plans aim at raising the standard of living of the teeming millions of the country.

Planning for peace is much more difficult than planning for war. When a nation has to face external aggressions all the resources are marshalled in self – defence and all the other thoughts are relegated to the background. Not so in times of peace when the tiniest issue gives rise to endless controversies.

We have heard of the battle of Britain during the Second World War. The entire nation to a man rose to resist the invasion of the German army. Churchill who was denied power for quarter of a century because of his warlike characteristics become the man of the hour, and well he proved his worth. His name will adorn British history.

EXERCISE-34

Time : 10 Minutes

Roads are usually described as the life-line of a nation. It is not possible to visualise the social and economic development of a nation and economic development of a nation without thinking of roads. Vital for communication and a safe and sure base for surface transport, roads are needed for all kinds of vehicular transport such as buses, trucks, cars, bullock-carts, bicycles etc. All over the world, they are a boon to the people living in hilly and remote areas.

The road network in our country is one of the largest in the world. In road transport, important role is played by the primary system comprising National Highways. About one-third of the total road traffic is carried by these highways although they constitute less than two percent of the total road length. Roads constitute a critical element of the transport infrastructure. The cost of vehicle operation is directly linked to the condition of the road. Due to poor conditions of roads, both by way of surface roughness and inadequate carriageway width in relation to traffic volume, the economy of the country is bearing the brunt of losses. A small percentage of increase in the investment

for improvement of roads will bring sizeable return through better productivity of vehicles, reduced tyre wear and fuel consumption. For improvement of the road transport system, National Highways have been given a priority in successive Five Year Plans. The National Highway Authority has been set up in order to bring about improvements in the execution of National Highway works. With the setting up of this Authority, many of the problems under the present agency system through the respective State Governments will be overcome.

EXERCISE-35

Time : 10 Minutes

The nation is speeding on the information highway. The nation's success in information technology seems nothing short of revolution. There may be only about five million personal computers in a country of one billion people, but the number is rising, and rapidly at that. With some helpful gestures from the Government that brought down the prices of computers, more and more men, women and children are beginning to get used to the idea of looking at a screen. What came as a greater bonanza was the proliferation of computer manufacturers began offering rates that were attractive even for students, to meet competition. It is common to see two, sometimes three, teenagers huddled together in front of a single monitor, sharing the cost by taking turns to surf. Such is the passion that there is every possibility that India will develop into an information-rich state.

In India the infrastructure is terribly poor. It was admitted by our Minister for Information Technology. Most of our telephone lines are perpetually clogged. The cables that carry facts and figures are still outdated. Electricity supply is erratic even in the capital cities. This includes

New Delhi. And only a very small proportion of the population owns credit cards, and this makes e-commerce still a distant dream. We may have the best brains and the most sophisticated computers, but they will be of little use without world class wires and power. English is computer friendly, but how many people speak that language. Most of the Indian teachers are computer illiterates. The method to educate them appears questionable. For example, one school gave just thirty hours to each of its teachers to master computers.

EXERCISE-36

Time : 10 Minutes

The Railways needs a leadership with a vision. It is a national shame that the railway network has expanded by less than twenty per cent since Independence. It is clear that the centre cannot provide huge funds to the Railways and buoyancy in freight revenue cannot match the needs. It is in this context that the potential for private participation in the Railways has to be studied.

There may be no compelling reasons yet for privatisation of the Indian Railways. So it is not surprising that the Railway Minister has ruled it out for the present. But given the growing resource crunch at the centre and the ever-increasing demand for expanding and modernising the railway network, new and non-conventional means of raising funds for the future are imperative. Even if she does not have to go in for large scale privatisation, it may be worthwhile getting a proper study done of the Railways to identify the right areas for future privatisation. Without offering anything constructive or productive, there is no point in her inviting the private sectors to participate in the development of the Railways.

To compete with the road sector and enhance its share in both passenger and freight traffic, the Railways must think big, invest heavily and upgrade its infrastructure as well as technology. It is unfortunate that most Railway Ministers have focussed on developing their own States or just their constituencies. At best, they want to acquire some popularity by not raising fares and looking at non-core areas for funds. But that is being short-sighted.

EXERCISE-37

Time : 10 Minutes

Television is one of the most important miracles of science. It has brought about a revolution in the field of entertainment, education and communication. Indeed mankind should be grateful to its inventor Mr. Baird who has brought the cinema and stage into the houses of the masses. While sitting in our homes, we can watch all kinds of programmes which are televised. Many educative and informative programmes can also be shown on the television which are of great help to the student and the masses. Television is especially very valuable for an underdeveloped country like India where a great majority of the people are illiterate and live in villages. The people can be imparted much information and education through the television programmes.

Television can also help in removing the social and political evils from the society. It can highlight the evils of dowry, drinking, gambling, etc., and help in their removal. Similarly the government programmes like family planning, adult-education and cleanliness of the cities can also be propagated.

Of course, with its advantages the television also has certain disadvantages. If a person spends too much time in watching television everyday, then he will become lazy and shirk work. He would like to sit idle and waste his time. If one sees pictures from a close distance on the television set, it affects the eye-sight. It is thus very risky for the small children who always sit very close to the television set. The students also get the bad habit of seeing films on the television.

CHAPTER – 7

PRACTICE OF PROOF READING SYMBOLS – ABBREVIATIONS INTRODUCTION TO MANUSCRIPT

10 Periods

To type accurately from manuscripts, first, the candidate must go through the script paying careful attention on the spelling of words and the “Style of writing” found in the scripts. A preliminary reading of the script will enable the operator to follow the directions given in the question papers, supply the punctuation points, locate the wrong spellings and expand the abbreviations correctly according to the context. Before commencing typing, first, the candidate should read, understand and decide the proper “ layout” or arrangement of the given matter. Then he/she must make preliminary adjustment such as fixing up the margins, line – spacing, and have a clear idea about the “Final shape” of the “fair draft” to be produced by him/ her.

PROOF READING SYMBOLS

SYMBOL		READING		SYMBOL		READING
Lc	:	Lower case (small letter)				
Cap.	:	Capital		In figs	:	Write in Figures
U.C.	:	Upper Case (Capital letter)		Ctr	:	Centralise the heading
Ital.	:	Italics		Stet	:	Let it stand as it is
D	:	Delete		#	:	Insert space
N.P.	:	Begin a new para				

COMMON ABBREVIATIONS

ABBREVIATION		EXPANSION		ABBREVIATION		EXPANSION
@	:	At the rate of		A/c	:	Account
Advt.	:	Advertisement		Amt.	:	Amount
Apr.	:	April		Aug.	:	August
Approx	:	Approximate		Ack.	:	Acknowledgement
Admin.	:	Administration, Administrative		Agcy.	:	Agency
Art.	:	Article		Assn.	:	Association
a.m.	:	Anti Meridiem (Before noon)		Agt.	:	Agent
Ans	:	Answer		Abt.	:	About
Bal.	:	Balance		b/d	:	Brought down
B/D	:	Bank Draft		B/E	:	Bill of Exchange
B/O	:	Brought over		B/P	:	Bill payable
B/R	:	Bill receivable		B/S	:	Balance Sheet
Bros.	:	Brothers		B/F	:	Brought forward
B.O.T.	:	Board of Trade		bdl.	:	Bundle
Bk	:	Bank		B.O.	:	Branch Office
Brl.	:	Barrel		C.A.	:	Chartered Accountant
Cap.	:	Capital		C.B.	:	Cash Book
Cat.	:	Catalogue		c/d	:	Carried down
Cent	:	Centigrade		Cert	:	Certificate
c/f	:	Carried forward		Chq.	:	Cheque
C/N	:	Credit Note		Co.	:	Company
C/o.	:	Care of		C.O.D.	:	Cash on delivery
Cont.	:	Continued		Cr.	:	Creditor, Credit
Col.	:	Column		Comm.	:	Commission

C & F.	:	Cost and freight	Consgt.	:	Consignment
D/D	:	Demand Draft	Dely	:	Delivery
Dis.	:	Discount	D/N	:	Debit Note
Doz.	:	Dozen	Dr.	:	Debtor
Dec.	:	December	e.g	:	Exempligratia
E. & O.E.	:	Errors and omissions excepted	Enc., Encl	:	Enclosure
Esp.	:	Especially	Etc.	:	And so forth
Excl.	:	Exclusive or excluding	Feb.	:	February
Ft.	:	Foot	Fig	:	Figure
Fri.	:	Friday	Govt.	:	Government
Gm.	:	Gram	Gen.	:	General
Hr.	:	Hour	i.e.	:	That is
I.O.U.	:	I owe you	In.	:	Inch
Inc.	:	Including	Inv.	:	Invoice
I/C	:	In charge	Int.	:	Interest
Jan.	:	January	Jr.	:	Junior
Kg.	:	Kilogram	Km.	:	Kilometre
Ltd.	:	Limited	Mar.	:	March
Max.	:	Maximum	Min.	:	Minimum
Mfg.	:	Manufacturing	Mgr.	:	Manager
Mon.	:	Monday	Mfr.	:	Manufacturer
Mr.	:	Mister	Mrs.	:	Mistress
M/s	:	Messrs	Med.	:	Medium
No.	:	Number	N.B.	:	Note bene
Nov.	:	November	O/o	:	Order of
Ord.	:	Ordinary	o/c	:	Overcharge, Office copy
O.K.	:	All correct	Oct.	:	October
p.,pp.	:	Page, pages	p.a.	:	Per annum
p.c.	:	Per centum, percent	Pd.	:	Paid
Pkg.	:	Package	P.M.	:	post meridium
Pref.	:	Preference	Prof	:	Professor
P.T.O.	:	Please turn over	Qlty.	:	Quality
Rs.	:	Rupees	Recd.	:	Received
R.S.V.P.	:	Reply if you please	Retd.	:	Returned
Rept.	:	Receipt	Sec., Secy	:	Secretary
Sgd.	:	Signed	Sq.	:	Square
St.	:	Street	Sept.	:	September
Std.	:	Standard	Supdt.	:	Superintendent
Via.	:	By way of	V.I.P.	:	Very important person
Viz.	:	Namely	Vol.	:	Volume
Wk.	:	Week	w.p.m.	:	Words per minute
Wt.	:	Weight	w.e.f	:	With effect from
Yr.	:	Year	Yrs.	:	Years

4. Calculations : Follow the steps below to center the heading to the page:

First, count the number of strokes (including the blank space between any two words) and deduct it from the page width (in degrees). For example, if the heading contains 32 strokes and if the paper is 85 degrees width, $85 - 32 = 53$. If 53 is divided by 2, the result is $(53/2 = 26.5 \text{ or } 27)$. Make it as 26 or 27. Now, start typing the heading from the 26th or 27th degree. You may observe that the heading is centered to the entire page. Follow the same procedure while centering the column headings.

5. Output : Neatly typed out and error free **Statement** in correct format.

ILLUSTRATION :

Type the following statement and Rub-off.

All copy / Statement showing / Long Distance Bus fares of different services from Hyd.

Sl. No.	Station	Distance Km.	Express Deluxe Hr. Tech.		
			R. P	R. P	R. P
1.	Adilabad	290	120.00	140.00	180.00
2.	Utnoor	220	120.00	100.00	160.00
3.	Karimnagar	160	100.00	80.00	60.00
4.	Godavari Khani	190	90.00	110.00	130.00
5.	Vemalavada	150	50.00	70.00	90.00
6.	Mahadeupur	240	120.00	140.00	160.00
7.	Huzurabad	170	65.00	85.00	110.00

Format of STATEMENT

STATEMENT SHOWING THE LONG DISTANCE BUS FARES OF
DIFFERENT SERVICES FROM HYDERABAD.

Sl.No.	Station	Distance KMs	Express	Deluxe	Hitech
					Rs. P.
1.	Adilabad	290	120.00	140.00	180.00
2.	Utnoor	220	100.00	120.00	160.00
3.	Karimnagar	160	60.00	80.00	100.00
4.	Godavarikhani	190	90.00	110.00	130.00
5.	Vemulavada	150	50.00	70.00	90.00
6.	Mahadevpur	240	120.00	140.00	160.00
7.	Huzurabad	170	65.00	85.00	110.00

EXERCISE: 38

Type the following statement in proper form and rule up.

Statement showing family welfare Scheme operations in A.P. // All caps.

Name of the Dist.	1996	1997	1999
Adilabad	1,042	1,219	11,308
Nizamabad	3,124	3,004	12,304
Medak	2,194	2,118	12,128
Warangal	6,004	7,181	19,109
Khammam	4,149	(X)	15,172
Chittoor	4,178	6,144	17,122
Cuddapah	13,018	2,065	2,008
Guntur	6,124	7,108	18,194

EXERCISE: 39.

Type the following statement and rule up.

All caps/ statement showing daily employment in cotton mills.

State	first shift	Second shift	Third shift
Maharashtra	13,784	8,880	4,304
A.P.	5,919	4,344	3,500
Assam	(X)	2,149	1,394
Bihar	716	252	336
Kerala	406	480	157
Gujarat	895	967	915
(X) 5,320			

EXERCISE : 40

Type the following Statement in proper form and rule it.

Statement showing the no. of Cases settled by / Insurance Corporations in various divisions in Andhra Pradesh during the year (xx)

Sl. No.	Name of the Division	Life Insurance	United India Insurance	New India Assurance
1.	Hyderabad	3,43,549	2,53,454	584
2.	Warangal	4,39,832	9,43,541	81,564
3.	Nellore	89,548	1,23,984	4,59,504
4.	Vijayawada	3,94,720	3,87,2	653
5.	Kurnool	3,85,345	(48), 839	45,830
6.	Khammam	* * *	469	2,64,753

(xx) 1999-2000

* * * 745

CHAPTERS – 9

Business Letter

25 Periods

PROCEDURE FOR TYPING A BUSINESS LETTER

1. **OBJECTIVE :** To facilitate the student to type the BUSINESS LETTER error free with neat appearance in the prescribed format.
2. **EQUIPMENT AND TOOLS:** English typewriter -White papers - Table and chair.
3. **STEPS**
 - : Maintain 10 degrees of Left Margin (LM) and Right Margin (RM) each and 1 inch Top Margin (TM) and Bottom Margin (BM) each.
 - 1) Type **Telegrams** starting from 10 degrees of the LM. Put the telegraphic address in quotations and use capital letters to type it. Use a colon (:) immediately after the word Telegrams as shown here. Eg: Telegrams: “NATIONAL”
 - 2) Type **Telephone No.** by pressing the *back space key* from the RM depending upon the number of letters.
Eg: Count the characters in “Telephone: 2226496”. It comes to 18. Take the *carriage* to the extreme RM. Press the back space key 18 times. Start typing Telephone No. now. **OR**
Find the lengthiest line of the **Telephone No/From Address/Date**. Count the number of characters in that line. Deduct the counted length (no. of characters) from the total page width (minus the RM). The resultant figure is the degree at which you should start typing the Telephone No/Each line of From Address/Date.
Eg: Your paper width = 85 degrees.
No. of characters in the lengthiest line = 23 (i.e., Dated...)
Page width – RM = 85 – 10 = 75 – 23 = 52 degree. You should start typing at the 52nd degree.
 - 3) Take *Double Line* space. Type the name of the Company/Firm in capital letters and center it to the page.
 - 4) Give *Double Line* space. Type the **From Address** in *Single Line* space. Put a comma (,) at the end of each line and a full stop (.) at the end of the last line.
Hint: Follow the instructions in Step 2.
 - 5) Give *Double Line* space. Type the Letter Reference No. (if any, given in the manuscript) starting from 10 degrees of LM.
 - 6) In the same line, type the Date of the letter as given in Step 2.
 - 7) Give *Double Line* space. Type each line of the **To Address** in *Single Line* space). Put a comma (,) at the end of each line and a full stop (.) at the end of the last line.
 - 8) **Give Double Line space.** Type the **salutation** of the letter. (Dear Sir,)
 - A. Give *Double Line* space. Type the **Subject** from 20 degrees of LM using *Single Line* space. To better its look, do not stretch typing it too far on the RH side.
 - B. Give *Double Line* space. Type the **Reference** matter in *Single Line*.
Hint: Do not expand the abbreviations “Sub: “ and “Ref: “
 - C. Type three hyphens after the Reference. (---)

- D. Give *Double Line* space. Start typing the **body of the letter** in *Single Line* space using *Double Line* space in between two paragraphs. Start every para leaving 5 spaces from the LM.
- E. Type “**Thanking you,**” also like a paragraph.
- F. Take *Double Line* space and type “**Yours faithfully,**”.
- G. Take *Single Line* space and type “**for so and so Company name**” in capital letters. Do not type “for” in capital letters.
- H. Give *Triple Line* space (for signature) and type the designation of the person representing the firm/company in upper case.
Hint: Count the no. of characters in “Yours faithfully,” , “for So and So Company,” and the “**Manager.**” (designation). Find out the lengthiest one of the three lines and type it in such a way that the last character touches the RM. At the same time, make sure that the above three lines are centered to each other.

<p>IMPORTANT NOTE: It is also acceptable to type the Telegraphic address (Telegram) and the Telephone No. against the first and second lines of the From Address. These should be typed in <i>Single Line</i> space and started from 10 degrees of the LM.</p>
--

- 4. **PRECAUTIONS** : 1) Read the manuscript thoroughly before typing. Understand its essence. Amplify abbreviations.
- 5. **Calculations** : Make out calculations for centering etc., before typing.
- 6. **Output** : Neatly typed out and error free **Business Letter** in the prescribed format.

ILLUSTRATION :

Telegram: "NATIONAL"

Telephone: 862314

National Typewriter Co. Ltd.

71, Gandhinagar,
Secunderabad.

Ref. No. 777/99

Dated 28th Sept., 1999.

The Principal,
Modern School of Commerce,
Vijayawada - 1.

Dear Sir,

Sub: Sale of second-hand typewriters - Reg.

Ref: Your ltr. dt 2nd September, 1999

--
We acknowledge with thanks the receipt
dated above enquiring us about / availability of second-
hand typewriters. As desired by us, we are herewith
enclosing the price-list and the details of the
typewriters.

The machines have been thoroughly over-
hauled and they are in perfect working condition. We
are to inform you that the prices are fixed and if
you place the order for more than five machines,
we give you marginal discount. As the typewriters
are in great demand, we advise you to send
your order without any loss of time.

We would like to inform you that we
are having not only English Typewriters but
also Telugu and Hindi Typewriters.

Thy Yon,

Yours faithfully,
for -----

MANAGER.

Format of BUSINESS LETTER

Telegram: "NATIONAL" ↓ 2 LS Telephone: 862314
NATIONAL TYPEWRITER COMPANY LIMITED ↓ 2 LS
71, Gandhinagar, Secunderabad. ↓ 2 I.S

Ref.No.777/99 dated: 28th September, 1999.

The Principal, ↓ 2 LS
Modern School of Commerce,
Vijayawada-1

Dear Sir, ↓ 2 I.S

Sub: Sale of Second hand Typewriters - Reg. ↓ 2 LS

Ref: Your letter dated 2nd September, 1999. ↓ 2 LS
--:o0o:-- ↓ 2 LS

We acknowledge with thanks the receipt of your letter cited above enquiring
us about the availability of second-hand typewriters. As desired by you we are
herewith enclosing the price-list and the details of the typewriters.

↓ 2 LS
The machines have been thoroughly overhauled and they are in perfect
working condition. We are to inform you that the prices are fixed and if you place the
order for more than five machines, we give you marginal discount. As the typewriters
are in great demand, we advise you to send your order without any loss of time.

We would like to inform you that we are having not only English Typewriters
but Telugu and Hindi Typewriters also.

Thanking you,
↓ 2 LS

Yours faithfully,
for NATIONAL TYPEWRITER COMPANY
LIMITED, ↓ 3 LS
MANAGER.

EXERCISE : 41

letter Ref. No. A/15/98, dt. 17th Nov, 1998 to M/S Ram Furniture Co., near Gandhi Hall, Nellore, from Aishwarya Furniture Works, Ambedkar Rd., Warangal Ph. 673215, Grams: "WOOD".

SLS,

W.r.t. yr. enquiry dt. 7th Nov., 98, we are happy to inform you that we hv., ready stock of furniture and other equipments, you wish to buy. We are proud to say th., we have thirteen more than 13 yrs., of experience in this field.

We are sending separately our illustrated catalogue wh., gives you an idea of the quality [⊕] of furniture and materials which are being fulfilled by us. ^{⊕ and style} _{* supplied}

Our representative Mr. Raju will be calling on you during next week to explain any further details required by u. We hv., a beautiful show room at Ongole (a place nearer to you) and the visit will give you, an idea about us. We assure that we can supply / furniture at a reasonable prices [⊕] // Hoping to receive your esteemed order

y/s
Sales Manager

⊕ The enclosed brochure gives some models

EXERCISE : 42

Type the following business letter in proper form.

Ltr. dated 29-9-1999 from National Trading Co.,
16, Gandhi Marg, Bombay addressed to the Manager,
M/s. Apal Electricals Ltd, Madras

dlh
We are in receipt of your letter of /
29th July, We are sorry to hear from your letter
that the goods sent by us last year were not
upto your expectations, as you think the quality
is poor and be well unsuitable for the requirements
of the market. Our goods are well received through
country out there and we have not come across any such
complaints from our customers so far. // We are however
arranging to send our representative to your place to
make study on the spot of the goods and to
report to us regarding the quality of / goods in
question. On receipt of the report from the representative
and will arrange to take back the goods at our
cost. We shall also arrange on our satisfaction
as to the poor quality of the goods in question, we
to send a fresh consignment of goods in good
quality without any addl. expenditure to you.

dlh ~~Y~~ Thanking you,

Y/f,

EXERCISE : 43

Type the following Business Letter in proper form.

Letter dated 1st Jan '2000 fr. Visakhapatnam
still plant ltd, Vizag to the ^{Divisional} branch manager,
the Oriental Insurance Co. Ltd, Seethammadhara,
Vizag. [Grams: "STEEL" Phone: 443322]

d/s → we have / pleasure to introduce
ourselves as leading mfrrs. of high-quality
steel comparable to any global manufacturer.
We are given to understand th you are
propoging to construct office and residential
accommodasion on your own / // In this
connection, we or ready to supply you
any large qty of steel required at
reasonable prices at (notice short). we
enclose h/w a detailed cate-card of all
our products for yr. ready reference. //
on hereing. fr. you, we will depute our
Marketing Mgr. to discuss with you the
conditions and terms and finalise the matters. //
3 2 1
we wd. like to inform u th. we bagged /
prestigious "ISO 2001" certification for / yr.
1999 and we are striving to repeat / same
this yr. too. NP// Thanking you,
/ to ensure superior quality of work //f.

EXERCISE : 44

Telephone : 336495

Telegrams : "Kaveri"

Kaveri Home Appliances, Telak Road,
Bangalore.

Dated 25 April, 1999.

NO : N/95/106

Kalyani Traders,
10, Bank Street,
Hyderabad.

D/Ss

We are in receipt of your letter of the 10th instant. As you are aware, we have been mfg. and selling domestic appliances for a long time. We are enclosing a catalogue of our goods and we shall be glad, if you select the articles that you desire to buy from us and place an order. The goods will be supplied to you within a fortnight from the date of receipt of the order.

If any of the appliances are not working properly we shall be pleased to supply fresh ones in their place. But such things shd. be brought to our notice within a week from the date of their receipt. If any defect is found in the working of the equipment, we shall take steps to depute our mechanic to rectify the defects. We give you a guarantee of one year. // Answering your esteemed order.

R. Y. F.

Sales Executive

CHAPTER – 10

MODEL QUESTION PAPER – 1

Paper – II Fundamentals of Shorthand & Typewriting.
TYPEWRITING (PRACTICALS)

Time : 1 Hour

Max. Marks : 50

PART – A (SPEED)

Time : 10 Minutes

Marks : 25

INSTRUCTIONS :

1. The time allowed should in no case be exceed.
2. Leave the margin of not less than ONE inch on the TOP and equally so at the BOTTOM of the paper.
3. Type in double line spacing with a margin of TEN degrees on the left.

I. Type the following :

Let me touch briefly on the issue concerning “on-the-job” training or retraining of workers. I do not think we are paying enough attention to it. We can have knowledgeable scientists and engineers inadequate numbers but we could be ending up in not having enough technicians and highly skilled craftsmen to transform concepts and drawings into manufactured products. I remember some years ago when I was Health Minister, I was very surprised to find that we were then producing many more doctors every year but the number of nurses we were producing was larger enough. Whereas from all standards accepted all over the world, the doctor nurse ratio has to be fixed at least. Now this is in the kind of inverted pyramid that seems to have evolved in the educational system in our country

and on the medical side indeed it has led to many difficulties, including even of the nurses who were being trained here going to other countries for better paid jobs and we in India finding ourselves short of nurses.

You are aware that computer and communication technologies are revolutionizing the way to learn, communicate and practise what we have learnt. This technology has brought the world to our doorstep. Can't we use this technology for developing the necessary tools for training and retraining our workforce? This has been said again and again but somehow the follow-up action which needs to be undertaken on this has been lagging behind.

PART - B (MANUSCRIPT)

Time : 50 Minutes

Max. Marks : 25

INSTRUCTIONS :

1. Special attention should be paid to accuracy and neatness of execution.
2. Abbreviations should be amplified and spelling mistakes, if any corrected.
3. Each question should be typed on a separate sheet of paper.
4. The time allowed in no case be exceeded.
5. Type the following according to the format.

II. Type the following STATEMENT in a proper form and rule up : 15 Marks

Area of principal Crops irrigated.
(in Hects.)

Crop	2001-02	2002-03	2003-04
1	2	3	4
Paddy	44,096	49,152	83,993
Ragi	4,325	2,741	3,687
Chillies	3,359	2,622	3,148
Sugarcane	65,759	60,090	42,034
Fruits & Veg.	28,712	21,569	26,445
Groundnut	20,491	26,594	30,994
Barzra	1,524	926	1,125
Sesamum	391	382	566

III. Type the following BUSINESS LETTER in proper form :

10 Marks

From: Ref: no: 786/96, dt. 9-11-03,
Telegrams: Andhra, Telephone 617523,
Andhra Scientific Engineering Pvt. Ltd.
Dealers in Scientific Instruments, Koti,
Hyderabad-500025; Messrs. Balaji
Enterprises, Bose Street, Kakimada.

D/S

We have been pained today to address you by our experience of the last 10 years during which interval our wholesale catalogue No: 95 has met with appreciation throughout the country. This catalogue containing all apparatus for teaching physics, Chemistry, physiology and other educational appliances was first issued in 1980 and other prices were specially reduced to defy the keen competition going in the market ~~then~~ ^{del}.

We hope you will avail yourself of our services and will favour us with favourable orders. Thanking U. Y/F
for - - - - -

MODEL QUESTION PAPER – 2

Paper – II Fundamentals of Shorthand & Typewriting.
TYPEWRITING (PRACTICALS)

Time : 1 Hour

Max. Marks : 50

PART – A (SPEED)

Time : 10 Minutes

Marks : 25

INSTRUCTIONS :

1. The time allowed should in no case be exceeded.
2. Leave the margin of not less than ONE inch on the TOP and equally so at the BOTTOM of the paper.
3. Type in double line spacing with a margin of TEN degrees on the left.

I. Type the following :

A welfare state means a state in which the government looks after the welfare of everybody. It is another interpretation of the socialist, state. The Labour Government of the United Kingdom had declared itself to be a welfare state. It nationalised essential services as well as provided employments to everybody and started a scheme of birth and death insurance. Medical services are now available to everybody and are provided by Government. Unemployment and old age pensions are available. Short of becoming a communist state, Britain has provided its people, with all the facilities of civilization. Shri Jawahar Lal Nehru has declared that the goal of India is a welfare state, as we are very far from the ideals being pursued in Great Britain. There are chances of India becoming a welfare

state in near future as the development plans aim at raising the standard of living of the teeming millions of the country. Planning for peace is much more difficult than planning for war. When a nation has to face external aggressions all the resources are marshalled in self-defence and all the other thoughts are relegated to the background. Not so in times of peace when the tiniest issue gives rise to endless controversies. We have heard of the battle of Britain during the Second World War. The entire nation to a man rose to resist the invasion of the German army. Churchill who was denied power for quarter of a century because of his warlike characteristics became the man of the hour, and well he proved his worth. His name will adorn British history.

PART – B (MANUSCRIPT)

Time : 50 Minutes

Max. Marks : 25

INSTRUCTIONS :

1. Special attention should be paid to accuracy and neatness of execution.
2. Abbreviations should be amplified and spelling mistakes, if any corrected.
3. Each question should be typed on a separate sheet of paper.
4. The time allowed in no case be exceeded.
5. Type the following according to the format.

II.

15 Marks

Type the following Statement in Proper form and sub up.

all caps || Statement of Economic census of persons working in own account enterprises.

sl. no	Type of enterprise	Rural	urban	Total
1.	mining	818	2	820
2.	Manufacturing	6,546	54,476	61,022
④ 231	wholesalers	4,756	2,231	6,987.
5.	Retailers	1945	1,252	56,606
6.	Restaurants	36,513	20,093	6,987
	3. Construction	948	51	999
	7. Transport	343	336	679
336	8. Communication	134	404	538

III.

Type the following letter in proper form. (marks 10/10)

Letter Ref No. Tex/24 dt. 1st Feb, 2002
addressed to M/s. Dinesh Textiles Ltd, 71
Andheri East, Mumbai-2 from M/s. Singer
Enterprises, Abids, Hyderabad-1.
Telegram "SINGER" Telephone: 3212371.

D/S,

Subj: Introducing new knitting machines - Reg:

We are pleased to inform you that we have been appointed as ^(X) for the knitting machines manufactured by the Indian Knitting Machines Co., Mumbai, who are specialised in this line // We are confident that these machines will be quite interesting to you specially because they are designed to produce fully fashioned fabrics and all types of garments. Moreover, these machines are also capable of giving increased productivity and simple to operate.

(X) - the sole selling agents

N.P

h/d

N.P

y/c

// We are glad to inform you that these machines are exported to foreign countries like Australia, Nepal and many other countries.

We will be glad to supply

you the complete literature about these machines on you from hearing

Thanking you

y/f
for
Manager

MODEL QUESTION PAPER – 3

Paper – II Fundamentals of Shorthand & Typewriting.
TYPEWRITING (PRACTICALS)

Time : 1 Hour

Max. Marks : 50

PART – A (SPEED)

Time : 10 Minutes

Marks : 25

INSTRUCTIONS :

1. The time allowed should in no case be exceed.
2. Leave the margin of not less than ONE inch on the TOP and equally so at the BOTTOM of the paper.
3. Type in double line spacing with a margin of TEN degrees on the left.

I. Type the following :

In the United States and some other developed countries, power for lift irrigation and other rural services is delivered mostly at a cost without profit thanks to Government intervention and financial assistance. This cost is inclusive of the cost of purchases, the operating costs, interest on loans and depreciation. In India, the Electricity Supply Act, 1948 entrusted rural electricity to the boards with a mandate that even while taking power to the rural and tribal areas, they should perform efficiently and economically. Rural electrification is a capable intensive and unremunerative proposition. The boards can manage without operating losses or even earn returns on investments, provided they adopt a stage by stage intensive rural electrification process instead of an

unscientific approach. Isolated areas could be more economically electrified by alternative energy sources, say mini-hydel or solar or even by burning petroleum fuels. But political compulsions make this impossible. The Boards are also subjected to unhealthy interferences in administration, purchase materials and award of contracts leading to financial losses and staff indiscipline. Besides, the boards are compelled to resort to a flat rate, sometimes even free of cost to lift irrigation pump sets and huts, leading to waste and misuse of power the cost of which keeps escalating.

The State Governments in order to humour the vote banks, have forced the boards to subsidise power supply to rich landlords, illuminations and even cinemas.

PART - B (MANUSCRIPT)

Time : 50 Minutes

Max. Marks : 25

INSTRUCTIONS :

6. Special attention should be paid to accuracy and neatness of execution.
7. Abbreviations should be amplified and spelling mistakes, if any corrected.
8. Each question should be typed on a separate sheet of paper.
9. The time allowed in no case be exceeded.
10. Type the following according to the format.

II.

15 Marks

Type the following in proper form.

^{All} _{Co-ops} / Statement of factory-wise
Sugar produced in quintals.

factory name	2002	2003	2004
Chittoor Co.op. Sugars	1,41,600	1,27,050	-
S.V. Co.op. Sugars	1,81,625	1,67,247	-
Vani Sugars	2,86,700	3,42,375	94,690
Prudential Sugars	3,54,090	3,90,730	2,02,730
Siddalagunta Sugars	3,75,320	4,40,560	3,64,747
Sagar Sugars	-	-	10,636.

III. Type the following BUSINESS LETTER in proper form :

10 Marks

From Maheshwari Rolling Co., Samathnagar,
Hyd., dt. 9th Sept. 2004 addressed to the
indian industrial co., Madras - 60.

Ref. No: 765/04. D/S. // Yr. telegram
reached us last evening after yr our
factory had closed and it did not come to
our notice until this morning. We regret
to hear of serious inconvenience caused to
you by the non-delivery of goods despatched
by us on the 20th instant. // We have been
in communication with the Rly. authorities,
but as yet we have not had a full report
on the reasons for the delay. All they can
say at present is that they think the
bale in Qn. was put into the ~~other~~ wagon
by mistake. But we have instructed them
to make an investigation at once
and as soon as we have their reply
we will again communicate with U.
Sorry for the inconvenience.

Y/F

for - - - - -

del

MODEL QUESTION PAPER – 4

Paper – II Fundamentals of Shorthand & Typewriting.
TYPEWRITING (PRACTICALS)

Time : 1 Hour

Max. Marks : 50

PART – A (SPEED)

Time : 10 Minutes

Marks : 25

INSTRUCTIONS :

1. The time allowed should in no case be exceed.
2. Leave the margin of not less than ONE inch on the TOP and equally so at the BOTTOM of the paper.
3. Type in double line spacing with a margin of TEN degrees on the left.

I. Type the following :

Our freedom is in peril; save it with all your might, was the slogan of our late Prime Minister. This slogan generated enough enthusiasm in our jawans who recently defeated the might of Pakistan. Still we are not out of the woods. Though we have defeated our enemy in the recent show-down, our national pride is still at stake. Our Government finds it difficult to feed the ever-growing population of our country. During the last ten years, we have depended on the food stores of friendly countries. Now, the time has come to harness our energy and resources in making our country self-sufficient in foodgrains. Only then, we shall be able to preserve our freedom. To this effect, in his radio broadcast said. The Jawan is giving blood. I am asking the Kisans to give their toil and

sweat. In fact, self-sufficiency in food, is no less important than an impregnable defence system for the preservation of our freedom and independence. Dependence on food imports is not only bad for the economic health of our country but it undermines also our self-confidence. We have to safeguard our freedom from outside and this we can do, when we can safely depend on our agricultural output.

There is no denying the fact that there is a need for rapid growth in agricultural output. We can accelerate the pace of agricultural output. Our mind is filled with doubt when we review the progress of agriculture in the first three Five Year Plans.

PART – B (MANUSCRIPT)

Time : 50 Minutes

Max. Marks : 25

INSTRUCTIONS :

1. Special attention should be paid to accuracy and neatness of execution.
2. Abbreviations should be amplified and spelling mistakes, if any corrected.
3. Each question should be typed on a separate sheet of paper.
4. The time allowed in no case be exceeded.
5. Type the following according to the format.

II.

15 Marks

Type the following statement in proper form and rule up.

Land utilisation in chittoor
of. (Area in Hects.)

Category	2001-02	2002-03	2003-04
Forests	4,51,345	451345	451345
Grazing lands	25,291	36527	36527
Misce. Crops	36537	25197	25173
net area sown	4,18,771	3,51,674	3,24,243
Area sown more than once	52,178	38,528	(x)
			(x) 36,283

III. Type the following BUSINESS LETTER in proper form :

10 Marks

Letter no. 11 dated 21st March, 2005 from
M/s Venkateswara & Co., Abids, Hyd., addressed
to Krishnaveni & Co., Trunk Road, Nellore.
Grams: Seven Hills, Phone: 2456189.

Veri/h
D/s. ✓ We are h sorry indeed to have
yr ltr of complaint regarding the goods
sent to you on the 9th March, and which
you returned to us yesterday. We have
made a careful enquiry into the matter
and that the mistake we admit was
entirely due to the carelessness of our
staff member. // We express apology for
the inconvenience and we are enclosing
a Cr. note for an amt. of Rs. 750/- for
the loss incurred.

We hope you will cooperate
in future also. Thanking you,

Y/F

MODEL QUESTION PAPER – 5

Paper – II Fundamentals of Shorthand & Typewriting.
TYPEWRITING (PRACTICALS)

Time : 1 Hour

Max. Marks : 50

PART – A (SPEED)

Time : 10 Minutes

Marks : 25

INSTRUCTIONS :

1. The time allowed should in no case be exceed.
2. Leave the margin of not less than ONE inch on the TOP and equally so at the BOTTOM of the paper.
3. Type in double line spacing with a margin of TEN degrees on the left.

<p>The world society appears to face the challenge of empirically recasting the sphere of social justice. That the functioning of social justice should be made more simple, more certain, more easily available to all the people, has been the constant cry of the law reformer over the years. The task which faces the law reformers is undoubtedly a massive one in terms of both the scope and the challenge of social justice. It is obvious that a new approach to the reform of the judicial system is needed by all means if public expectations are to be met in a satisfactory manner.</p> <p>Over a hundred years ago an observation was made that the implementation of social justice is adversely affected by the expansion of</p>	<p>case law. The observation was based on the contention that a human life will not be sufficient to absorb the gigantic volume of case law. Be that as it may, it appears that his argument was not totally unrealistic. A century ago, it was possible to learn the essentials of law from a single book. Today, it may take a whole library to cover the essentials of a single field. In an age of intense specialisation of rapid social change, heavy demands are placed on the domain of social justice, as in other fields, for synthesis, for continuity and for integration.</p> <p>There is now being felt a need to go beyond the particulars and to rediscover the universals. Reason in this context, involves the principle that conflicting statutes, cases and doctrines may be reconciled by analysis and synthesis.</p>
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PART – B (MANUSCRIPT)

Time : 50 Minutes

Max. Marks : 25

INSTRUCTIONS :

1. Special attention should be paid to accuracy and neatness of execution.
2. Abbreviations should be amplified and spelling mistakes, if any corrected.
3. Each question should be typed on a separate sheet of paper.
4. The time allowed in no case be exceeded.
5. Type the following according to the format.

II. Type the following statement in proper form and rule up. 15 Marks

Statement of Area Irrigated Source-wise

S.No	Source irrigated	2001-02	2002-03	2003-04
1	2	3	4	5
1.	Canals	1,821	214	677
2.	Tanks	44,879	15,314	20,332
3.	Tube wells	79,773	65,532	67,318
5.	Lift irrigation	143	138	139
6.	Other sources	393	66	117
4.	Dug wells	97,733	58,378	47,828
7.	Total	22,4750	144,660	13,393

III. Type the following BUSINESS LETTER in proper form :

10 Marks

Telegram "Kamal" Telephone: 357891
all Cap/ // Kamalawar & Co.,
(Dealers in student materials)
36, Kundan Bagh
Hyderabad

To Dated 25th June, 1990

M/s Dasarath & Co.,
25, Beach Road,
Annasalai
Madras.

Sirs ↘ We are in receipt of your ^{Std./} letter dated 16th ^{January} June 1990 wherein you have requested us for allowing special discount on the purchases made by you in view of the opening of new market for our goods items at Madras through your agency.

trs./ That, we have been supplying
In this connection we wish to inform you
our items which are useful to the student community especially upto 10+2 level. our products have already been in market in other countries states and there is no need ¹ discount special ² for at Madras. trs./
However, we shall ¹ try to allow you 2% on the net sales upto 31st Dec 1990 and give you a special prize in case you reach the target by that date.

yours faithfully
Manager
for Kamalawar & Co., // all Cap/