

This Question Paper consists of 4 jobs and 6 (5+1) printed pages.

Roll No.

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Code No. 53/VOC/O

Set

A

TYPEWRITING (ENGLISH)

(Practical)

(323/423)

Day and Date of Examination

Signature of Invigilators 1.

2.

General Instructions :

1. Candidate must write his/her Roll Number on the first page of the Question Paper.
2. Please check the Question Paper to verify that the total pages and total number of questions contained in the paper are the same as those printed on the top of the first page. Also check to see that the questions are in sequential order.
3. Making any identification mark in the answer-sheet or writing Roll Number anywhere other than the specified places will lead to disqualification of the candidate.
4. Write your Question Paper Code No. 53/VOC/O, Set **A** on the answer-sheet.

TYPEWRITING (ENGLISH)

(Practical)

(323/423)

Time : 1½ Hours]

[Maximum Marks : 70

INSTRUCTIONS TO THE INVIGILATORS AND CANDIDATES

1. This Question Paper consists of *four* jobs.
2. Job-I (Speed Test) is to be given to the candidates in the beginning. Time allotted for the Speed Test is 10 minutes and the answer-sheets must be collected immediately thereafter. The candidates are to be allowed 5 minutes for setting of Paper and Typewriter prior to the commencement of the Speed Test.
3. The remaining *three* jobs (Letter, Manuscript and Tabulation) are to be typed in 1 hour and 20 minutes.

JOB-II
(LETTER)

[Marks : 20

Typewrite the following Letter in INDENTED STYLE by observing the rules of display :

SANGEETA GUPTA AND COMPANY

231, M. G. Road
Jalandhar
Punjab

Please insert today's date

M/S. Geetika Enterprises
A-31, Mysore South
Karnataka

Dear Sirs,

We thank you for your letter of 28th May, enclosing Railway receipt and invoice no. 1234 for ₹ 2,35,765.00 towards the full and final payment of our order.

We took delivery of the goods sent by you. All the goods in the consignment are intact and in excellent condition. We have forwarded your above mentioned Invoice to our accounts department for making the payment. We hope you will receive the payment within fifteen days.

Thanking you and hoping to have cordial business relations, we remain.

Yours faithfully,
for Sangeeta Gupta and Company

(Mrs. Meenakshi Dhar)
Manager

JOB-III
(MANUSCRIPT)

[Marks : 10

Typewrite the following Manuscript in double-line spacing incorporating therein the corrections as indicated in the left-hand margin :

Ans. Tabulator / Tabulator key →
It is provided just above the fourth (top) row of the keyboard. On full depression of this key, the carriage moves rapidly to points previously set for the tabular preparation of work to the points indented on the first line of each and every paragraph correspondence in work. However, in India typewriters, the tabulator is not a long bar as explained above but a key has been provided on the keyboard on its left side which shifts the position of the carriage pushed when on a previously fixed point. On some typewriters, decimal tabulator consisting of five or more keys is provided. This feature simplifies the ~~typing of figures or~~ entire statements by simply pressing a key.

JOB-IV
(TABULATION)

[Marks : 10

Typewrite the following Tabulation neatly and accurately in double-line spacing, giving it the best possible display :

NAND KISHORE GARG MEMORIAL SCHOOL

Admissions made in various subjects

Year	English	Hindi	History	Music
2009-10	432	412	326	65
2010-11	543	521	432	154
2011-12	576	587	576	87
2012-13	654	632	542	137
2013-14	765	798	754	212

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JOB-I

(SPEED TEST)

Time : 10 Minutes]

[Marks : 30

- Note :*
1. Typewrite the following Passage accurately in double-line spacing.
 2. Repeat the passage, if time permits. Start typing when 'start' signal is given and stop typing on getting the 'stop' signal.
 3. Do not type strokes given in the right-hand margin.
 4. After the Speed Test, hand over the answer-sheet to the Invigilator.

Strokes

I can understand the Government's point. The Government is now fixing it at one rupee. At the same time the Minister has a prerogative to enhance it up to five rupees. What is the reason for fixing it at rupee one? As he said the Financial Memorandum says one thing and the main Act says something else. There can be a possibility for misinterpretation. The Ministry may look into it.

85
175
264
351
404

Anyway, the object of the Bill is to collect ₹ 42 crore. My first question is, what is the contribution of the Government to this Cess Bill? The Government has not contributed anything. If ₹ 42 crore was recommended, why can the Government not give ₹ 50 crore for this fund?

490
583
668
700

As my learned friend suggested there are, as per the statistics, about 46 lakh or 50 lakh beedi workers. If these 50 lakh workers were to contribute ₹ 50 crore, it come to ₹ 100 per head. So, my request is that the Government should contribute their mite to the Cess Fund because the beedi workers are the most unorganised, illiterate and unhealthy people. The Government should contribute at least ₹ 50 crore to this Fund, otherwise every now and then the Minister will have to come forward with some amendment like this. We need a corpus and that corpus should be formed with Government's contribution. So, my request is that the Government should contribute at least ₹ 50 crore to this Fund.

784
870
955
1037
1121
1211
1294
1376
1424

Secondly, I request the Hon'ble Minister to inform this House whether identity cards have been issued to these workers. Has the Government ever thought of issuing identity cards to them? If they issue identity cards to these workers, then only they can to all beedi workers should be introduced. That is a matter which the Government should very seriously consider. There is a Board and these workers are covered under that Board. So, why do they not issue identity cards to them so that just like ration cards, they can very well claim the benefits on the basis of those identity cards? I am not elaborating it.

1510
1597
1690
1864
1951
2040
2131
2151