

NATIONAL INSTITUTE

Welcomes You!

**TYPEWRITING
II PAPER CLASS**

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SENIOR GRADE

I PAPER

Question : Speed Typing

Duration : 10 Minutes

Maximum Marks : 100

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PASS MARKS

45 Marks = II Class
(35 Marks; Total 90 Marks)

60 Marks = I Class

75 Marks = Distinction

100 Marks = State Award

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VALUATION

1 Mistake = 1.4 Marks

$\frac{1}{2}$ Mistake = 0.7 Mark

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SENIOR GRADE II PAPER

Question : 2 Questions

Duration : 60 Minutes

Maximum Marks : 100

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PASS MARKS

45 Marks = II Class
(35 Marks; Total 90 Marks)

60 Marks = I Class

75 Marks = Distinction

100 Marks = State Award

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VALUATION

1 Mistake = 1.4 Marks

No 1/2 Mistake

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I Question : Any one of the following: (50 Marks)

- a) Balance Sheet
- b) Profit and Loss a/c
- c) Income and Expenditure a/c

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II Question : Any one of the following letters:
(50 Marks)

- i. Official Letter – 1
- ii. Official Letter – 2
- iii. Demi-Official Letter
- iv. Official Proceedings
- v. Government Order
- vi. Professional Letter
- vii. Business Letter

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Instructions

o	=	of
f	=	for
/	=	the
u.c.	=	upper case
l.c.	=	lower case
N.P.	=	Next Para
trs	=	Transpose
#	=	To leave space
Stet	=	To type

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Q	=	To delete
W	=	with
Wrt	=	With reference to
Wef	=	With effect from
Th	=	that
All caps	=	All Capital Letters

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All the Best!

Attend Your Classes Regularly!!