This Question Paper consists of **12** questions and **3** printed pages.

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

Set - A

TYPEWRITING (ENGLISH)

(Theory)

(218)

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. Answers for all questions, including matching, true or false, fill in the blanks, etc., are to be given in the answer-book only.

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

TYPEWRITING (ENGLISH)

(Theory)

(218)

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

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

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

(iii) Before answering write down the Question Number.

(iv) The answers should be clear and to the point.

1. In which year did the Electric Typewriter come into the market ? *1*

2. How much left margin is left on a paper while typewriting ? *1*

3. Name the ink used for producing multiple copies on Duplicating Machine. *1*

4. Where is attention line drawn to any enclosures by typing 'Encl.' ? *1*

5. Where is the third horizontal line drawn in a Tabulation ? *1*

6. Write short notes on any ***two*** of the following : *4*

(a) Noiseless Typewriter

(b) Space Bar

(c) Feed Rolls

7. Which signs are used for the following in Manuscripts ? *3*

(a) Change the letters underlined to capital letters

(b) Start from new para

(c) Delete. Not to type

8. Define Manuscript. Explain the rules to be kept in mind for typing a Manuscript. *3*

9. How will you divide the following words at the end of the line ? *2*

Common	Mention
Understood	Self-respect

10. Write the full forms of any ***three*** out the following abbreviations : *3*

UPSC	MLA	GPF
ITO	AIIMS	

11. Enlist the steps you will take for the proper care and upkeep of the Typewriter. *5*

12. Explain the process of carrying out corrections on Stencil Paper. *5*

OR

Write the correct spellings of the following words :

Breefly	Defense	Ejucation
Independance	Pedistrian	Ordinnence
Definately	Abandent	Rejister
Flud		