

## TYPEWRITING ( ENGLISH )

( Theory )







(323/423)

Time : 1½ Hours ]

[ Maximum Marks : 30

- Note :*
- (i) All questions are compulsory.
  - (ii) Question Nos. **1** to **7** are very short answer type. Their answers should not exceed 10 words each.
  - (iii) Question Nos. **8** to **11** are short answer type. Their answers should not exceed 50 words each.
  - (iv) Question Nos. **12** to **14** 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. What should be the height of the Typing Table? 1
2. How many Shift Keys are available on the Keyboard? 1
3. Which finger of left hand is used to type Alphabet 'Z'? 1
4. With which part of the Typewriter, the size of the paper is measured horizontally? 1
5. In a hanging paragraph, to which side the first line of the paragraph hangs? 1
6. What is the full form of PS? 1
7. What are different methods of inserting carbon papers in between the typing sheets? 1
8. What are the disadvantages of Sight Method of Typewriting? 2

9. What do you mean by Syllabification? 2
10. What steps will you take to ensure carbon economy? 2
11. Explain the methods of inserting carbon papers between the typing sheets. 2
12. What is the importance of Typewriter in an office? 5
13. Write short notes on the following : 5
- (a) Stylus pen
  - (b) Writing plate
  - (c) Stencil paper
  - (d) Stencil guide marks
  - (e) Gum and gum-coated paper
14. What do the following proof correction signs indicate? 5
- (a) /-/
  - (b) 
  - (c) 
  - (d) 
  - (e) Stet.
  - (f) 
  - (g) 
  - (h) 
  - (i) N.P.
  - (j) #

OR

Write the full forms of the following Abbreviations :

(a) AITUC

(b) BHU

(c) DC

(d) GPF

(e) MO

(f) PUC

(g) UPSC

(h) RBI

(i) UNO

(j) CBI

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