

Class X
Typewriting-English or Hindi (Theory)

Time : 2 Hours

One Paper

Marks : 25

- Functions of important parts of Typewriter
- Elementary knowledge about display of letters and tabulation-margin setting, centering, headings, Subheadings
- Knowledge of cutting stencils and use of correcting fluid
- Simple proof correction symbols
- Standard abbreviations
- Speed development exercises.

Typewriting-English or Hindi (Practical)

Time : 1 Hours

One Paper

Marks : 75

A. Running Matter-A speed and Accuracy Test

Marks : 30

Time : 10 minutes

(A Passage of 300 words @ 30 w.p.m. in English and 250 words @ 25 w.p.m. in Hindi. The same passage to be repeated, if finished before time)

B. Tabulation Test

Marks : 45

Time : 40 minutes

(A Tabular statement having not more than 3-4 rows and columns horizontally and vertically. The same is applicable for Hindi Typewriting also)

OR

Letter Typing

Marks : 45

Time : 40 minutes

(Typing a simple letter in English or in Hindi of around 200 words)

NOTE: Ten minutes time is allowed in between for adjustment of typewriters and starting of the above job (s).