

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

**COMMERCE EXAMINATIONS
ENGLISH TYPEWRITING
PROFICIENCY GRADE**

PAPER - III A

ORAL & PRACTICAL EXAMINATION

EXAMINER - I

June, 2016

{ Time : 3 hours
Max. Marks : 50

Note to the Examiner :

1. Wherever possible, the candidate should be asked to show the parts connected with the question.
2. This question paper is to be returned with the Marks Sheet.

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|---|---|
| I. (a) Define a Typewriter. | 2 |
| (b) Name the different sizes of Carriage. | 3 |
| (c) How many character keys are there in the Key Board of your Typewriter ? | 2 |
| (d) Name all the character keys in the guide row. | 3 |
| II. What are the uses of the Carriage Release Levers ? | 5 |
| III. Name the essential parts of the Carriage. | 5 |
| IV. Explain the different methods of fingering and the particular method you are following. | 5 |

[Turn over

V. What are meant by the following ?

(a) Bleeding

(b) Treeing

(c) Rhythm

(d) Tail-piece

(e) Leader Dots.

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VI. If the candidate uses either Halda or Underwood, ask him to remove and refix the ribbon carrier.

OR

If the candidate uses other than Halda and Underwood, ask the candidate to remove and refix the carriage.

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