SS-35-DL.T.W. (English)

TYPEWRITING IN ENGLISH
SENIOR SECONDARY EXAMINATION, 2020

Time : 1 Hour

Maximum Marks : 40

GENERAL INSTRUCTIONS TO THE EXAMINEES :

(1)   Candidate must write first his / her Roll No. on the question paper compulsorily.

(2)   All the questions are compulsory.

(3)   Type only on one side of the paper using double space.

(4)   6 marks have been reserved for the proper form and display.

1. Type the following passage in proper form and display.

Marks :	18
Display :	02
Total :	**20**

COMPETITIVE EXAMS AFTER CLASS 12

After passing out from class 12, students have to decide on their further course of study on the basis of their aptitude and interest. Of course, the most common choice is graduation in Science, humanities or commerce from any of the various colleges and universities of India. But there are many national level competitive exams that students can appear for to achieve a better career prospect. For students completing class 12 in Science, there are pre-medical test and engineering competitive exams to gain admission in medicine and engineering colleges. For those not opting for Medicine or engineering, there are many other career prospective entrance exams to appear for.

Read : Short Term Courses after class 12 list of most popular competitive exams after class 12 in various domains.

MARINE, NAVY, DEFENCE

National Defence Academy (NDA) and Naval Academy (N.A.) Exams : This is an All India entrance exam and the best option for those youngsters who love to work for the nation and serve the nation. After qualifying the NDA and NA entrance exams, students have access to job opportunities in Army, Air Force and Navy. The eligibility criteria for appearing in these exams is education upto class 12 standard from a recognized school board for Army, and for Naval and Air Force Wing, he or she should have studied Physics and Mathematics in Class 12. After clearing the exam, selected candidates have to undergo three to four years' training.

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Indian Maritime University Common Entrance Test : This is an All India Entrance Test for class 12 students in Science to get admission in Diploma in Nautical Science (DNS) offering a B.Sc. (Nautical Science) degree.

Indian Navy B. Tech Entry Scheme : This entrance test for class 12 students is to get admission in Indian Navy B. Tech course.

Indian Navy Sailors Recruitment : A competitive exam held for class 12 students with subjects Mathematics and Physics/Chemistry/Biology/Computer Science who get basic training at INS Chilka, followed by professional training.

Indian Army Technical Entry Scheme (TES) : Class 12 students with PCM background can appear for TES exam.

Engineering Entrance Exams : For admission in Bachelor of Engineering/Bachelor of Technology, Bachelor of Architecture, Bachelor of Planning, there are certain engineering entrance exams. These are as follows :

Joint Entrance Examination (JEE) Main : This is the common engineering entrance test for science class 12 students with PCM. The students who qualify this test can apply for admissions in various reputed engineering colleges of the country like as the NITs, IITs and centrally funded technical institutions like IIST.

JEE Advanced : If a student scores the qualifying marks in JEE mains, he or she is eligible to appear for JEE advanced which is the final screening for the admission in IITs, State and Central engineering institutes and NIIT and ISM Dhanbad.

Birla Institute of Technology and Science Admission Test (BITSAT) entrance exam : This is a separate entrance test for opting for engineering and other programs in BITS Pilani, Goa and Hyderabad campuses. Birla Institute of Technology & Science offers bachelor degree engineering course in Technology, Sciences, Engineering, Pharmacy, Humanities and Management.

National Aptitude Test (NATA) : This is an entrance exam for admission to Bachelor of Architecture course in India in Government and Private Colleges of Architecture.

There are other individual engineering entrance exams for private institutes and state level engineering entrances such as COMED-K, IPU-CET (B.Tech.), Manipal (B. Tech.), VITEEE, AMU (B. Tech), IISC Banglore, KIIT, Assam (EE etc.)

Medical Entrance Exams :

National Eligibility Entrance Exam for Under Graduate (NEET UG) : This is a single entrance cum eligibility test for admission in MBBS/BDS courses. This is an All India entrance exam after 12 Science. Previously, All India Pre-Medical Test (AIPMT) was conducted by CBSE. But now NEET UG has replaced AIPMT and other Medical entrance exam of under graduate level and the exam is conducted by CBSE.

Other National Level Medical :

Armed Forces Medical College Entrance Exam;

All India Pre-Veterinary Test (AIPVT);

All India Pre-Medical Test (AIPMT);

AIIMS, CMC-Vellore, CMC-Ludhiana, COMED-K, JIPMER, Manipal (MBBS), MGIMS-Wardha, AMU (MBBS), BHU Medical.

Law Entrance : Common Law Admission Test (CLAT), Law School Admission Test.

2. Type the following letter in proper form and display.

	Marks :	08
	Display :	02
	Total :	**10**

Bryan Zylgwin

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Los Angeles, CA 87382

Telephone : (632) 726-657

Email: bryan.zylgwin@gmail.com

February 14, 2019

James Cook

HR Manager

A & N Legal Matters Associates

659, North Street

Atianta, GA

Dear Mr. Cook,

    I saw advertisement of legal position in your company. I would like to apply as Lawyer in your firm. I sincerely want to occupy this job.

I am fresh graduate from Bachelor Degree of Law Science. University of California. I had some experiences in legal field during my college. I became a member of Law Student Association that provides my skills in law and legal field. I have ever served as Chairman of Law Student Association. I have conducted research about law field together with my friends. I also worked as Lecturer Assistant in my department. I assisted lecturer for teaching, preparing project and composing teaching materials.

During my college, I worked on senior lawyer associated as freelance worker. I prepared legal documents, interviewed clients and maintain Client's file. I got a lot of knowledge from this job. This experience built my analytical skill and research.

I have good communication skill. I also have knowledge about consumer credit, tenancy and criminal law. I am hard worker and fast learner. I have high analytical skill for analyzing programme.

I enclosed my resume and academic transcript along this letter. I am sure that my skills and experience will give profit for your firm. I am so glad if you call me for interview session. You can contract me at (632) 726-657. Thank you for your consideration.

Your sincerely

Bryan Zylgwin

Enclosure : 01. Resume

02. Academic Transcripts

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3. Type the following table in proper order and display :

Marks : 08

Display : 02

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Total : **10**

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Foreign Trade (In percentage) (Imaginary)

S. No.	Name of countries	Import		Export	
		2010-11	**2015-16**	**2010-11**	**2015-16**
01	America	45	30	40	52
02	England	35	28	25	29
03	Canada	40	15	24	25
04	Japan	20	07	15	18
05	Australia	10	04	05	12
06	Russia	25	20	28	35
07	China	27	17	30	42
08	Pakistan	05	04	07	08
09	Belgium	09	03	10	20
10	Sri Lanka	03	05	08	27

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