

MAHARASHTRA STATE BOARD OF VOCATIONAL EXAMINATION, MUMBAI

EXAMINATION – JULY 2014

CERTIFICATE COURSE IN TYPEWRITING ENGLISH (408102)

TIME ALLOWED – 3 Hrs.

MARKS – 100

SUBJECT – THEORY OF TYPEWRITING (TH-I)

Q.1. A) State True or False (any 5)**5**

- 1) The first electric typewriter was produced by the Blickensderfer Manufacturing Company, of Stamford, Connecticut, in 1902.
- 2) Typewriter is an electrical machine for writing the character.
- 3) The first typewriter to be commercially successful was invented in 1868 by Americans.
- 4) The first model was marketed by the Noiseless Typewriter Company in 1917.
- 5) The final major development of the typewriter was the "electronic" typewriter.
- 6) The 1874 Sholes & Glidden typewriters established the "QWERTY" layout for the letter keys.

B) Fill in the blanks.**5**

- 1) ----- paper is used for making 8-10 carbon copies at a time.
- 2) There are -----keys in the key-board of English typewriter.
- 3) Maximum use of type ribbon is known as -----
- 4) In an electronic typewriter a ----- is used place of a roller.
- 5) In proof correction the term "NP" stands for ----- / -----

C) State long form. (any five)**5**

- | | | |
|---------|----------|---------|
| 1) TRS | 2) D/Q | 3) N.P. |
| 4) F.A. | 5) 'P.B. | 6) Enc. |

D) Match the pair.**5**

Group 'A'

Group 'B'

- | | |
|----------------------------|---------------------|
| 1) Fr. Francisco Azevedo's | a) 1870 typewriter |
| 2) Hammond | b) 1864 typewriter |
| 3) John Pratt's | c) 1861 typewriter |
| 4) Hansen Writing Ball | d) 1865 typewriter. |
| 5) Peter Mitterhofer | e) 1881. Typewriter |

- Q.2. Attempt any two of the following. 16**
- 1) Explain the different parts of the typewriter
 - 2) What is the difference between Business Letter and Official Letter?
 - 3) Explain the typing of Balance sheet on different sheets
 - 4) Explain the Words and sentences, practices of paragraphs.
- Q.3. Attempt the following (any two) 16**
- 1) What are the uses of Paper Bail?
 - 2) What is Key Board?
 - 3) Which are the half (Partial) mistakes?
 - 4) What is the Stencil Plate / Stylo Plate?
- Q.4. Give brief answer and give examples. 16**
- 1) What are the different methods of typing date on the letter head?
 - 2) Name the sizes of standard carriages of a standard Typewriter.
 - 3) Give some examples of words can be broken at the end of line.
 - 4) What is FAX service.
- Q.5. Write down short notes (any four) 16**
- 1) Electronic Typewriter
 - 2) Carriage
 - 3) Back-Spacer
 - 4) Type-Keys
 - 5) Tabulator / Paper-Bail
- Q.6. Attempt the following (any two) 16**
- 1) What precautions should be taken in the matter of Oiling?
 - 2) How ribbon economy can be affected?
 - 3) What materials are requested for cleaning the Typewriter?
 - 4) What kind of mistakes (errors) are penalized in typewriting?

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EXAMINATION - JULY 2014

CERTIFICATE COURSE IN TYPEWRITING ENGLISH (408102)

TIME ALLOWED - 3 Hrs.

MARKS - 100

SUBJECT - PRACTICE ON TYPEWRITER SPEED (30 W.P.M.) (PR-I)

MARKS

1. Type the following paragraphs (Time 7-00 Minuts) :—

20

It is quite obvious that India can supply a great deal of more finished manufactures to the United Kingdom than she is already doing. The question of how to take advantage of the untapped opportunities is one of marketing. It is in this sphere that India is faced with difficulties both financially and geographically. Financially, because breaking into an established market can be expensive and foreign exchange may not be readily available, even assuming that a manufacturer can afford such a campaign. Geographically, because of the distance involved in servicing U.K. markets. Distance means time and freight costs are directly related to both.

At this stage it might be well to consider some case histories of marketing efforts made by the experienced manufacturing organisations which have endeavoured to launch new lines in the United Kingdom. They are American companies with vast financial resources and with up-to-date marketing techniques.

The first case is an example of a great food cooperation. Kelloggs, which endeavoured to introduce into the United Kingdom a breakfast food very popular in the U.S.A. under the trade name of "Poptarts". A great deal of money was spent on commercial television, a musical "jingle" was devised and other national advertising campaigns undertaken. Despite all these expensive efforts the conservative British house-wives would not accept "Poptarts" and the product was withdrawn. It was a costly failure.

Another famous, United States firm, Proctor and Gamble, tried to introduce their polish "Gleam" to British households. This polish is a best-seller in the United States but although Proctor and Gamble spent a lot of money making a national effort to market this product, it failed.

General Mills, which is one of the biggest cereals marketing Organisations in the United States, went to the considerable expense of manufacturing one of their best known lines "Betty Crocker" in the United Kingdom. The British public did not take to this cereal food and the manufacture of it in the United Kingdom has ceased.

Profiting from this expensive failure General Mills tried out, in a limited market, yet another of their products, "Big G", which is a best-seller in America.

[Turn over

2. Type Invoice :—

MARKS

25

Zonewise Exports of Cotton Piece goods : 1971-1975

Year	Asia	Africa	Europe	America	Oceania	Total
1975	980.1	94.1	1757.8	371.8	120.4	3323.7
1974	1234.6	188.7	1888.9	790.1	407.0	4498.3
1973	1804.6	231.3	3029.6	954.2	290.7	6309.8
1972	834.4	295.1	2238.9	780.3	156.9	4305.6
1971	649.8	952.7	1418.8	647.5	223.6	3892.4

3. Type Statement :—

Type the following statement vertically and rule it on the typewriter.
Heading should be in Block Capital Letters with underline and with effective display.

25

STATEMENT SHOWING BRANCHWISE SALE OF STATIONERY

(Figures in ,000)

Serial No.	Particulars	Branch I		Branch II	
		January	February	January	February
1	Carbon Paper Boxes ...	597,876	698,876	987,976	890,975
2	Plain Paper Reams ...	87,654	89,987	87,900	91,232
3	Xerox Paper Boxes ...	190,180	265,345	365,432	911,222
4	Ruled Paper Reams ...	392,234	387,455	734,123	932,321
5	Pencil Carbon Boxes ...	87,320	86,344	88,332	87,120
6	Duplicating Ink ...	7,300	5,200	3,020	695
7	Stamp-pad Ink ...	3,230	4,500	3,450	5,250
8	Pen Pencil Pouches ...	4,500	6,500	5,300	6,050
9	Gum Bottles ...	8,002	4,902	6,832	7,654
10	Plastic Rulers ...	178,303	102,303	140,342	388,834

4. Type Business Letter :—

20

Note : Typewrite the following letter. Observing usual rules of display.

Kailash Chandra & Sons

36, Kalkar Street,
Culcutta-16
(Insert today's date)

Messers R.R. & Co.
New Grain Mandi,
Jaipur.

Dear Sir,

With reference to your letter of 15th instant, regarding damaged goods, We have to say that the damage was not the result of poor packing as our packers took special care to pack the bags in strong polythene with water proof bags as directed you. It is our opinion due to the bad handling by the Railway's coolies in the loading and unloading. This is clear from the fact that the Railway Officers would have never accepted the goods not properly packed.

We are, therefore, laying our claims for the damage before the Railway authorities and request you please to support our case by furnishing details of the damage and to keep the goods intact with you for inspection by the Railway Officers.

Thanking You,

Yours faithfully
N. Singh
Partner.

5) Oral

10

6) Term work

10

MAHARASHTRA STATE BOARD OF VOCATIONAL EXAMINATION, MUMBAI

EXAMINATION – JULY 2014

CERTIFICATE COURSE IN TYPEWRITING ENGLISH (408102)

TIME ALLOWED – 6 Hrs.

MARKS – 200

SUBJECT – APPLICATION OF TYPING SPEED (45 W.P.M.) (PR-II)

MARKS

80

1. Type the following paragraphs (Time 7-00 Minutes) :—

Strokes

My typist, who is in excellent typist, who normally can turn out from 15 to 20 pages an hour depending on the type of material – she is a ball of fire on the typewriter – dropped down to about three pages an hour and cried on my shoulder and wanted to throw it back at me and said, “I don’t want any part of this, I am going crazy.” I sat with her, I listened to the tape, and they were very careful, they thought, and this actually happened: They would reel off a flock of names in Luxembourg, and when they came to a name like “King” they would spell it, but the rest of it they would not spell.

Fortunately, my typist spoke French, had been in Europe, and was of great help to me. We were able to solve some of the problems. I was doing my best to get them the best record I could, because I had to they were top clients. Well, we got out a record. One of the lawyers had a bad cold, and he would cough every now and again. This is true. I have got the tapes. Everytime he would cough he blotted everything out. These witnesses spoke with, shall we say, an accent. They were in Luxembourg, they were either from Belgium or France, They spoke English but not in the same way that we do. It was very difficult to understand them at times. They would drop their voice, and you would play it back and try to catch a word, You get part of the answer, but the key words were missing.

I delivered a record of about, I forget, 200 pages, an honest record filled with “not understandable,” “static,” “not audible,” and so on. As a matter of fact, the lawyer said, “I hope I coughed at the right time.” Now, this is a perfect example of what I have been telling the National Association about sound recording, and I have done it second hand on hearsay from reports from Alaska, from reports from here and there. This was tossed back in my lap, and I have firsthand knowledge of exactly what it means to listen to a tape recording, and they thought they were so careful. And how difficult it is; how fast it drops too close to zero is pathetic. I had to pay my typist on an hourly basis. She would not go on a page basis, and, so help me, I charged counsel plenty, and counsel will never do that again, I am sure.

This is just an example of what sound recording does. Let us hope the rest of the bar and bench learn from this type of experience.

Thank you.

[Turn over

2. Type Invoice :—

30

Average Prices of Cotton in India between 1971 and 1975

(Prices in Rs. / candy ex-Bombay)

Variety	1971	1972	1973	1974	1975
Wagad	2,090	1,455	1,950	3,085	2,330
Tayadhar	2,740	1,860	2,445	3,685	2,760
197/3 Khandesh	2,670	2,025	2,470	3,475	2,895
Kalyan	2,505	1,780	2,280	3,305	2,555
Punjab American, 320 F	2,770	19,10	2,440	3,420	2,755
Digvijay	3,230	2,630	3,085	4,260	2,210
L-147	2,940	2,400	2,910	4,025	3,230

3. Type Balance Sheet :—

40

Average Prices of Cotton in India between 1971 and 1975

Name of the party	1962	1967	1971	On January 18, 1977
Indian National				
Congress	361	283	352	335
Communist	29	—	—	—
CPI	—	23	23	24
CPI (M)	—	19	25	26
Indian National				
Congress (O)	—	—	16	11
Swatantra	18	44	8	—
Bhartiya Jana Sangh	14	35	22	16
Samyukta Socialist	6	23	3	—
Praja Socialist	12	13	2	3
Republicans	3	1	—	—
Other parties	31	54	53	44
Unattached	20	25	14	28
Vacancies	—	—	—	17
Total	494	520	518	524

4. Type BUSINESS LETTER :—

30

TEL : 04371 27 489

MIDTON JUNIOR SCHOOL
JACKSON STREET
MIDTON

Our Ref. P.3(g)

(Insert date)

H. W. Soames, Esq.,
57 Malcolm Street,
Clevedon,
Somerset,
BS21 6SJ

Dear Sir,

Midton Junior School
Teaching Staff

Referring to your recent application, I have much pleasure in inviting you to attend for interview on (insert date), at 1030 hrs at the School.

Second-class travelling and reasonable out-of-pocket expenses will be paid subject to compliance with the regulations, an extract of which appears below :—

"The County Committee's regulations state that reasonable travelling expenses incurred by candidates may be reimbursed at the conclusion of the interview, except that the expenses of a candidate appointed to a post shall not be payable until he enters upon his duties, and provided that in the event of a candidate withdrawing his application or refusing the offer of employment on grounds which in the opinion of the County Committee or of the interviewing committee are inadequate, no expenses shall be paid."

Will you kindly let me know on the attached postcard whether or not you will be present at the interview ?

Yours faithfully,

5) Oral
6) Term work

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10