

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
