

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

**COMMERCE EXAMINATIONS
ENGLISH TYPEWRITING
PROFICIENCY GRADE**

PAPER - III B

ORAL & PRACTICAL EXAMINATION

EXAMINER - II

June, 2016

{ Time : 3 hours
Max. Marks : 50

1. Type the following sentence first :
Football is a very Interesting Game.
Then remove the paper from the Typewriter and reinsert and type :
All over the country.
And see that alignment is same. 10
 2. What is Stencil Cutting ?
How do you prepare the machine for stencil cutting ?
How do you correct errors on a stencil sheet ? 10
 3. What is Grafting. 10
 4. Remove and reaffix the Ribbon and explain the Ribbon Movement. 10
 5. What is duplicating ? Explain its process. 10
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