

## WORD PROCESSING (ENGLISH) PRACTICALS

**Time Allowed: 2 hours (including the time for viva-voce)**

**Max Marks: 60**

<b>Distribution of Marks:</b>	<b>Marks</b>	<b>Time</b>
1. Accuracy Test		
(a) Simple passage of 300 Words in English	15	15 Min.
(b) Letter	10	20 Min.
(c) Tabulation	10	15 Min.
2. Speed Test	15	10 Min.
30 words per minute		
3. Viva-voce	10	
	<b>Total 60</b>	

### **Instruction to the candidates and invigilators.**

- (i) The question paper consists of two parts.
- (ii) Both the parts are compulsory.
- (iii) Part I contains three jobs which be given to the candidates together, but Part – II (Speed Test) must be given separately.
- (iv) It must be ensured that the speed test (Para II) passage is type in ten minutes only. Additional Five minutes time may be allowed to candidates to take their print out.
- (v) Prior to the test the candidates should be told about the directory containing the Word-Processing package.