

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

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.

Typewriting, Shorthand and Computer education are the Triplets of the present day office administration. Stenography, a low cost subject is being considered as a common youth's education. The art of typewriting and shorthand is quite simple and easy way of learning and it involves little efforts by the student willing to acquire typewriting and shorthand skills as stenography subject. There are two methods of typewriting, the touch method and the sight method. The touch method involves operation of all the fingers of

the hand and is accurate also. The sight method can be done using only couple of fingers and is not so accurate. Typewriting helps one enhance his concentration as the student has to keep the chart on the left side. This helps the left brain of the student to absorb the contents at a faster rate compared to right brain. By fixing the vision on the subject, the person would be able to enhance his concentration level. While making use of all the eight fingers of both the hands, the person will be doing a sort of physical exercise. As a result of

which the blood circulation level would be streamlined and the person practicing sight method of typewriting would be quite fit and healthy.

The commercial letters, official letters and the tabular statements prescribed in the syllabus for the examinations will help the student to acquire abundant general knowledge besides improving his vocabulary. Repeated typing of similar words will help the student to acquire accuracy in the spellings of various words. While typing business and official letters the student would be able to acquire knowledge of different places around him and thus improve his general knowledge. As the student has to make certain corrections in spellings while doing business and official letters his language skills would be enhanced. Thus stenography subject is a boon to students. They will be able to perform

the work prescribed in much lesser time compared to those not knowing typewriting skills.

The office automation computer education imparted in Commerce Institutes has been widely welcomed by the student folk across the state. The syllabus prescribed is quite simple and would help the student to master the skills of computer operation in few months. Certification by the State Education Board has been of immense benefit to the students. The shorthand subject though needs a little bit more efforts to master the skills will help the student assured of secured job either in private sector or Government Offices. Thus we can conclude that the three subjects shorthand, typewriting and computer education as Brahma, Vishnu and Maheshwara of commerce education.