This Question Paper consists of **13** questions and **3** printed pages.

Roll No. | | | | | | | | | | | | | **Code No.** **64/VOC/O**

Set - A

TYPEWRITING (ENGLISH)

(Theory)

(323 / 423)

Day and Date of Examination _____

Signature of Invigilators 1. _____

2. _____

General Instructions :

1. Candidate must write his/her Roll Number on the first page of the Question Paper.

2. Please check the Question Paper to verify that the total pages and total number of questions contained in the question paper are the same as those printed on the top of the first page. Also check to see that the questions are in sequential order.

3. Making any identification mark in the answer-book or writing Roll Number anywhere other than the specified places will lead to disqualification of the candidate.

4. Write your Question Paper Code No. **64/VOC/O**, Set **A** on the answer-book.

TYPEWRITING (ENGLISH)

(Theory)

(323 / 423)

Time allowed : ***1 $\frac{1}{2}$*** *Hours]* *[Maximum Marks :* ***30***

Note : *(i)* ***All*** *questions are* ***compulsory****.*

(ii) Questions no. ***1*** *to* ***5*** *are Very Short Answer Type. Their answer should not exceed 10 words each.*

(iii) Questions no. ***6*** *to* ***10*** *are Short Answer Type. Their answers should not exceed 50 words each.*

(iv) Questions no. ***11*** *and* ***13*** *are Long Answer Type. Their answers should not exceed 150 words each.*

(v) Marks allotted to each question are given in the right-hand margin.

1. Who invented the first practical and efficient typewriter ? *1*

2. How much space is usually left for Top Margin ? *1*

3. With which fingers are the Shift Keys operated ? *1*

4. How many methods of centering are there ? *1*

5. What is the length of the standard typewriter ribbon ? *1*

6. What do you understand by 'Touch Method of Typewriting' ? *2*

7. Write the following numbers in Roman Numerals : *2*

40 09

8. What is meant by Writing Line ? *2*

9. Enlist the material required for carrying out corrections on carbon copies. *2*

10. What do the following Proof Correction Signs mean ? *2*

(a) Ctr. (b) Stet.

(c) ,/ (d)

11. Write short notes on any ***two*** of the following : *5*

Paper Table Touch Tuning Device

Margin Stops Carriage Release Lever

OR

Syllabify the following words by observing the Syllabification Rules : *5*

Concentrate Self-respect Runner

Introduction Supplement Self-defence

Combat Usefulness Corporation

Heedlessness

12. Define Carbon Manifolding. Explain the various kinds of carbon papers. *5*

13. Write the full forms of the following abbreviations : *5*

IAF AIR CSIR DO MD

MLA PWD SDO WR USSR