

Code No. **15 X**

COMMERCE EXAMINATIONS
ENGLISH SHORTHAND
JUNIOR GRADE – I Paper (Speed)

January/February, 2020

Time : { Dictation : 10 Minutes
Transcription : 1½ Hours

[Max. Marks : 100

Instructions to Readers :

The following passage should be dictated to the candidates at the rate of 80 words per minute as marked herein and they should be asked to take down the same in the reporting style of phonography and transcribe the same into longhand (English) within the stipulated time.

Typewriter is a mechanical or electromechanical machine for writing characters similar to those produced by a printer's movable type. Typically, a typewriter has an array of keys, and each one causes a different single character to be produced on the paper, by means of a ribbon with dried ink struck against the paper by a type element similar to the sorts used in movable type letter press printing. With older typewriters,

a separate type element called a type bar corresponds to each key ; more recent ones use a single type element such as a type ball or disc with a different portion of it used for each character. At the end of the nineteenth century, the term typewriter was also applied to a person who used a typing machine.

The first commercial typewriters were introduced in One thousand Eight

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[Turn over

$\frac{3}{4}$ hundred/// Seventy-four, but did not become common in offices. The typewriter quickly became an indispensable tool for practically all writing other /2/ than personal handwritten correspondence. It was widely used by professional writers, in offices and for business correspondence in private $\frac{1}{4}$ homes./

Typewriters were a standard fixture in most offices. Thereafter, they began to be largely substituted by computers. Nevertheless, $\frac{1}{2}$ typewriters remain// common in some parts of the world, are required for a few specific applications, and are popular in $\frac{3}{4}$ certain sub /// cultures. In many Indian cities and towns, typewriters are still be used, especially in road-side and legal 3 offices due to /3/ a lack of continuous, reliable electricity.

The Typewriter Keyboard continues to be the standard used in computers too.

Although many / modern $\frac{1}{4}$ typewriters have one of several similar designs, their invention was incremental, developed by numerous inventors working independently or in // $\frac{1}{2}$ competition with each other over a series of decades. As with the automobile, telephone and telegraph, a number of people/// contributed insights $\frac{3}{4}$ and inventions that eventually resulted more commercially successful instruments. Historians have estimated that some form of typewriter was /4/ invented fifty two times 4 as thinkers tried to come up with a workable design.

Typewriter went into commercial production in / the $\frac{1}{4}$ year One thousand Eight

hundred seventy and was the first commercially sold typewriter. It was a success in Europe // and was reported as being used in offices in London. This typewriter, together with the placement of the letters so/// that the fastest writing fingers struck the most frequently used letters, made the first typewriter to produce text substantially faster /5/ than a person could write by hand.

The first typewriter to be commercially successful was invented by Americans although Sholes / dis-owned the machine and refused to use or even recommend it. It looked like a cross between a piano and // a kitchen table.

This was the origin of the term typewriter. Remington began production of its first

typewriter in New/// York. It $\frac{3}{4}$ had a keyboard layout, which because of the machine's success, was slowly adopted by other typewriter manufacturers. As /6/ most other early 6 typewriters, the type-bars strike upwards, the typist could not see the characters as they were typed.

Comming / into the $\frac{1}{4}$ market, the index typewriter uses a pointer to choose a letter from an index. The pointer is mechanically // linked so that $\frac{1}{2}$ the letter chosen could then be printed, most often by the activation of a lever. The index/// typewriter was briefly $\frac{3}{4}$ popular in the markets. Although they were slower than keyboard type machines they were mechanically simpler and lighter./7/ 7

Dear Sirs,

We bring to your kind notice that and with reference to the property in Bengaluru City Chamarajpet Area / in which you are interested, we regret to inform you that our client will not accept your changed offer for// it. He quotes the figure he mentioned at our last interview and insists that he has no intention of reducing/// it, probably because he is not over anxious to sell the property for any unnecessary purpose. In the circumstances, it /8/ will be necessary for you to accept the terms and conditions that were stated in our letter of Saturday last./ In our opinion, we do not think that they are unreasonable and there is no doubt that the premises will // appreciate

rather than depreciate, during the next few years. Further, we think that if you do not decide promptly, you /// will be too late, as we know that another firm is very anxious to purchase. Some time ago, you asked /9/ us to bring to your notice particulars of any free hold shop property investments which we considered attractive and we / should be glad to know whether the following appeals is justifiable. A substantial established shop with flat above, on full // repairing lease for twenty years without break to an establishment at rupees fifty thousand per annum at a price of /// Rupees Seven lakhs. We shall proceed to take further details on knowing your positive interest in the matter. /10/

Yours faithfully,