

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

**COMMERCE EXAMINATIONS
ENGLISH TYPEWRITING
PROFICIENCY GRADE**

PAPER - III B

ORAL & PRACTICAL EXAMINATION

EXAMINER - II

July, 2015

{ Time : 3 hours
{ Max. Marks : 50

1. Typewrite the following sentence first :
Cricket is an International Game.
Then remove the paper from the Typewriter and Reinsert and Type :
Sachin is an International Player.
And see that the alignment is same. 10
 2. Explain the difference between the copyholder and cardholder. 5
 3. Explain the use of Touch method and Sight Method. 5
 4. Does the Ribbon move in the following cases ?
 - a) When the carriage moves to left.
 - b) When the Back Space is pressed.
 - c) When the tabulator Bar or key is operated.
 - d) When the space bar is struck.
 - e) When the Carriage Release lever is pressed. 10
 5. What is Duplicating ? Explain its uses. 10
 6. What is Grafting ? Explain. 10
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