

## Model Question Paper

**Subject: Typewriting and Shorthand**  
**Class: 12<sup>th</sup>**

**M.M: 100**  
**Time: 3 hrs.**

**Internal Practical: 40 marks**  
**External Practical: 60 marks**

**External Practical**

**Time: 3 hrs**  
**Marks 30**

### **(A) (Typewriting/on machine/computer key board)**

There shall be one practical paper of 30 marks. The paper shall contain the following exercises.

- (i) Passage of 400-500 words (prose)..... 10 marks
- (ii) A business letter ..... 8 marks
- (iii) A tabular statement..... 7 marks
- (iv) Viva voce ..... 5 marks

In viva-voce knowledge of

- (a) Key board of typing machine/computer.
- (b) Function of different parts of machine (typewriter/computer)
- (c) Typesetting and
- (d) Maintenance of typewriter shall be tested.

The length of the above material will be in accordance with the time allowed. Accuracy and arrangement shall be given paramount importances the speed expected of the examinees shall be 30 words/minute. Actual time taken by the examinees in typing out the passage shall be noted on the answer sheet.

### **(B) Shorthand**

There shall be one practical paper of 30 marks, the candidate shall be required to taken down dictation in shorthand at speed of 60 words/minute. The material for shorthand may be a passage of 700-900 words.

After taking down dictation students shall be required to transcribe the same in their own handwriting long hand. The outline of the shorthand shall have to be attached by the candidate with the answer sheet.

**Distribution of marks shall be as under:**

- (a) Outline ..... 7 marks
- (b) Transcription in longhand..... 18 marks
- (c) Viva-voce..... 5 marks

In viva-voce knowledge of consonants and vowels, grammalogues, contractions, abbreviation, suffixes and prefixes etc shall be tested.

**Internal Practical**

**(C) Typewriting/on machine/computer key board)**

**Time: 3 hrs**

**Marks 30**

There shall be one practical paper of 20 marks. The paper shall contain the following exercise.

- (a) Passage of 350-400 words ..... 5 marks
- (b) A business letter ..... 5 marks
- (c) A tabular statement..... 5 marks
- (d) Vice-voce.....5 marks

**(D) Shorthand**

There shall be one practical paper of 20 marks. The candidate shall be required to take down dictation in shorthand at speed 60 words/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.

**Distribution of marks of different exercise shall be as under:**

- (a) Outline ..... 5 marks
- (b) Transcription in long hand..... 10 marks
- (c) Vice-voce..... 5 marks

Subject	Theory	Practical		Total
		Internal Assessment	External Assessment	
Shorthand & Typing	-	40 marks	60 marks	100 marks

**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, instruction/evaluation scheme can be made available by the BOSE for the awareness of examinees for this subject.