

Code No. **01 Z (A)**

**COMMERCE EXAMINATIONS  
ENGLISH TYPEWRITING  
PROFICIENCY GRADE**

**PAPER - III A**

**ORAL & PRACTICAL EXAMINATION**

**EXAMINER - I**

**July, 2015**

{ Time : 3 hours  
{ Max. Marks : 50

1. Explain
    - a) function of the Carriage Release Lever
    - b) function of the Paper Release Lever
    - c) function of the Line Space Lever
    - d) variable line space mechanism. 20
  2. What difference do you find when the shift key is improperly operated ? 5
  3. Explain the action of Back Spacer. 5
  4. How many space does the carriage move after ringing of the bell ? 5
  5. How do you release all the tabulator stops from the operative positions at one time ? 5
  6. How many keys are there in a typewriter ? 5
  7. What happens when carriage Tension strap is cut ? 5
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