

MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION EXAMINATIONS, MUMBAI

Examination—July, 2017

CERTIFICATE COURSE IN TYPEWRITING ENGLISH

[TIME ALLOWED — 3 HOURS]

(MARKS — 100)

THEORY OF TYPEWRITING (THEORY-I)

Marks

1. (a) Fill in the blanks (any *five*) :— 5
- (i) When the is operated the carriage moves one degree to the right.
- (ii) A typewriter is machine for writing in characters.
- (iii) There keys in a standard typewriter.
- (iv) key is used to get the impression of the upper case.
- (v) The two kinds of typewriters are and
- (vi) On a manual typewriter about carbon copies can be easily typed.
- (b) Match the following pairs (any *five*) :— 5
- | ‘A’ Group | ‘B’ Group |
|--------------------|----------------------------|
| (i) Typewriter | (a) Percentage |
| (ii) @ | (b) Henry Mill |
| (iii) Tabulator | (c) At the rate of |
| (iv) % | (d) Equal to |
| (v) T/W Two Method | (e) Statistical Matter |
| (vi) = | (f) Blind Touch and Sight. |
- (c) Give the long forms of (any *five*) :— 5
- | | | |
|-----------|----------|--------------|
| (i) ref. | (ii) I'v | (iii) P.T.O. |
| (iv) Cap. | (v) M.S. | (vi) M.D. |
- (d) Write the abbreviations for the following (any *five*) :— 5
- | | |
|--------------------|-----------------|
| (i) Government | (ii) Assistant |
| (iii) Build | (iv) Lower Case |
| (v) Master of Arts | (vi) Invoice. |
2. Attempt the following questions (any *two*) :— 16
- (a) Explain the definition of Typewriters.
- (b) State difference between Space Bar and Back Space.
- (c) What is the work of a margin releaser ?
- (d) Explain line space adjusting lever.

3. Attempt the following questions (any *two*) :— 16
- (a) Write the method of envelope addressing.
 - (b) Write the short note on Typewriter.
 - (c) Explain the Tender Notice.
 - (d) What is speed practices at the rate of 30 w.p.m. ?
4. Give answer with example (any *two*) :— 16
- (a) Explain different parts of Typewriter.
 - (b) How will you upkeep and maintain a Typewriter ?
 - (c) What is the work of ribbon position indicator ?
 - (d) Explain the sizes of carriages.
5. Write short notes on (any *four*) :— 16
- (a) Typewriter Ribbon
 - (b) Typewriter Margine
 - (c) Tab Sets
 - (d) Shift Lock
 - (e) Type Lever.
6. Attempt the following questions (any *two*) :— 16
- (a) What is a stencil ? How it is cut ?
 - (b) What are the uses of paper bail ?
 - (c) What is words which can be broken ? With example.
 - (d) What is the correct sitting position of a Typist ?
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