

AC-1603 Seat No. _____
Third Year B. A. Examination
April / May – 2003
**Office Management &
Secretarial Practice : Paper-XI**
(Typewriting Practical)

Time : 40 Minutes]

[Total Marks : 14

[Time : 10 Minutes]

1. Type the following passage in DOUBLE LINE SPACING leaving a margin of one 7
inch on the left hand side and half an inch on the right hand side

Love is the foundation of life. Hope is described as the tree of life. But hope only aims at securing the object you love. Pleasure is the off - spring of love. It springs from the realisation of your hope. When you get the thing you love, your heart is filled with pleasure. Charity begins at home. Here charity means love. Thus home is the foundation of love and pleasure. As love takes different forms of the form of pleasure also varies accordingly.

The mother is the first object of our affection It is to her that we turn in all our joys and sorrows throughout our life. The pleasure of home - life are most appreciated when they are enjoyed at intervals. The spectacle of boys just let loose from school returning in a transport of joy is a most eloquent example of the pleasures of home. The pleasures of the table are best enjoyed at home, in the company of brothers and sisters. During festivals, schools and colleges are closed, so that boys and girls may enjoy them, in their respective homes.

Home ought to be, not merely, a heaven of bliss but a place of culture. In the hands of intelligent and educated parents, home confers upon its members, not only perfect domestic happiness but supplements the knowledge that they acquire in a school or college, But the first essential to domestic happiness is that there should be no want or privation experienced in the home. Many homes are rendered miserable by husbands becoming addicted to drink and other bad habits. Those children are lucky...

- 2 Type a fair copy of the following manuscript incorporating the corrections as indicated in the margin. Use double-line-spacing : 7

Tabulation

l.c. Tabulation is usually the most difficult work which a typist may be called upon to execute. It is somewhat slower than ordinary typing work. High speed in this kind of work is if not expected. Accuracy is the first and chief consideration. // Tabulation work becomes very easy when three things are kept in mind - patience, commonsense and correct arithmetic.)

d/ run on With these at command, the typist will find that tabulation work is very easy and it is surprising how quickly even / difficult piece of work can be counted and typed.

NP a/ Tabulation is the orderly, columnar arrangement of words, figures, amounts and the like in tables. The tabular bar is a time saving device, now available on almost all typewriters. on depressing the tabular bar the carriage moves and swiftly, quickly and stops only at those points where tabulator stops have been set. This setting is done with the help of tabulator setkey.

Trs

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