

TYPEWRITING (ENGLISH)

(Practical)

(218)

Time : 1 Hour]

[Maximum Marks : 70

INSTRUCTIONS TO THE INVIGILATORS AND CANDIDATES

1. This Question Paper consists of *three* jobs.
2. Job-I (Speed Test) is to be given to the candidates in the beginning. Time allotted for the Speed Test is 10 minutes and the answer-sheets must be collected immediately thereafter. The candidates are to be allowed 5 minutes for setting of Paper and Typewriter prior to the commencement of the Speed Test.
3. The remaining *two* jobs (Statement and Letter) are to be typed in 50 minutes.

JOB-II
(STATEMENT)

Time : 30 minutes]

[Marks : 30

Typewrite the following Statement neatly and accurately in double-line spacing, giving it the best possible display :

General Index of Industrial production
(Base : 1980 = 100)

Sl. No.	Month	1991	1992	1993
1.	January	188	199	207
2.	February	178	196	191
3.	March	192	208	211
4.	April	183	190	187
5.	May	179	194	190

JOB-III
(LETTER)

Time : 20 minutes]

[Marks : 20

Typewrite the following Letter, observing the Rules of Display in single-line spacing :

ATMARAM AND SONS
(Publishers and Book-sellers)

Kingsway Camp
Delhi-110009
(Insert today's date)

Messrs. Book Fare Shop
Meerut Cantt.
Meerut (U.P.)

Subject : Damaged Goods.

Dear Sirs,

We are in receipt of your letter dated 1st June, 2014 and have noted the contents.

We regret that some of your goods have damaged badly in transit resulting in heavy financial losses to you. Our representative will visit your office in the next two or three days and inspect the damaged goods for his estimate of loss.

We are enclosing a copy of claims form and would request you to kindly complete the form in the meantime and hand it over to our representative when he comes to your office.

Thanking you.

Yours faithfully,
for Atma Ram and Sons

Encls : as above

(Director)

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JOB-I
(SPEED PASSAGE)

Time : 10 Minutes]

[Marks : 20

- Note :*
1. Typewrite the following Passage accurately in double-line spacing. Repeat the passage, if time permits. Start typewriting when 'Start' signal is given and stop typewriting immediately on getting the 'Stop' signal.
 2. Do not typewrite the strokes given in the right-hand margin.
 3. After the Speed Test, hand over the answer-sheet to the Invigilator.

	<i>Strokes</i>
Even people with very little education are aware	48
of the remarkable advances in science that have taken	101
place during this century. What they are not, perhaps,	156
So aware of is that the rate of these changes is growing	212
faster. That is to say that what science has done in	265
the past ten years is considerably more than what science	322
did in the ten years before that. There seems to be	375
every chance that the next ten years will see even greater	432
and faster changes.	453
One great advance which will without a doubt raise	503
production of goods in a remarkable way is the development	562
of automation. This is not just a matter of inventing	616
and making machines to do the jobs formerly done by hand	671
but to devise machines which will serve and maintain other	730
machines, so that long and complex processes become entirely	790
automated from the beginning to the end.	830
Beneath the surface of the sea another revolution	879
is in progress. Men are learning how to live under	930
water for long periods, and to explore the depths. At	984
the same time they are learning how harvest may be	1035
gathered from the sea which will contribute greatly to	1089
maintaining the growing population of the world. The	1142
resources of the sea are known to be huge. Not only may	1198
we derive much food from the sea but also a great deal	1252
of our mineral wealth. The sea covers four times the	1305
area occupied by the land and there is no doubt that	1358
below the sea floor lie vast deposits of minerals.	1408
Already in various parts of the world oil is being	1459
produced by plants established at sea and drilling down	1514
into the sea bottom.	1535