

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

**COMMERCE EXAMINATIONS
ENGLISH TYPEWRITING
JUNIOR GRADE – I PAPER (Speed)**

January/February, 2020

{ 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. Typewrite only on ONE SIDE of the paper.
4. Special attention should be paid to accuracy and neatness of execution.

Speed means the development, perfection and use of higher order habits that give to a typist his effective speed and the chief task of a teacher is to see that these necessary habits are developed and fixed in the most effective way. Jane clem defines speed as the rate of writing shorthand and typist can consistently maintain for long periods of time, on new material, with control. This means really sustained skill that can be measured in terms of gross or net

or correct words per minute. Experimental tests have shown that a typist must write for at least three minutes before his speed can really be measured. Shorter tests are just spurts of speed and while they have value if used properly in speed training, they are often confusing because they are the results of tense, forced effort that cannot be sustained.

Speed is the natural out growth of proper techniques that have

10002

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become habits, of sight attitudes that have been formed, of control both mental and physical that has been learned and much practice that has been done intelligently. When speed is stressed from the beginning, it is important that the copy for speed practice be kept as easy as possible. Successive repetitions of drills encourage speed more than accuracy. Alternative repetitions of the pair of lines alternatively three times encourage accuracy more than speed. Accordingly, drill should be so directed that it performs a double duty to give purposeful practice on the aspect of operation and to reinforce speed or accuracy by its practice pattern. It is also important that the pupil strives for fluency of

motion. Developing fluency requires abundant repetition of easy material of all kinds, such as words, phrases, sentences, short paragraphs and speed writings.

With his attention of fluency, the pupil will attempt to keep the machine moving without pause, he will strive for a smooth and easy carriage return and shifting for capitals and he will develop a flexible rhythm. Writings given to increase speed should be short. They should be half minute, one minute and three minutes writings. Long writing should be used only to measure speed, the short ones to develop it. Another way to increase the speed is to have each pupil determine his base rate through short writing.