

Subject: Typewriting and Shorthand (HSP-I)

External Examination: 50 marks
Internal assessment: 50 marks

M.M: 100
Time: 3hrs.

Section A

(Typewriting on Type Machine /Computer key board)

External Examination: 25 marks

There shall be one practical paper of 25 marks and 3 hours duration. The paper shall contain the following exercises:-

- | | | |
|-------|----------------------------------|----------|
| (i) | Passage of 300-400 words (Prose) | 07 marks |
| (ii) | A business letter | 06 marks |
| (iii) | A tabular statement | 07 marks |
| (iv) | Viva-voce | 05 marks |

In viva-voce, knowledge of the following be tested-

- (i) Key board of Typing machine/Computer key board
- (ii) Function of different parts of machine, Typewriter/Computer key board.
- (iii) Table setting and
- (iv) Maintenance of typewriter

The length of the above material will be in accordance with the time allowed. Accuracy and arrangement shall be given paramount importance.

The speed expected of the examinees shall be 25 words per minute.

Actual time taken by the examinees in typing out of the passage shall be noted on the answer sheet.

Internal Assessment: 25 marks

25 marks allocated for internal assessment shall be awarded on the basis of two tests one of 12 marks and the other of 13 marks.

1st test : 12 marks

2nd test: 13 marks

Section B

Shorthand

External Examination: 25 marks

Internal Assessment: 25 marks

External Examination:-

The candidates shall be required to take down dictation in shorthand at speed of 50 words per minute. The material for shorthand may be a passage of 600-800 words.

After taking down dictation students shall be required to transcribe the same in their own handwriting in long hand.

The outline of the shorthand shall have to be attached by the candidate with the answer sheet 06 marks are reserved for outline (shorthand)

Outline 06 marks

Transcription in long hand 14 marks

Viva-voce 05 marks

In Viva-voce, knowledge of consonants and vowels Grammalogues, Diphthongs, phraseography, contractions abbreviations, suffixes and prefixes etc. shall be tested.

Internal Assessment :-

Marks in internal assessment shall be awarded on the basis of two tests (internal) as given below.

1st test 13 marks

2nd test 12 marks

Note:- The school shall maintain a cumulative record card indicating marks awarded to candidates in the internal assessment both in typewriting and shorthand.

Marks Division:-

Subject	Theory	Practical	External Assessment	Total
		Internal Assessment		
Shorthand & Typewriting	-	50 marks	50 marks	100

Note:- Shorthand/Typing is altogether a practical subject and there is no formal printed question paper from the examining body i.e. J&K Board. The questions for assessing the external practical exam are asked on spot by the External Practical Examiner. As such, no formal printed model question paper is required for Shorthand/typing. However, instructions/evaluation scheme can be made available by the BOSE for the awareness of Examinees for this subject.