

Code No. **03 X (A)**

COMMERCE EXAMINATIONS
ENGLISH TYPEWRITING
SENIOR GRADE – I PAPER (Speed)

June, 2016

{ Time : 15 minutes
{ Max. Marks : 100

Instructions to the Candidates :

1. Type the following passage in DOUBLE LINE Spacing.
2. Typewrite on ONE SIDE of the paper.
3. Set the margins at 10 and 75 degrees.
4. Special attention should be paid to accuracy and neatness of execution.

You can now type the entire alphabet. While you are typing, think about the letter combinations that form words. Typing words and continuous prose is the best kind of practice, and all kinds of material can be typed for practice. The more you use the typewriter, the better your speed will be. Try to concentrate on each letter as you type. Margins can be quickly and easily set before you start typing. Determine the desired width of the margins and set them accordingly. All typewriters are either pica or elite. It is easy to tell by measuring the width of the paper against the margin scale or you typing ten or twelve characters and

then using a ruler to measure an inch of type.

If you have time each day to do a little typing, you will find that your skill improves. The more typing you do the more proficient you become. Using the correct technique and reaches to teach key will aid your development. This will also help you become more familiar with the machine. Try for accuracy when you are just beginning. Try to develop speed by typing a little more each time you try a speed test. If on the first test you finished just the first paragraph, try to start the next paragraph on the second speed test try to finish one more line. When

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typing a paragraph, use double line spacing and indent the first line five spaces to indicate the beginning of a paragraph. Double spaced paragraphs are appropriate for rough draft, manuscript copy, term papers, and reports, use your tab control to set the tab for the first line of a paragraph. To set a tab, return the carriage to the left margin, space five times on the space bar, press the set key. To check that the tab has been set, return the carriage and press the tab key.

To indent the first line of each new paragraph, press the tab key. The carriage will automatically indent to the correct position. If, however, you find the carriage has stopped before the fifth space, just press the clear key and the former tab set will be erased. Return the carriage again and press the tab key or tab bar. You are now ready to start typing the paragraph. Sometimes you might find that your right hand floats away from the guide key position more than you would like it to. Try to get the feel of the keyboard. Your right and left index fingers each type two keys per

horizontal row. There should be a two key space between your index fingers. The more typing you do, the more natural this position will seem. You will know as soon as you make mistake, and this is good. When you have developed that ability, you are progressing. Concentrate on each letter and try to type as accurately as you can. Everyone makes mistakes. Don't be too critical over a few mistakes. Your accuracy will increase as your ability improves.

Here are a few suggestions that may help you reduce your typing errors. First, just be certain that your fingers are in proper typing position, and then keep them in that position by learning to keep your hands quiet. Second, start typing at a lazy, well controlled pace and gradually increase your speed as you begin to relax, next keep your eyes on the copy to be typed. Concentrate on every word. There are many ways to correct typing errors. One quick way is to use correction tape. Another easy solution is to use correction fluid. This is a liquid substance that you can use to paint over a mistake.
