

Code No. **05 X (E)**

**COMMERCE EXAMINATIONS
ENGLISH TYPEWRITING
JUNIOR 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. Set the margins at 10 and 75 degrees.
3. Type only on ONE SIDE of the paper.
4. Special attention should be paid to accuracy and neatness of execution.

You may heard of the famous saying — Time and tide wait for no man. So it is important to make the most of your time instead of postponing. We have thought time management skills because our life is essentially a race against time. We have so many tasks at hand but very little time. This is why postponement of work is not important so that no time is wasted along the way. Postponement is common in the field of education. Students neglect their

studies during their school term and wait till the last minute to prepare for the exam. They spend so much time playing games and chatting with friends that they lose track of the time and start panicking at the last moment, a few days before the examinations. These are the students that do not perform to their optimum level in the examination. Toppers on the other hand are consistent in their studies and strike the right balance between education and play. They

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never panic at the last moment, because they are already well prepared for their examination, within time.

Time is just like a river. It keeps flowing for forward and never turns back. You may delay your work and wait for the last minute to complete your tasks at hand. But time will continue to move forward. Farmers have to keep a close watch of time because they follow strict schedule for planting and harvesting. Their farming schedules are based on the weather and if they delay their planting but cannot delay harvesting time by even a day. It will spell disaster for them because time will not wait for them. So time is precious for the farmer.

We should have respect for time and not misuse it. You may have heard of this famous saying. To realize the value of one year ask a student who failed in examination. To realize the value of one month, ask a mother who gave birth to a premature baby. To realize the value of one minute ask a person who just missed his train. To realize the value of one second ask someone who just avoided an accident. Time is precious, even one second of your life is valuable. So do not waste it. Let us have respect for time and time will show the same respect to us. Time zones are a geography world globe division of fifteen degree each. Starting at Greenwich, in England created to people to know what time is it now in another part of the world.
