

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

Roll No.

--	--	--	--	--	--	--	--	--	--	--	--	--

Code No. 53/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 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. 53/VOC/O, Set **A** on the answer-book.

323/423/VOC/803

[P.T.O.]

TYPEWRITING (ENGLISH)**(Theory)****(323/423)**

Time : 1½ Hours]

[Maximum Marks : 30

Note : (i) All questions are compulsory.(ii) Question Nos. **1** to **5** are very short answer type. Their answers should not exceed 10 words each.(iii) Question Nos. **6** to **10** are short answer type. Their answers should not exceed 50 words each.(iv) Question Nos. **11** to **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. When did the portable typewriter come into the market? | 1 |
| 2. How many pica characters can be typed in a space of 2.5 cm? | 1 |
| 3. What is the use of shift lock? | 1 |
| 4. Name an alternative term for the home row of the keyboard. | 1 |
| 5. How many spaces the carriage moves back when the backspace key is depressed? | 1 |
| 6. Explain the steps to ensure carbon economy. | 2 |

7. How many types of keys are available on a keyboard of the typewriter? Write their names. 2
8. Define 'manuscript'. 2
9. Write the following figures in Roman numerals : 2
18 22 14 60
10. What are the methods of inserting carbon papers in between the typing sheets? 2
11. Enlist the various parts of a business letter. 5
12. Write short notes on any *two* of the following : 5
Paper release lever ; Touch tuning device ; Correcting fluid ; Bichrome switch.

OR
Syllabify the following words :
Amendment ; Grammar ; Signal ; Understood ; Friendship ; Fish-market ;
Allotment ; Runner ; Document ; Hopeless.
13. Write the full forms of the following abbreviations : 5
USSR ; MP ; GPF ; CA ; TA ; PWD ; IMF ; FOR ; AIR ; STC

★ ★ ★