

TYPEWRITING AND COMPUTER OPERATION

[OFFICE SECRETARYSHIP - OSS]

**VOCATIONAL EDUCATION
HIGHER SECONDARY - FIRST YEAR**

**A publication under
Government of Tamilnadu
Distribution of Free Textbook Programme
(NOT FOR SALE)**

**Untouchability is a sin
Untouchability is a crime
Untouchability is inhuman**



**TAMILNADU
TEXTBOOK CORPORATION**
College Road, Chennai 600 006.

CHAIRPERSON

A.Sonny Lionel

Sr.Vocational Teacher
Voorhees Hr.Sec.School,
Vellore-632001

REVIEWER

V.Parimala Devi

Vocational Teacher,
Government Boys Hr.Sec.School,
Alangayam –635 701
Vellore District

AUTHORS

J.Shyamala

Computer Instructor,
St.Ursula's A.I.H.S.School
Church Park,
Chennai -600 006

D. Kumar

Vocational Teacher,
Government Hr.Sec.School,
Kaveripakkam-632 508
Vellore District.

Freeda Joseph

Vocational Teacher,
St.Ursula's A.I.H.S.School,
Church Park,
Chennai -600 006

P.R. Balaji

Vocational Teacher,
Islamiah Hr.Sec. School,
Pernambut – 635 810.
Vellore District.

This book has been prepared by The Directorate of School
Education on behalf of the Government of Tamilnadu

This book has been printed on 60 GSM Paper

CONTENTS

Unit	Title	Page
PART- A		
1	Typewriting and Computer Operation - An Introduction	(vi)
2	Typewriter - Key Board	1
3	Fingering Chart & Budget Book (Lessons I to VII)	2
4	Typing Practice:	
	(a) From Sentences - Lesson VIII	9
	(b) From Paragraphs - Lesson IX	10
	(c) From Script - Lesson X	11
5	Speed Practice - First Paper	19
PART - B		
	Short Notes on the Topics	37
	Abbreviations & Symbols	41
1	Statements:	42
2.	(i) Invoices	51
	(ii) Credit Notes	58
	(iii) Debit Notes	64
	(iv) Account sales	70
3.	Letters:	
	(a) Application	76
	(b) Business letter	84
	(c) Professional letter	92
	(d) Official Letter (One authority to another)	100
4.	Government Order	107

Unit	Title	Page
PART - C		
1. MECHANISM :		
1.	Typewriter and its parts	115
2.	History of the Typewriter - Kinds of Typewriter- Advantages of Typewriter - Identification of Typewriter.	116
3.	Key Board: Character keys - Non-Character keys and their uses: Shift keys, Shift Lock, Marginal Releaser, Back Spacer, Tabulator, Ribbon Position Indicator, Key Releaser, Space Bar and Shift systems.	117
4.	Carriage: Size of Carriage Cylinder - Thumb knobs -Ratchet Wheel - Detent Roller - Detent Release Lever - Variable line spacer - Line space pawl - Line space Gauge - Line Space Knob - Reed Rollers - Marginal stops - Typewriter Scales - Paper Table - Rubber feet - Method of typing - Eraser.	120
5.	Machine: Mainspring Drum - Draw cord Type Guide- Type faces/Type heads Ribbon Ribbon movement.	124
6.	Cleaning & Oiling: Cleaning Materials - care taking of Typewriter - Upkeep and Maintenance - Packing care.	127
7.	Envelope Addressing: Block Method - Indent Method - Advantages - Pin Code Number.	129
8.	Respectable Terms....	131
9.	Question & Answers	132

Unit	Title	Page
II.	COMPUTER OPERATION :	
	Knowing About Computer	135
	The following 2 Chapters:	
	(a) Introduction to Windows XP and	
	(b) Windows Explorer can be learnt from The Text	
	Book - “Computer Science, Higher Secondary	
	First Year, Volume- II Practice” Published by	
	Tamilnadu Text Book Corporation, Chennai-600 006.	
	CHAPTER: I Introduction to Window XP	151
	What is Windows XP Evolution of the Windows	
	Operating System The mouse Logging in Log	
	Off is at the Bottom Of the Start menu Working	
	with the Windows XP The Desktop The Start	
	menu Starting an Application Windows	
	Windows Dialog Boxes Help and support centre	
	Customizing Windows XP The Control Panel	
	Applications Using Applications in Windows	
	Working With multiple Applications	
	CHAPTER: II Windows Explorer	154
	Files Date organization- Windows Explorer	
	Working with Folders Changing the View Creating	
	a New Folder Selecting Files and Folders Moving and	
	Copying files and Folders Renaming Files and Folders	
	Deleting Files and Folders Creating Short Cuts	
	Search The run Command What is new in Windows XP	
	Guarding against Viruses.	
	IMPORTANT POINTS TO BE REMEMBERED:	163
III	INTERNAL EXAMINATION MARKS : 50	170
	PRACTICAL I (TYPEWRITING)	
	INTERNAL ASSESSMENT - 25 MARKS	
	PRACTICAL II (COMPUTER OPERATION)	
	INTERNAL ASSESSMENT - 25MARKS	
IV.	Model Question Paper:	171

PART - A

TYPEWRITING AND COMPUTER OPERATION AN INTRODUCTION

Our Tamilnadu Government has designed a New Educational System in Vocational Scheme, for Vocational students in the Higher Secondary level especially for 'Typewriting' learning pupils under Office Secretaryship (OSS) Group. This book has been brought in a simple way and easy to understand by the students.

Typewriter is a device for writing with neater letters; for doing quicker and better work; for taking more copies and for reading the typed matters easily. It is a gift for us, and one of the Developments in 'Science and Technology' world. In ancient times, people used 'Palm leaves' and then papers for their writing purposes. But, in handwriting, the letters are not legible and understandable to read by others, which seem to be as scribbled. By using the machine (Typewriter), we can get the work neatly and accurately; with less strain, time saving and economy in stationery

For the welfare of our students, Pictures have been given for explanation and they can easily understand to operate the Keyboard and learn its mechanism ; 'Fingering' practice can also be developed. This book contains 'hand-written scripts' for practicing and to understand other various handwritings.

When we learn Typewriting/Computer Operation, more attention must be given to sitting posture to avoid body pain, and strain to the spinal cord. The Table for keeping Typewriter/ Computer should have the height of $2\frac{1}{2}$ ' and a comfortable stool/chair, (18"-6").

This book '**Typewriting and Computer Operation**' brings enthusiasm and stimulate the students to enter into 'Vocational Education' especially to type-wring and computer operation. Lucid style

and simple diction combined with pictures and apt illustrations make this book interesting and attractive, It is aimed to improve and inspire the exiting knowledge of Typewriting and Computer.

Students are the Pillars of our future Nation. This 'Vocational Education' creates self-confidence to the children. By learning this course, the future students can avoid to see the 'No vacancy' board; but they can create their own employment under 'Self Employment Scheme' and boldly face the unemployment problems.

'Vocational Education' stands first in the developed countries of this World. We should also give more important to 'Vocational Education' to become a self-sufficient Country and be a 'Super Nation Power'.

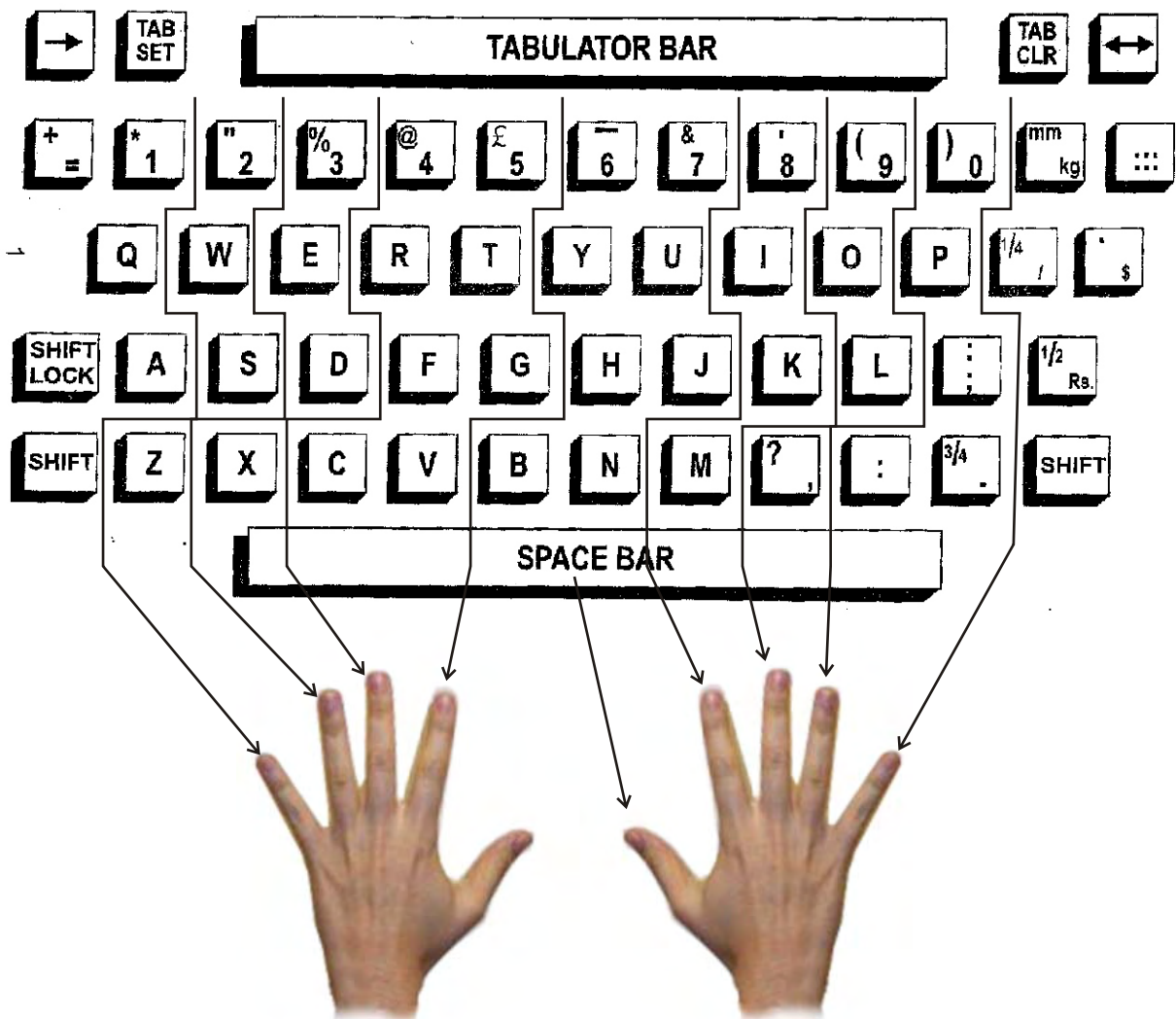
At the end of this book, a model question paper and some 'important points to be remembered' are given for **Typewriting and Computer Operation**. Students can utilize these, and prepare for the examination.

Names and places, in this book, are all fictions. Some models, scripts and pictures have been taken from DOTE-question papers and other public publications for the welfare of our students' practice and we thank the respective departments.

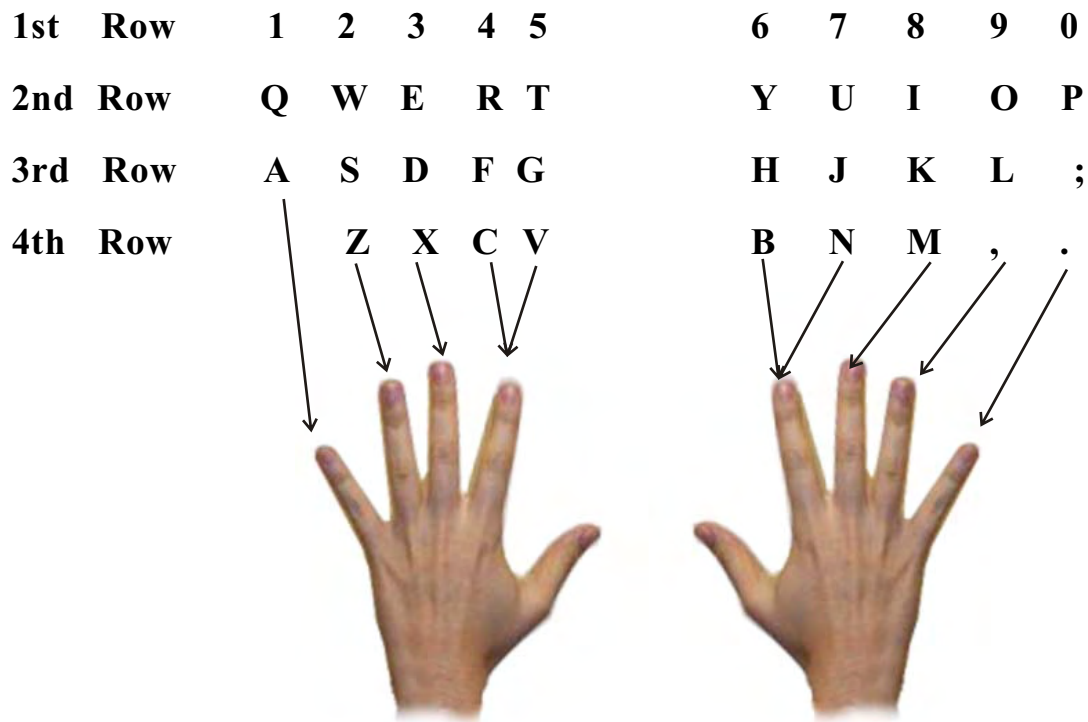
Finally, I thank my colleagues who co-operated with me to bring out this much successfully. On behalf of the Vocational students, Teachers and my team I thank Our Tamilnadu Government especially the Educational Department for publishing a special Text Book through 'Tamilnadu Textbook Corporation' for Vocational Education under newly framed syllabus for **'Typewriting and Computer Operation'**.

- Author

2. KEY BOARD



3. FINGERING CHART

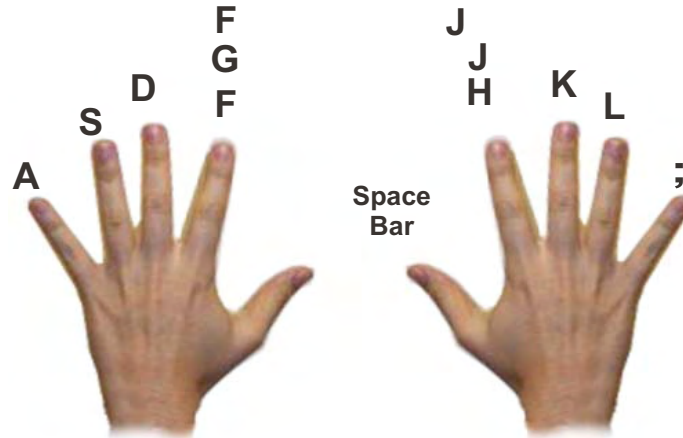


LEARNING PRACTICES : BUDGET BOOK

FIRST EXERCISE	-	LESSON I :	asdfgf	;lkjhj
SEND ON EXERCISE	-	LESSON II :	awerqfa	;oiupj;
THIRD EXERCISE	-	LESSON III :	gftfrf	hjyuj
FORTH EXERCISE	-	LESSON IV:	azxcvfa	lkmbnj
FIFTH EXERCISE	-	LESSON V :	abcdefghijklmnopqrstuvwxyz Zyxvutsrqponmlkjihgfedcba	
SIXTH EXERCISE	-	LESSON VI :	NUMBERS -(123454 098767)	
SEVENTH EXERCISE (LEFT & RIGHT)	-	LESSON VII :	USING THE SHIFT KEYS	
EIGHTH EXERCISE	-	LESSON VIII:	PRACTICING IN SENTENCE FORM	

4. FIRST EXERCISE - LESSON - 1

asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj



- A and ;** - by using little fingers (left and right respectively)
- s and l** - by using ring fingers
- d and k** - by using middle fingers
- f and j** - by using forefingers
- g and h** - by using forefingers



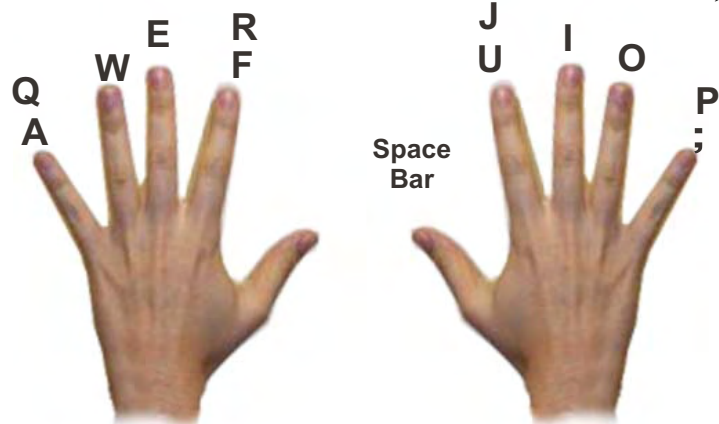
TYPE THE FOLLOWING AND PRACTICE AS PER THE INSTRUCTION OF THE TEACHER:

asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj
asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj
asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj
asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj
asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj

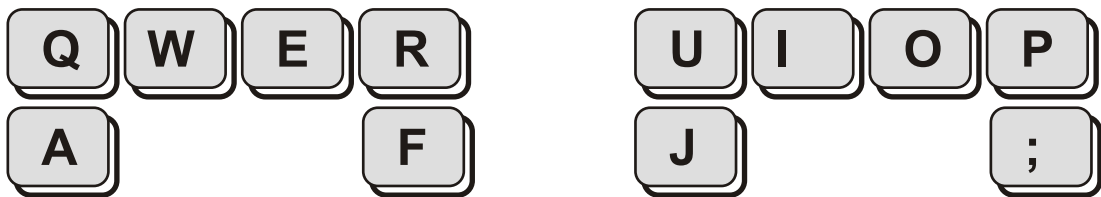
ask	fad	alsas	shad	lads	flags	flask
jag	fag	fall	hash	glad	galls	salad
jak	had	gaff	dash	gall	flash	slash
sad	lad	adds	lash	hall	lakhs	dhalls
dad	asks	alas	dall	fall	glass	shall

SECOND EXERCISE - LESSON - II

awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj;



a and ; - by using little fingers (left and right respectively)
w and o - by using ring fingers
e and i - by using middle fingers
r and u - by using forefingers
q and p - by using forefingers
f and j - by using forefingers



TYPE THE FOLLOWING AS PER THE INSTRUCTION OF THE TEACHER:

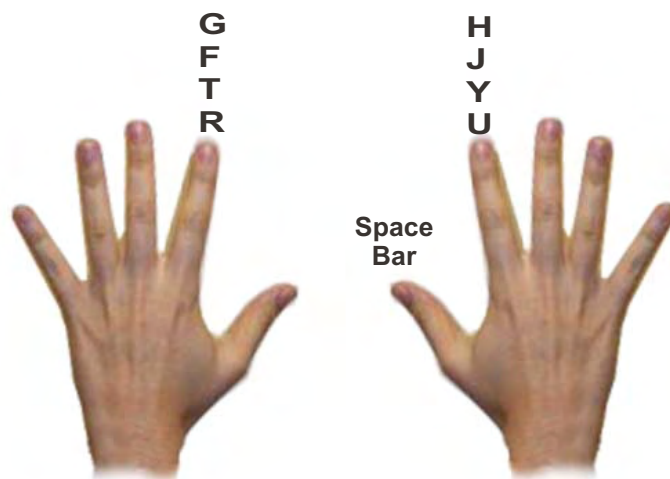
awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj;
awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj;
awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj;
awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj;

TYPE THE FOLLOWING WORDS EACH 5 LINES:

fish dirks oldest apple grade falls Kodak rails jaded
dead usual sales filed legal lease lakes agile isles
ahead larks roses hedge forks skill rupee grass would
alpine jaded liked equip quail jokes asked walks fiddle
saddle larger require defiles drawls refresh

THIRD EXERCISE - LESSON - III

gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj



gftfrf	hjyjuj	gftfrf	hjyjuj	gftfrf	hjyjuj
g	and	f	-	Fore finger	
t	and	f	-	Fore finger	
r	and	f	-	Fore finger	
h	and	j	-	Fore finger	
y	and	j	-	Fore finger	
u	and	j	-	Fore Finger	



TYPE THE FOLLOWING AND PRACTICE AS PER THE INSTRUCTION OF THE TEACHER:

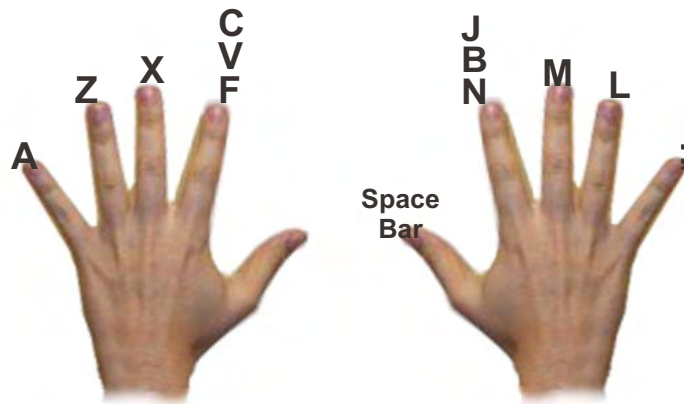
gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj
 gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj
 gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj
 gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj

TYPE THE FOLLOWING WORDS EACH 5 LINES:

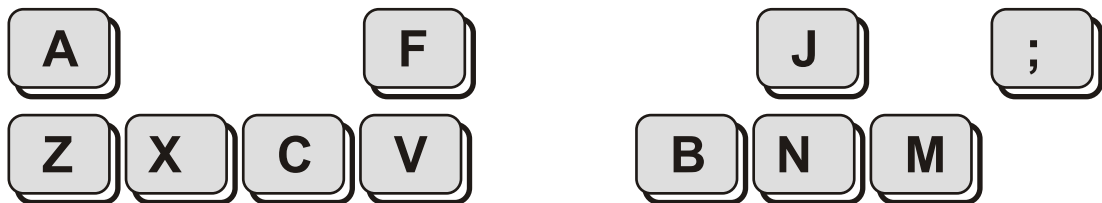
lawyers	desired	prepare	feathery	repeated
etiquette	yesterday	desire	waggish	typist
kettle	further	quoted	ledger	outdoor
pleased	theatre	tortuous	gallery	opposed
outflow	priority	freehold	thorough	dearly
assisted	adopt	allowed	ploughed	typewriter

FOURTH EXERCISE - LESSON - IV

azxcvf lkmbnj azxcvf lkmbnj azxcvf lkmbnj



a	-	Little finger
z and l	-	Ring finger (left & right)
x, k and m	-	Middle finger
c, v and f	-	Fore fingers
n, b and j	-	Fore fingers



TYPE THE FOLLOWING AND PRACTICE AS THE INSTRUCTION OF YOUR TEACHER:

azxcvf lkmbnj azxcvf lkmbnj azxcvf lkmbnj azxcvf lkmbnj
azxcvf lkmbnj azxcvf lkmbnj azxcvf lkmbnj azxcvf lkmbnj
azxcvf lkmbnj azxcvf lkmbnj azxcvf lkmbnj azxcvf lkmbnj
azxcvf lkmbnj azxcvf lkmbnj azxcvf lkmbnj azxcvf lkmbnj
azxcvf lkmbnj azxcvf lkmbnj azxcvf lkmbnj azxcvf lkmbnj

TYPE THE FOLLOWING WORDS EACH 5 TIMES:

cat	jack	colour	neither	enemy	boat	Calcutta
not	have	joints	calling	voted	very	vineyard
met	wind	nerves	enlarge	money	move	material
men	verb	verbal	someone	marry	give	sterling
bent	joint	jackets	examine	thousand	cylinder	assessment
king	carry	jumbled	examined	struggle	possible	beginning
zeal	night	booklet	gracious	grizzled	frequent	meanings
zero	tonic	cutting	becoming	zodiacal	exponent	doubtless

FIFTH EXERCISE - LESSON - V

TYPE THE FOLLOWING ALPHABETS FOR FINGERING PRACTICE:

abcdefghijklmnopqrstuvwxyz.,	.,zyxwvutsrqponmlkjihgfdcba
abcdefghijklmnopqrstuvwxyz.,	.,zyxwvutsrqponmlkjihgfdcba
abcdefghijklmnopqrstuvwxyz.,	.,zyxwvutsrqponmlkjihgfdcba
abcdefghijklmnopqrstuvwxyz.,	.,zyxwvutsrqponmlkjihgfdcba
abcdefghijklmnopqrstuvwxyz.,	.,zyxwvutsrqponmlkjihgfdcba
abcdefghijklmnopqrstuvwxyz.,	.,zyxwvutsrqponmlkjihgfdcba
abcdefghijklmnopqrstuvwxyz.,	.,zyxwvutsrqponmlkjihgfdcba
abcdefghijklmnopqrstuvwxyz.,	.,zyxwvutsrqponmlkjihgfdcba
abcdefghijklmnopqrstuvwxyz.,	.,zyxwvutsrqponmlkjihgfdcba
abcdefghijklmnopqrstuvwxyz.,	.,Zyxwvutsrqponmlkjihgfdcba

TYPE THE FOLLOWING WORDS EACH 5 TIMES:

Cosmo	instant	youthful	personnel	correspond	xanthophylls
Quota	zigzags	up-board	witnessed	fulfilling	contemplate
necy.,	morning	hitherto	pessimism	technology	distributor
etc.,	brevity	emphasis	peasantry	indulgence	formulating
viz.,	written	impulses	tolerance	privileges	controversy
doz.,	endorse	judgment	elevation	rejuvenate	sacrificing

TYPE THE FOLLOWING SENTENCES EACH FIVE TIMES:

1. Lost time is never regained.
2. Get- up early and do your work.
3. To-day's youth and to-morrow's old.
4. Age is a virtue when wisdom is with it.
5. Measure your word before it goes out of you.
6. My steps are measured.
7. A friend in need is a friend indeed.
8. Children are innocent and should be guided rightly.
9. Our Land has great sages who knew the eternal truth.
10. Truth never fails.

SIXTH EXERCISE - LESSON VI

**LEARNING NUMERICALS: TYPE THE FOLLOWING NUMBERS
AS PER THE INSTRUCTION OF YOUR TEACHER:**

123454 098767 123454 098767 123454 098767
123454 098767 123454 098767 123454 098767
123454 098767 123454 098767 123454 098767
123454 098767 123454 098767 123454 098767
123454 098767 123454 098767 123454 098767

TYPE THE FOLLOWING NUMBERS EACH 5 TIMES:

153 4586 48766 1298 96842 67,492 9,18,17,615
765 9539 97530 6541 78646 65,431 10,87,43,111
187 7654 65431 2244 98761 78654 4,16,22,44,882
786 1009 28761 7755 87652 97531 9,34,53,05,090
440 5599 76542 4174 9442 805515 9,89,45,82,990

SEVENTH EXERCISE - LESSON VII

(USING OF SHIFT KEYS - LEFT & RIGHT)

**TYPE THE FOLLOWING WORDS USING SHIFT KEY:
EACH 5 TIMES:**

January	February	March	April	May	June
July	August	September	October	November	December
Tamil	English	Tamilnadu	Andhra	Karnataka	Orissa
Maharastra	Delhi	Himalaya	Simla	India	Srilanka
America	Calcutta	Kolcatta	Tailand	England	Kuwait
West Indies	Africa	German	Russia	Rome	Kerala
Parthiban	Dikshaya	Anandan	Vidiya	Vijayanthi	Glory
Trinita	Feeba	Glory	Kumar	Balaji	Shyamala
Freedra	Joel	Royston	Rajini	Kamal	Sivaji
Superintendent	Confidential	Government	Schedule	Notification	
Secretary	Proceedings	Reference	Subject	Enclosure	

5. TYPING PRACTICE : LESSON VIII

(A). TYPE THE FOLLOWING SENTENCES EACH TEN TIMES

1. Pack my box with five dozen liquor jugs.
2. A quick brown fox slowly jumped over the lay dogs.
3. Five prizes were quickly distributed by the judge to examiners.
4. Handy Jack's quixotic laziness may grow to be far expensive.
5. Gay men with extra pluck and zeal would often have quiet job.
6. Black market fugitive should be quickly expelled with zeal.
7. May we have Jack squires fix the big lamps for Andy Ziegler?
8. Have you seen my brother-in-Law Jayavendan?
9. The partition of India affected more than 506 of our people.
10. Balaji worked with zeal and vigour.
11. Joel & Subashini took their child on 2nd January 2005 for Kuwait.
12. Messers Parthiban & Co., Ltd were great toy makers.
13. The son got $\frac{3}{4}$ and the daughter Dikshaya $\frac{1}{4}$ of their shares.
14. The French Revolution war was in the year 1709
15. Received 5 sets of Typist's Tables (2'-5") & chairs (18" 6")
16. Now the cost of gold is very high. (One gram=Rs.1,500/=)
17. Every Indian should say "No Partition".
18. Leave 2 spaces after (.) and (?)
19. Punctuation should be marked carefully.
20. Character builds a good family.
21. Service to the Community is humanity.
22. Anandan got cent percent result in his subject.
23. We must be proud of our Nation.
24. Untouchability is a sin. Untouchability is a crime and also inhuman.
25. Time and tide wait for none. So, make use of the time. All the best.

TYPING PRACTICE : LESSON IX

(B). Type the following in double line spacing with a margin of ten degree:

Type the following paragraphs each five times:

Our National Flag has bite Ashok Chakra on it. This wheel is symbol of DHARMA. It we always do the right things, we follow DHARMA. The twenty four spokes in the wheel show the differences between our-people. A small circle connects these spokes. It shows that we are one. The wheel also shows that we are going forward.

Our flag is a tri-colour. Saffron is the symbol of sacrifice and a strong mind. White is the symbol of purity, love and peace. Green is the symbol of plenty and joy. We hoist and salute our flag. We are ready to make sacrifices for our country. We want peace and progress. We want to be pure.

Our 'National Anthem' is a song of the great poet Tagore. It was his prayer song. He sings about the people, mountains, rivers and seas of India. He says that God is the master of all these and everyone and everything in India praise him. We sing this song in colours with respect.

All of us salute our National Flag and sing our National Anthem. This shows that we are one nation. We also promise to love and respect our country, our parents, elders, teachers and all others in India.

SOME ADVANTAGES OF HIGH SELF-ESTEEM

There is a direct relationship between people's feelings and their productivity. High self-esteem is evident in respect for one's self, others, property, law, parents and one's country. The reverse is also true.

LOW SELF ESTEEM

How do we recognize poor self-esteem? What are the behavior patterns of a person with poor self-esteem? The following is a brief list, which is not all inclusive but is indicative.

TYPING PRACTICE : LESSON X

(C). Scripts to be Practiced by typing the following:

1. A leads letters Ancient Lord
Leads and Lords the entire world.
2. Love worth learning learn flawlessly
Live by that learning thoroughly.
3. That love is vain which does not fall
At his good feet who knoweth all.
4. In grace and gain the house excels
where love with virtue sweetly abides
5. Industry adds Prosperity
Indolence brings but Poverty
6. A father's duty to his son is
to seat him in the front of the wise.
7. A mother hearing her son's merit
delight more than when she beget.
8. A help rendered in hour of need
though small is greater than the world.
9. Doing good turns put them to shame
Thus chide the evils who do harm.
10. What is truth the question be
It is to speak out evil free.
11. my dear brothers and sisters, take
Note of this: Every one should be quick
to listen, slow to speak and slow to
become angry, for man's anger does
not bring about the righteous life that
God desire. Therefore, get rid of all
moral filth and the evil that is so
prevalent and humbly accept the word
planted in you, which can save you.

6. SPEED PRACTICE

Type the following in double line spacing with a margin of ten degrees:-

Education and training in cosmetology takes you straight to the world of glamour and excitement and allows you to explore the opportunity to work with hair, skin or mails depending upon your choice. The different combinations of chemicals allow to create the right type of product for hair, skin or mails. Though the possibilities in the field of cosmetology are endless, you do require education or training in this field to be able to find the right path for yourself. The aim of a make-up artistes to brining out beauty without making it look like a disguise. Make-up artists apply cosmetics to enhance a client's appearance as also create any image a particular job calls for. The artist should be inclined artistically like blending, shading or creating.

A make-up artist can establish himself in a salon with a private clientele, become make-up director for a prestigious department store, represent a line of cosmetics, work in Television and Movie production, find a position with a fashion magazine or work behind the scenes in theatre production. Operating as an independent free lancer allows you to create your own schedule or find employment with one company. The make-up artists should concentrate on chemistry and anatomy if they want to make it to the top. Theatre experience, especially a study of stage lighting can be really helpful. Six months to one year work experience in a good salon is important after training.

Volunteering your services to community theatres, fashion shows etc., will not only provide experience but also help in establishing contact with people who may be important to your career. Star Campbell Place a master of make-up artistry, says that achieving delicate effects takes years of concrete training. The more time you invest in preparing for this career the longer your career will be and the more you will get out of it. It allows you to be independent mobile and employable. You can begin by developing a portfolio that can be presented to a potential client. The portfolio can include before and after photograph so make-over you have performed, along with any awards or certificates you may have earned.

The job of Skin Care Specialist (Aesthetician) here is to offer treatments to perfect the look and health of the skin. The aesthetician can work in a salon, teach, travel giving demonstrations or become a consultant to a cosmetic company. The training for this job should be in a beauty salon which specializes in or emphasizes on facial treatments. These training courses are always short so he should make the best use of them. The specialist must read as much as possible about skin care so that there is a touch of authority in what he says.

SPEED PRACTICE

Type the following in double line spacing with a margin of ten degrees:-

The invention of paper is closely-linked with the history of human civilization. Although the modern printing industry is generally considered to have bon out of the invention of movable types of Johan Gutenberg in 1455, the Chinese had been printing on paper many hundreds of years earlier. Paper was first produced in China in about 105 AD when papyrus and parchment were being used in Mediterranean countries. Tortoise shell, bone metals, stones, bamboo slips, wooden tables and silk were used as writing materials in China before the invention of paper. It took centuries to perfect the technology of producing vegetable fibre paper. Initially, the raw materials used was hemp, rope ends, rags and worn out fishing nets etc. The oldest sample of paper from Wester Han Dynasty wasdiscoveredin1957 in Shaanxi Province of China.

The ancient Egyptians used papyrus as writing materials, which is derived from th plant Cypenus papyrus. The Papyrus was long cultivated in the Nile delta region in Egypt and was collected for its stalk or stem, whose central pith was cut into thin strips, pressed together and dried to form a smooth thin writing surface. Papyrus is a grasslike aquatic plant that has woody, blunt triangular stems and grows up to 4.6 cm high in quietly flowing water. The triangular stem can

grow to a width of 6 cm. The Egyptians used the stem of the pyrus plant to make sails, cloth, mat, cords and above all paper. It was adopted by the Greeks and was used extensively in the Roman Empire

It was used for the production of legal documents. Pliny the Elder, gave an account of the manufacture of paper from papyrus. The fibrous layers within the stem of the plant were removed and a number of these longitudinal strips were placed side by side and then crossed at right angles with another set of strips. The two layers formed a sheet, which was then dampened and pressed. Upon drying the glue-likesap of the plant acted as an adhesive and cemented the layers together. The sheet was finally hammered and dried in the sun. A number of these sheets were then joined together with paste to form a roll, with usually not more than 20 sheets to a roll. As time passed, other fibrous plants started replacing papyrus.

By the turn of 3rd Century A.D papyrus had already begun to be replaced by less expensive velum or parchment in Europe. Parchment is said to have been invited in the 2nd Century. B.C., The name apparently derived from the ancient Greek city of Pergamum. It is the processed skin of certain animals mainly sheep.

SPEED PRACTICE

Type the following in double line spacing with a margin of ten degrees:-

In 1492, Christopher Columbus ignored advice that the Earth was flat and tried to reach India by sailing west rather than east. He may have muddled his continents, but he didn't fall off the edge, the Earth's surface is of course curved. A similar question has been bothering cosmologists for nearly a century is the universe flat. Researchers now announce that the answer is yes. Common sense tells us that flying through space in a straight line gets you further and further away from your starting point. But common sense and cosmology (the study of the universe) have little in common. Researchers have no difficulty accepting a universe in which space itself is curved. Fly for long enough in curved space and you could find yourself back where you started. But the curvature of a universe does not just bend the brain, it also has a far more worrying conclusion.

A universe that contains enough mass to give it a positive curvature is doomed to a fiery end. It will gradually stop expanding and begin to shrink, ultimately imploding in a cataclysmic big crunch. A universe, with zero curvature, a flat universe, escapes this demise. Conditions in the young universe are believed to have been rather like being inside the sun. Super-hot protons and electrons were densely packed, too excited to form any stable structures. Radiation was trapped, endlessly bouncing around, in this seething sea of particles. As this

proto universe grew, it gradually cooled. When it was about 3,000,000 years old, things finally settled down enough for atoms to form.

The radiation that had been trapped finally escaped, an era known as decoupling. Since then, it has been racing through the cosmos largely keeping itself to itself. Over billions of years, it too has cooled with the expanding universe and what must originally have been energetic ultra-violet rays now reach us as feeble microwaves at just a few degrees above absolute zero. Known as the Cosmic Microwave Background Radiation or CMB this radiation holds important clues about the early universe. Tiny differences in density of the baby universe caused tiny differences in the temperature of the escaping radiation. These density fluctuations have grown into the clusters of galaxies we see today.

Because of the relative simplicity of the early universe, physicists believe they have a good understanding of its mechanisms. Armed with reliable measurements of the CMB they would be able to wind back the clock and calculate the state of the universe at decoupling and hence work out its density and curvature. Researchers finally got the data they needed just few months ago when an experiment known as Boomerang.

SPEED PRACTICE

Type the following in double line spacing with a margin of ten degrees:-

The word virus is too familiar to us and everybody would like to avoid coming in contact with a virus. This is because viruses cause diseases not only in human beings but also in animals and plants. Virus is a Latin word meaning slimy liquid or poison. The list of diseases caused by viruses is a long one. Perhaps the most dreaded disease caused by viruses in human beings is Acquired Immune Deficiency Syndrome (AIDS). Some of the other diseases caused by viruses in human beings are infantile paralysis, dengue, hepatitis B, influenza, common cold herpes yellow fever and small pox. Viruses are parasites. They need a living cell host for reproduction. Some viruses infect bacteria only and they are known as bacteria-eaters.

The biological nature of virus was first indicated by a Russian scientist Dimitry. Ivanovsky and a Dutch scientist Martinus W. Beijerinck in the last decade of the nineteenth century. All viruses contain nucleic acid either DNA or RNA and protein. It may be noted that living cells contain both RNA and DNA but a virus has only one of the two. Based on the type of nucleic acid that a virus contains, it is classified as DNA or RNA virus. The size and shape of virus are determined by the amount and arrangement of nucleic acids and proteins. They vary in diameter from 20 nanometres to 400 nanometres

(one nanometer is one billionth of a metre). Viruses are too small to be seen with naked eyes. With a few exceptions they cannot be seen even with ordinary or optical microscope.

The vaccinia virus can be visualized under a powerful optical microscope. Viruses come in various shapes rods, threads, spheroids, polyhedrons and tadpole-like structure. Some viruses come in combined shapes, for example, a virus may have a polyhedral head attached to a rod-like tail. The infective part of a virus, when it is outside the host cell is called the virion. It contains at least one protein synthesized by a specific gene of the nucleic acid of the virus. All viruses have a protein coat called a capsid around the nucleic acid. Some virus like disease causing organisms which have only nucleic acid and no structural proteins are known as virioids. It protects the nucleic acid of the virus from digestion by enzymes called nucleases.

It helps the virion to penetrate through the cell surface membrane or in some cases to inject the infectious nucleic acid into the interior of the host cell. It provides sites on its surface which recognize the receptors on the surface of the host cells for attaching the virion. Virus is host specific, that is, a virus may not harm one type of host but can severely damage another.

SPEED PRACTICE

Type the following in double line spacing with a margin of ten degrees:-

Land and Labour in modern economic parlance are the basic factors of creation on this planet. Between the two, labour is supreme, for it is he who makes conscious and deliberate efforts to unravel the laws and mysteries of land and makes use of them for his own development. Indeed, his own development is the be-all and end-all of his entire conscious effort. Looked at in this light, human development has been the objective of human Endeavour ever since Adam and Eve first appeared on this earth. Yes in the beginning, the thrust of human Endeavour was in the direction of spiritual development, but now it is in the direction of material development.

In the earlier years, it was primarily the responsibility of an individual to develop himself, but now it has become the responsibility of the State to arrange for all round development of human beings. This has put human beings in new light. The shift in emphasis from individual effort and spiritual development to State planning and material development has turned human into a factor of production an economic. Resource to be brought up developed and used for material development of the country as a whole. Population growth at an alarming rate comes in the way of these social objectives in a big way. Rapid growth of population, therefore, has rightly been cause of concern in your country since the early fifty's.

However, popular perception in this regard has undergone a sea change over the last couple of years.

In early fiftys, socio-economic implications of population growth were a matter of concern largely in the context of the argument that rapid population growth is an obstacle to development. But now it is increasingly recognized that the relationship between population growth and development is not that simple it is rather much more complex. In 1994, it has been forcefully argued and accepted that rapid population growth itself is in many ways the result of a lack of development. In course of time many other dimensions have been added to this relationship which was once viewed to be unidirectional. After the ICPD Conference population issue is placed in a much large context of sustainable development. Over the years, the concept of development little has undergone a change.

In the context of people-centered development, many dimensions like gender equity, women's empowerment, environmental degradation, uplift of the weaker sections and human resource development have assumed considerable significance. From this point of view, it is essential to look in to the implications of population.

SPEED PRACTICE

Type the following in double line spacing with a margin of ten degrees:-

There are different forms of governments in the world like, monarchy, democracy and dictatorship. Every government should have a good administrative system or machinery to levy and collect taxes, maintain law and order, to administer justice and to implement various schemes, for effective administrative machinery was felt, in the ancient days also. There were excellent administrative set up even at the village level, in India in the ancient days. Similarly the Romans had an excellent administrative set up, similarly also the British, French and the Greeks. However the nature of recruitment and appointment to the various posts, were more on hereditary basis than on any other consideration, in those days

The duties of the Governments in the ancient days were limited to the extent of providing security to the people, and defending the country from foreign invasion. A small and selected administrative machinery was sufficient in those days but the science and technology have changed the entire set up of the society. The living conditions of the people have improved considerably. The provisions of hospitals, educational institution, accommodation, highways and transport etc. Have become the primary duty of any modern government. As a result, the administrative machinery has not only to be geared up to meet the demand but also transformed to suit the modern conditions.

The administrative machinery has therefore been divided into a number of departments like civil administration, police, education, health, engineering and judiciary etc. In the present days. The qualifications have been prescribed for every one of the posts each department along with the procedure for recruitment and appointment to those posts. The service commissions recruiting boards have been constituted in all the countries, to recruit the persons, for the various posts in the different departments. They have been accorded status free from governmental interference and security of tenure to the members forming the board with a view to ensure that the recruitment is made impartially without fear or favour. These bodies conduct examinations, interviews and select the suitable candidates to the various posts grades.

The modern administrative system has become much more important in these days of the democratic governments. The representatives elected by the people need not necessarily have neither administrative experience nor talent. The representative so elected, therefore have to depend mainly on the administrative machinery to discharge their duties, in their elected offices as ministers.

SPEED PRACTICE

Type the following in double line spacing with a margin of ten degrees:-

Edward Jenner was a doctor in England. He became world-famous through his vaccination for Small Pox. Jenner was born on 17th of May, 1749 in Berkely at Glon Cestershire, England. His father was a clergy. Jenner was sent to a local school for elementary education when he showed keener interest in the study of medicine. Studying for medicine in those days was an ordeal: one had to get one-self trained under an eminent surgeon. Later, he had to study in a medical college for a period of 2 years. In a small village called Sedbury, near Bristol, Jenner underwent training in surgery under an able surgeon. At the age of 21, he went to St. George hospital in London, where he had to study further and work. After his graduation in medicine, Jenner went back to his native home to practice medicine.

During his training period a milkmaid approached her trainee surgeon to get herself treated for Cowpox. Cow Pox was a mild sickness common to prevail among mosfc of the milk-vendors. However Jenner momentarily thought of conducting investigations on Cow Pox. By this time, his training was getting over and Jenner could take up the issue more vigorously. After many years of practice in his native home and occasional investigation into the cow pox that had afflicted his milk-maid. Jenner trailed to achieve any type of success. He also started working on Small pox with the cases that had come to his clinic and at last it

was possible for him "to succeed in getting it solved and treated.

He published his work in 1796 after having studied 27 cases. He noticed that in the people who had cow pox they did not contract small pox, after they were inoculated the fluids of cox pox. This led him to undertake a high risk of inoculating an eight year old Jimmy Phipps with cox pox virus which he extracted from the fingers of the milkmaid who had cow pox. The boy contacted cox pox. After seven weeks, he inoculated small pox virus into the same boy, which he extracted from the patient of small pox. But the boy did not now contract small pox. Now, he inoculated the same virus into another healthy person, he contacted small pox. The he proved beyond doubts that people suffering from cox pox would not contract small pox and they contacted cox pox from the cows.

In those days, people believed that one a person had small pox and recovered from it is he would never get small pox again. This was for truth in most of the cases. In other wards, people and had believed that cox pox and small pox are two different infections while he proved that people will not be affected in case they are inoculated with the attenuated viruses of cox pox.

SPEED PRACTICE

Type the following in double line spacing with a margin of ten degrees:-

Indian scientists deserve kudos for having developed an appropriate technology in order to meet the fuel requirements of the rural folk by recycling locally available organic resources. Rapid changes and modifications have taken place since 1950 when the floating dome model with counter weights was developed by the Indian Agricultural Research Institute. It provides centre guide system for smooth movement of gas holder and supply of gas at constant pressure/ This applied technology was looked upon as only of academic interest of in the early forties but has turned out to be of immense importance since the last decade due to spiraling prizes of petroleum products, chemical fertilizers and other sources of energy.

This technology gained importance also on account of the ever-rising demand for petroleum products which can only be met by enhanced imports leading to a further drain on our meagre foreign exchange resources. The recycling of indigenous resources has at least met a fraction of our demands and acted as a deterrent on this count. The gas plant is a boon to the Indian farmers. The two main products of the project from which material gains accrue are enriched compost manure and Methane gas made from local resources available in the villages. Whereas compost

manure helps to meet the fertilizer requirements of the farmers in a more economical and efficient manner and thereby boost agricultural production, biogas is used for cooking and lighting purposes. It is also used in case of larger plants, as motive power for driving small engines. In fact the wide scale utilization of Gobar the most appropriate answer to solve three national inter-connected major problems with which the country is faced today food, fertilizer and fuel. The anaerobic decomposition of organic wastes leads to the production of methane, which can be readily used as an energy sources. The mixture of methane, carbon dioxide, hydrogen and nitrogen produced in this manner is called biogas. The complex organic molecules present in the organise wastes are first broken down to simpler compounds such as acetate, hydrogen oxygen, etc. By the action of a number of different micro organisms.

The simple compounds so produced are utilised by methogenic bacteria to produce methane. Methogenic bacteria can hydrogen and carbon dioxide for methane production. There are two major advantages of this type of energy source, which are the production of gas and the residual manure.

SPEED PRACTICE

Type the following in double line spacing with a margin of ten degrees:-

Indian planning has shifted its emphasis from self-sufficiency in food-grains to rural development through agricultural development. Though it continues to be the traditional sector, progress has become rapid on the agricultural front. A continuous flow of technology is coming out of the research stations. To get the best out of it, information about its implication on decision behaviour and policy should be made available to the farmers without time lag. Policies and programmes in various sectors and levels and their justification depend for effectiveness on dependable knowledge. Operational research in agriculture and rural development must observe conditions which are changing rapidly due to technological break-through the data on these are not available from the existing sources.

Information has to be updated frequently for an effective information system for agricultural development. The centre for agricultural and rural development studies of the Tamil Nadu Agricultural university established a rural observatory in support of its developmental research with the specific objectives of carrying out the survey of resources, production, employment and organisational pattern. Tamil Nadu was divided into eight regions based on agro-economic conditions. To have rural and urban contents, one municipality, one town panchayat and one village panchayat were selected in each of the above

three regions. These centres formed the observation centres for the study.

The data were collected and village level information showed that irrespective of the size of the observation center, the distribution of population among male

and female is almost equal. The percentage of weaker section depends on the nature of the center. The prosperity of a region depends on industrial development also industries were concentrated in the municipalities and not in rural areas. The availability of infrastructural facilities resulted in the location of industries in urban centres. The length of road and the number of vehicles operating is directly related to the degree of urbanisation. The bullock cart formed the major mode of transport in town and village panchayats. Regulated markets, co-operative marketing societies and even commission mandies are operating with urban base only. This shows the need for dispersal of purchase and sale centres to help the villagers.

The detailed household survey showed that while more than forty percent of the houses were thatched ones about sixty percent were tiled houses. As the degree of urbanisation increased, the percentage of living in owned houses decreased.

SPEED PRACTICE

Type the following in double line spacing with a margin of ten degrees:-

The major objectives of nationalisation of commercial banks as set out by the prime minister may be summarised that removing the control over commercial banks by few large industrial houses. Providing adequate credit to the hitherto neglected sectors such as agriculture, small business, small scale and professional. To introduce professional management in commercial banking. To provide adequate training and reasonable service conditions for bank employees. The banks have really lived up to the expectations of parliament and the prime minister

The commercial banks have become powerful institutions contributing for agricultural and rural developmental and also the upliftment of weaker sections of the rural community. Some of the significant achievements are rapid branch expansion, of rural credit, strengthening of the co-operative sector and support to village and rural industries. The commercial banks in India had organised themselves along the lines and patterns of British banks. They are more comfortable with trade and large industrial houses than with the agriculture sector and small industries. A number of changes has taken place in rural areas after commencement of the planning era. The concept of rural developmental has never been concise consistent.

Gandhiji's ideas are different from those of Jawaharlal Nehru and they are again different from the ideas of Indira Gandhi.

These three dominant personalities, who played a significant role in the economic development of the country, have left their imprints. Tumultuous and far reaching changes have taken place after the nationalisation of commercial banks. Even before 1969, agriculture and allied activities were experiencing rapid growth under suggested five year plans. The national credit council pointed out a large credit gap in the rural economy. It has suggested measures to improve and monitor the flow of credit to the rural sector and also recommended a multi agency approach instead of depending on the co-operative credit societies alone. While the banks prior to nationalisation were reluctant to enter rural areas and lend for rural activities in support of various governmental programmes.

Even during the British rule, the Government had recognised the importance of agriculture and developed the co-operative organisations to take care of agricultural credit. At that point of time and perhaps up to 1975, rural development was seen merely as agricultural development.

SPEED PRACTICE

Type the following in double line spacing with a margin of ten degrees:-

Classical dance in India adheres to a rigorous code, though some minor improvisations have been attempted and accepted in recent times. According to the Hindu mythology, when Lord Siva shook a hand drum, the world beat its first rhythm. And as he moved his body in tune with its beat, the universe came into being. The dancing Siva is known as Nataraja and all classical dancers invoke Nataraja as the symbol of cosmic energy. In India, the aesthetic theory is that dance, music and drama are inseparable. This principle was first enunciated in Bharata's treatise *Natya Sastra*, written in the 3rd century; B.C. Indian dance essentially tells a story poetically, with movements of hand mudras and foot and gesture of eye and row abhinaya, all this is supplemented and complemented by a set pattern of music.

A characteristic feature of the classical dance is the intricate footwork, *tala* which is emphasized by the jingling of ankle-bells by the dancer as well as the rhythm maintained by the drummer. There are four main schools of Indian traditional dance. By far the oldest of the classical styles is Bharata Natyam, which follows the ancient treatises more closely than any other style. With its roots in Tamilnadu, this dance, which has retained its purest form is usually performed solo and comprises movements of pure rhythm, dramatic rendering of a story or depiction of a mood Bharata Natyam

was once part of the rites of worship in temples and was performed by dancing girls attached to temple.

Kathakali from Kerala is a spectacular and powerful dance-drama, in which the artists don an elaborate make-up and enact tales from the epics. Kathak began as a religious performance and under Mughal patronage in the 16th and 17th centuries evolved as a court-dance. The Manipuri style of Manipur in eastern India, revolves round the pranks of Krishna when he was young. Some of the other schools of Indian dance are the Kuchipudi of Andhra Pradesh, Odissi of Orissa, Mohini Attam of Kerala and the Yakshagana of Karnataka. For variety, colour and richness of emotion, the Indian dance forms have practically no parallel in any other part of the world. In fact, Indian classical dances have traveled out of the country to influence the art forms of neighbouring Sri Lanka, Indonesia, Thailand and even Japan and America.

India has also a variety of Tribal and Folk dances. To the tribals and village folk, dance seems to be the most natural medium of expression. Occasions like marriages, Births, festivals, fairs, harvests and hunts are all marked by dancing. The more popular of the folk dances are the Bhangra (Rajasthan), Ghumer and Gliba (Punjab), Garba (Gujarat), Kolattam (Tamilnadu and Karnataka) and Kaikottikali (Kerala).

SPEED PRACTICE

Type the following in double line spacing with a margin of ten degrees:-

During the period 1895–1905, many path breaking discoveries were made which not only ushered in revolutions in several disciplines of science but also changed our very understanding of some of the prevailing concepts in science. The discovery of electron by Joseph John Thomson in 1897 was one such discovery. In fact, the discovery of electron is one of the greatest discoveries of modern physics. The electron was the first of fundamental constituents of all matter to be proposed and in the last hundred years. It has withstood all the tests of elementarily.

The discovery of electron has not only revolutionized scientific thought but also our ways of life. Once electron was proposed as a fundamental constituent of matter, the scientists started building models of atomic structure. Atoms in their normal states are not electrically charged. So, as the electrons are negatively charged, it became obvious that the atoms also carry a charge of positive electricity to counterbalance the negative charge. Gradually, the physicists built up an idea how these charges were arranged in an atom. Among these models, the Rutherford model had the most lasting influence. Rutherford discovered that the atom consisted of a heavy positively

charged core surrounded by electrons. The existence of proton was recognized in 1914.

In 1931, neutron was discovered by James Chadwick and the number of elementary particles rose to three i.e. electron, proton and neutron. However, with the advent of particle accelerators, hundreds of so called elementary particles were discovered. To scientists, it was a real shock. They were not prepared to face so many elementary particles. From the very beginning of human civilization, the idea of few basic constituents of nature has fascinated man. To overcome this complexity, a new model viz. quark model was proposed. According to this model, all the particles experiencing strong interactions are made of quarks was experimentally supported in 1969. Today the elementary particles and interaction between them are described by the Standard Model.

According to this model, elementary particles are classified as leptons i.e. these particles interact with electro magnetic and gravitational fields but beyond that they interact only through weak interactions, hadrons and gauge bosons. Leptons and hadrons interact by exchanging gauge bosons

SPEED PRACTICE

Type the following in double line spacing with a margin of ten degrees:-

Many illnesses are caused by irregular meals or from the habit of eating whatever catches the fancy or happens to come in handy. Such "carelessness" results in decreased efficiency too. You are what you eat. Hence, eating good means on time is very important. Scientific meal planning is not too difficult. It may appear complicated to a beginner when he or she is told that a complete and balanced diet is essential to meet the needs of the individual. The needs of a person depend on his or her age, sex, body size type, temperament, nature of work, the climate and the state of health of his or her mind and body. The term daily diet means all the food a person eats during the day. Diet may refer to either food ordinarily eaten or that selected with reference to a particular state of health. A few simple rules combine all the requirements, and a little practice makes direct meal planning second nature.

Nutritionists define good meals as those which supply nutrition to meet body needs, protect the body against disease and are enjoyable to eat. With the knowledge of nutrition, one can easily choose food to fulfill the first two requirements; yet how much one enjoys one's food depends on one's taste and attitude in eating. You can train yourself to enjoy all essential foods. It is not clearly understood why

some children seem to dislike certain foods. But experience shows that a persistent effort in overcoming most dislikes is rewarding.

Researchers have discovered that the custom of three meals a day is based on convenience and not on biological needs. Tests show that blood sugar concentration and muscular efficiency are lowest before breakfast and remain at this level until a meal is taken. After eating, blood sugar rises sharply and efficiency increases but the two fall again to a low level within two-and-a-half to four hours unless another meal is taken. From these facts, it appears that a high level of energy can be maintained by eating every two and a half to three hours throughout the day. Experiments on factory workers have proved this to be true. Today, many factories, offices and schools have incorporated in their schedules a "nutrition" or "snack" period mid-forenoon and mid-afternoon,

The bedtime snack is a matter of individual preference. To avoid interfering with sleep, it should either be omitted or be very light and contain light food such as milk or fruit. An overweight person and the elderly should avoid food before retiring. It is unfortunate that breakfast is so often slight. People who stay in bed late, rush with dressing and eat on the run.

SPEED PRACTICE

Type the following in double line spacing with a margin of ten degrees:-

Rene Descartes was born on March 31, 1596, in France. His father was a member of the nobility. He lost his mother a year after his birth. He was raised by his maternal grandmother and by a nurse to whom he was devoted. In 1606, he entered a Jesuit College that was established for the education of the young nobility and completed in 1614 the eight-year course of studies. His studies left him with a feeling of dissatisfaction at the extent of his own ignorance. But he left behind a mark of extreme brilliance. He spent the period from 1618 to 1626, divided between participation in many campaigns of the Thirty Years War in D8tch. He never married. He was doing military service without salary, Descartes spent most of his time in the study of mathematics. By the age of 22, he began to develop his analytical geometry under the title 'La Geometric' by which the mathematicians still affectionately refer to it.

It set forth the idea that a pair of numbers can determine a apposition on a surface; one number x as a distance measured horizontally, the other y as a distance measured vertically. In the concept of co-ordinates, he gave a method

commented to be 'the greatest single step ever made in the progress of exact sciences'. He started, in 1619, work on his magnum opus Discourse on the method of Rightly Conducting the Reason, which stamped him immediately as one of the great thinkers of his age. He postulated his notion of the unity of all science which was a revolutionary concept which contradicted the notion of Aristotle.

The book contained three minor appendices on the behaviour of lenses meteors and geometry. A 106 page foot note outlined analytical geometry, which he did it is an endless wavy line, the exact graphic equivalent of the pulsating ebb and flow of electric current in a power cable, which has practical application in electrical engineering.

Descartes showed, for instance, that all quadratic equations, when graphed as connected points, become straight lines, circles, ellipses, parabolas or hyperbolas. Going beyond the quadratic, he established that each class of equations of higher degree brings into being a whole new tribe figure of eight, hearts, hummocks and petal shapes.

SPEED PRACTICE

Type the following in double line spacing with a margin of ten degrees:-

Science affects the average man and woman in two ways already. He or she benefits by its applications, driving a motor car or omnibus instead of a horse-drawn vehicle, being treated for disease by a doctor or surgeon rather than a priest or a witch, and being killed with an automatic pistol or shell in place of a dagger or a battle-axe. It also affects his or her opinion. Almost everyone believes that the earth is round and the heavens nearly empty instead of solid. And we are beginning to believe in our animal ancestry and the possibility of vast improvements in human nature by biological methods. But science can do something far bigger for the human mind than the substitution of one set of beliefs for another, of inculcation of skepticism regarding accepted opinions. It was gradually spread among humanity as a whole the point of view that prevails among research workers and has enabled a few thousand men and a few dozen women to create the science on which modern civilization rests.

For if we are to control our own and one another's actions as we are learning to control nature, the scientific point of view must come out of the laboratory and be applied to the events of daily life. It is foolish to think that the outlook which has already revolutionized industry, agriculture, war and medicine will prove useless when applied to the family, the nation or the human race. Unfortunately, the

growing realization of this fact is opening the door to innumerable false prophets who are advertising their own pet theories in sociology as scientific

Science is continually telling us through their mouths that we are doomed unless we give up smoking, adopt or abolish birth control and so forth. Now it is not my object to support any scientific theory, but merely the scientific standpoint. What are the characteristics of that standpoint? In the first place, it attempts to be truthful and therefore impartial. And it carries impartiality a great deal further than does the legal point of view. A good scientist will be impartial between Mr. Smith a tapeworm and the solar system. He will leave behind him his natural revulsion of the tapeworm, which would lead him to throw it away instead of studying it as carefully as a statue or a symphony and his awe for the solar system, which led his predecessors either to worship its constituents or at least to regard them as inscrutable servants of the Almighty, to exalted for human comprehension.

Such an attitude leads the scientist to a curious mixture of pride and humility. The solar system turns out to be a group of bodies rather small in comparison with many of their neighbors and executing the movements according to simple and easily intelligible laws.

SPEED PRACTICE

Type the following in double line spacing with a margin of ten degrees:-

The brain is the essential organ of mind. As the chief focus of the nervous system the brain, with its vast number of cells closely inter-linked, is related to all the tissues and organs of the body by means of nerves. The reception by the brain cells of messages from the various sense organs arouses what is called sensation and consciousness, which from a physiological point of view, is simply awareness of sensation. All mind functioning is therefore primarily dependent on efficient sense organs and healthy nerves to transmit impulses when these sense organs are stimulated.

In turn, consciousness depends upon the integrity of the brain cells and should these cells be injured, as in concussion from a blow or damaged by the poisons of alcohol or disease, then consciousness may be reduced or completely suspended. All forms of mental activity use up energy in then ever cells and this need is met with by an increased flow of blood containing nutriment to the brain triples between birth and adulthood- reaching a final weight of about 1 kilogram for men and 1.3 kilogram for women. By the age of 50 though, it shrinks slightly, losing about 30 grams. There is no correlation between brain size and intelligence. A man's brain is usually slightly larger than a women's but in both sexes the brain makes up a

similar proportion of total body weight. Two writers hold opposite records for brain size. The writers hold opposite records for brain size. The brain of the Russian author Ivan Turgenev weighed 2.012 kilogram.

The brain of the French writer Anatole France (1844-1924) weighed little more than half that figure, 1.017 kilogram. The brain is divided into two hemispheres, each a mirror image of the other. The right hemisphere controls the muscles of are receives information from the left half of body. The left hemisphere monitors are controls the right half of the body. In right handed people, the majority, the left side the brain is concerned with such skills reading, writing and talking. The right hemisphere deals with artistic activity and the workings of the imagination. In left handed people the functions the two hemispheres many be reversed. The average brain contains about ten thousand million neurons-microscopic nerve cells.

Each cell has a slender projection call an axon which links if to other parts of the central nervous system. Some axons stretch the length of the spinal cord making them more than a meter (23.3 ft) long and the longest cells in the body. Each neuron is also linked to neighboring neurons by upto 50,000 connections knows as dendrites.

SPEED PRACTICE

Type the following in double line spacing with a margin of ten degrees:-

A morning walk is the best exercise which can keep all of us fit fresh for the whole day. This is an exercise which is suitable for all sections of society whether young or old. A walk in the morning time refreshes the mind and body and improves the health. Of course, it is a light exercise and highly beneficial for physical and mental fitness. The lungs are provided with fresh air which is very essential for the body. It is for this reason that the doctors always recommend the patients for having morning walk. Many great men like Gandhiji have succeed stressed its importance. Gandhiji himself also used to go out for a morning walk every day without fail.

There is no doubt that it is not very easy for some persons to get up early in the morning, particularly in the winter season. But, for those who have formed and cultivated a regular habit of rising early, a walk in the morning is a must. If they miss it even for one day, they feel very lazy and miss something for the whole of the day later on. Generally in small towns, people go out of for a walk in the fields which are quite near. In certain towns where there are canals, people cn enjoy their walking along their banks. On the other hand, in big cities

like Bombay and Calcutta people cannot have the opportunity to go into the fields for a walk every day. They can either have it on the roads in the early morning or they can go to the public parks where they can enjoy fresh air. Thus a morning walk is different in a small town and a big city. But, on the other hand, walking in the morning is a must for all the city dwellers. This is the only time when they can hope to breathe in fresh air.

While walking through the fields in small towns early in the morning. One can Enjoy the beautiful scenery of nature. A cool breeze is blowing at this time and one feels very pleasant. The birds which rise early in the morning are chirping in the business and on the branches of the trees. Some farmers are also ploughing the fields while others are busy reaping the standing crops. In the villages side one can also see the working of the persian wheels for drawing water out of the wells. In the cities where the people generally go to the public parks for a walk, one can see many old men, walking or doing light exercises. We can many also find some persons doing yogic exercises on the green grass.

SPEED PRACTICE

Type the following in double line spacing with a margin of ten degrees:-

Business is part of society. In fact, it exists only at the sufferance of society. No business can exist without its corresponding customer. Therefore, the primary duty of business is to satisfy the desires and aspirations of society. Retailers are part of any business and even the most uneducated among them will realize that in their own interests, they have to safeguard the interests of the consumer. They are primarily engaged in selling goods and services to the ultimate customers or consumers. So, they are of utmost importance in the distribution of consumer goods. Let us briefly analyse what is meant by retailing. It is an important and final act from which it derives social significance. It contributes to the fulfillment of the marketing process in which the various functions of the seller are accomplished. It is final marketing process which is an integral part of the productive process in the sense that it adds value to the goods supplied or services rendered through creation of time, place and possession utilizes.

No doubt, a retailer is an intermediary. Nevertheless in the scheme of things, he is very necessary as he serves a vital purpose as the last

link in the distribution channel whose services cannot be ignored or undermined, especially in the fast-moving business world of to-day. Whether a producer of manufacture produces it is the ultimate customer who has to consume it. It is here the retailer plays a vital and important role by creating and also stimulating a demand for the goods manufactured by the producers. He has thus a key role to play in marketing the goods.

It is the job of retailer to be always in touch with the consumer, assess his requirements, find out his choice for particular goods and procure them from the respective manufactures and supply them to him at competitive prices. He is acting as a purchasing agent of the consumer and at the same time the selling agent of the producer. He can best co-ordinate the product development and product consumption. He is called upon to match the requirements and aspiration of the consumer to the ability of the producer to meet those aspirations. It is un uphill task. But, a resourceful retailer will be able to stock a wide range of goods and meet the demands of the consumer from time to time.

SPEED PRACTICE

Type the following in double line spacing with a margin of ten degrees:-

A strong foundation exist in the State both by way of manpower and infrastructure for launching a concentrate effort for accelerated economic growth. Government of India is planning to create a favourable investment climate and the State government propose to take full advantage of this to reap the maximum benefits for the State. Economic growth has also to be balanced with justice in providing avenues for the percolation of these benefits of the common man. One of the major problems in the State is large scale unemployment and the industrial policy of the State has to consider a balanced development not only in high technology sectors or in large scale and medium industries but also in the traditionally high employment oriented areas like handlooms, cottage and village industries and small scale sector, both organized and unorganized. Over contribution to the State and this sector would also require support and strengthening. With these objectives in view certain measures are proposed to be introduced from the current year.

The major incentives provided by the State, in addition to infrastructure support, to large and medium industries have been

capital subsidies and Interest free sales tax loans. It is proposed to streamline these incentive packages in such a way as to direct their focus to backward areas and also to specific categories of industries which need to be attracted to the State. The power sector has already been provided high priority in our plan programmes and the endeavour of the state would be to overcome the deficit in power by the end of the Seventh Plan. The government are also considering power generation to be taken up through independent corporations in collaboration with private sector, with external aid or commercial credit so that the process of augmenting generation capacity can be speeded up.

The textile policy which has been announced does not provide adequate support of the handloom sector. It is very essential not only to modernize the sector but also to provide suitable incentives and financial inputs in order to increase their marketing competence so that increased output can be sustained and the large employment provided by such output is not affected. Unlike the Central government, the States lack advantage of directly tapping resources like internal assistance or domestic borrowing.

SPEED PRACTICE

Type the following in double line spacing with a margin of ten degrees:-

The Central Government has on July 24, 1991 announced in the Parliament an open and liberalized industrial policy lifting all forms of controls, abolishing MRTP limit and compulsory licensing, allowing direct foreign investment up to 51 per cent equity and fresh look at public sector, barring eight core areas. The 1991 industrial policy tabled in Parliament unshackles the Indian industry from unnecessary administration and legal controls and complements series of measures taken by the new Congress Government in trade policy, exchange rate, and overall macro-economic and fiscal management. In a dramatic move, the Government has abolished industrial licensing for all projects excepting for eighteen industries related to security, strategic and other considerations.

The policy is demanded by the Indian industry sought to amend the MRTP Act to remove the threshold limit of assets of Rupees one hundred crore in MRTP companies and dominant undertakings. The amendment would eliminate the need for prior approval of Central Government for establishment of new undertakings, expansion, merger, amalgamation, take-over and appointment of directors. In a bid

of to attract NRI and other foreign investments, the Governments has thrown open thirty four areas including metallurgy, food processing, hotel and tourism industries. Now onwards, approval would be given for direct investment up to fifty one per cent equity in high priority industries. This change in expressed to go a long way in making Indian policy on foreign investment attractive.

The policy stipulates that dividends to be expatriated; by companies with foreign equity will have to be met through export earnings over a period of time. Foreign equity proposals need not necessarily be accompanied by foreign technology agreements.

The policy says that there shall be no bottlenecks of any kind in clearance of proposals for foreign equity participation. The companies with foreign equity up to fifty one per cent will be encouraged to act as trading houses, primarily engaged in export activities. This will generate greater passage of Indian goods to export Markets.

SPEED PRACTICE

Type the following in double line spacing with a margin of ten degrees:-

The proper and timely implementation of plans has great importance in the planning process. It is facilitated, if the necessary individual are taken at the stage of formulation itself. The investments in the plans is devoted to large individual investment projects and development programmes and schemes. There are a number of steps common to both these areas. In addition, for each of the two broad areas, there are specific tasks to be undertaken for ensuring effective implementation. For example, pre investment planning should be carefully undertaken before taking up large individual projects. This involves an analysis of resources potential which should be followed by feasibility studies covering aspects such as cost estimates, profitability and assessment of national economic benefits. The projects could then be selected on the basis of technical and economic criteria.

After the project formulation stage, attention has to be paid to efficiency and economy in the construction of projects. Apart from the use of improved techniques of planning steps must be taken to improve the systems of reporting on progress and short-comings in implementation. There should be a better co-ordination of the

efforts of the different agencies engaged in construction work to ensure the completion of the projects according to schedules. During the operation stage also efforts are required for education of costs and improvement of efficiency and productivity. The plan is concerned not only with creation of new production facilities but also with getting maximum results from existing facilities. Application of improved managing systems can go a long way in yielding better results in this regard.

Continuous appraisal of progress is of vital importance for ensuring implementation. Suitable information and reporting systems and will have to be devised so that those responsible for that implementation can anticipate difficult and short comings and take appropriate corrective measures then and there. Efforts should also be taken at this stage to reduce costs and also to ensure optimum utilization of scarce materials at the national level and also avoid their wastage. Each year every large project should undertake forward planning both in physical and financial terms for a further period of five years.

SPEED PRACTICE

Type the following in double line spacing with a margin of ten degrees:-

Discipline is a comprehensive term. It may refer to the mental and moral training of the young. It may also refer to the body of rules, the observance of which is very necessary to attain the objectives of a group. Viewed from the point of view of the individual it consists of a set of rules written or unwritten which must be obeyed. Viewed from the point of authority controlling a group, it is a system by which the mass at the bottom is made to behave in the way wanted by the authority. The average man goes through almost from the cradle to the grave. His life is shaped into a mould by the parents, the school, the religion, elders and superiors. It is exercised in various ways by ethical laws, legal codes and customs.

The foremost value of discipline is, it conditions the raw man and fits him to be a useful member of the society. The various rules and regulations are evolved out of past experience by others and a man going through them is saved all the trouble by following the course appointed for him. The training begins from his childhood and by the time he becomes a mature youth he has gone through a safe road. It is not something impossible for a man to observe, and often carries the grace of appreciation and even prizes. Thus for instance, the child observing it

is liked by parents and teachers. In fact in any walk of life, the observance of it is enjoined by law, social customs, religion or education or be it just a behaviour of what is expected of him, has a direct value. Such a value may mean marks for the child, a higher rank for the army man, or higher order for the man of religion a promotion for the man in an office success for the professional man and definite profit of for the business man.

The subjective value of discipline to the individual is not of less value either. Man is subject to a good many failings. Great men are characterized by their self-control and sense of duty which was all acquired only through a life of it. Hence to be pure and to be strong in heart ultimately the man must be through a course of discipline. Discipline rules are the result of a number of factors. When a boy joins his school, or a young man joins his regiment, the new recruit is faced with a curriculum a drill to which he must outwardly conform whether he likes it or not. Only the authority has a clear idea of the meaning and value of the whole set of arrangements.

SPEED PRACTICE

Type the following in double line spacing with a margin of ten degrees:-

The travel and tourism industry is a service industry with employment opportunities in both the public and private sectors and its scope is worldwide rather than provincial. Today, tourism is the worlds fastest growing industry. This industry provides both monetary gains and social benefits. It is probably the rare instance of an industry earning foreign exchange without exporting national wealth. The development and promoting of tourism in all its aspects is a highly competitive field and also an extremely challenging pursuit.

Tourists can be a capricious lot, so their demands are ever changing and they are always on the lookout for something new, different and unique. Tourism is a field where there is no ultimate strategy or foolproof formula for excellence. You must be young, full of enthusiasm, like people, love your country, have interest and experience of traveling be proud of your heritage and should like people from your own country and abroad to discover and understand the fascinating aspects of India. You should have the ability to handle people, organize them, deal with them and communicate with them. Once you are sure that you would like to make a career for yourself in this industry, you should be aware of the areas of productive employment, the

organization in this sector and the courses or subjects which would qualify you for a job in this fast growing industry.

The work opportunities in the Department of Tourism at the Union and State levels range wide with openings for those with just basic degrees as also for those who have professional qualification. The Tourism Department and Directorates at the state and union level have the responsibility of promoting and publicizing travel and tourism within the country, especially the tourism spots in that state, for the domestic tourists who wish to discover their own country. There are openings for information Assistants at the office counters of the Tourism department where you have to supply answer to queries of tourists, help them to plan their itinerary in India. You could also be at the Welcome to India desk of the Government of India Tourist Information Offices at the international and domestic airports.

Here your job would be to greet tourists on arrival and help them sort out their arrangements, solve there problems, guide them on where to go, how to reach there, what to do and so on.

SPEED PRACTICE

Type the following in double line spacing with a margin of ten degrees:-

Leprosy occupies a special position among communicable diseases because of the long duration of the disease, the frequency of disabilities and the social and economic consequences it engenders. From an economic point of view, leprosy's primarily a disease of the nerves. Although the modern medical technology has succeeded in changing the disease course of leprosy patient, he is still not assured of freedom from deformity and disability. The physical deformity in leprosy which is permanent and often progressive, results in both reduced employment opportunities for the patients and economic loss to the family. The consequences of these are much more pronounced due to the added effects of social stigma attached to the disease. Leprosy is considered to be the major cause of blindness in the South East Asia Region.

Through the increasingly widespread distribution of Multidrug Therapy and its effectiveness, the prevalence of leprosy, as measured by numbers of registered cases has been reduced from 5.4 million cases in 1994 the reduction in prevalence of registered cases to one per ten thousand people in each endemic country by the year 2000 AD. The largest total number of untreated registered cases are to be found in India and Brazil.

There is always a gap between the number of registered cases and the

estimated actual number of cases. This number of undetected cases is believed to be the highest in India and Bangladesh. Of all the diseases known to India, leprosy has the longest history and greatest number of victims who are deprived of human dignity and love. The exact number of victims living in the country is unknown. According to world health organization statistics, India accounts for nearly 50% of the total number of leprosy cases in the world. While this is so in India, the State of Tamil Nadu is known for the highest endemicity. Numbers alone do not adequately describe the problems posed by the disease. Millions of leprosy patients in India are living in sorrowful conditions and are struggling through out their lives against deformities, disfigurement and disabilities. The deformed leprosy patients are living an isolated miserable life.

They are hated because of their physical ugly appearance. In India, a great majority of leprosy patients are living in remote villages where the chances of success to appropriate medical care in leprosy are limited. Though majority of the patients and their relatives are aware of the availability of appropriate medical care. They are not prepared to utilize it because of the social stigma.

SPEED PRACTICE

Type the following in double line spacing with a margin of ten degrees:-

For if we are to control our own and one another's actions as we are learning to control nature, the scientific point of view must come out of the laboratory and be applied to the events of daily life. It is foolish to think that the outlook which has already revolutionized industry, agriculture, war and medicine will prove useless when applied to the family, the nation or the human race. Unfortunately, the growing realization of this fact is opening the door to innumerable false prophets who are advertising their own pet theories in sociology as scientific

Science is continually telling us through their mouths that we are doomed unless we give up smoking, adopt or abolish birth control and so forth. Now it is not my object to support any scientific theory, but merely the scientific standpoint. What are the characteristics of that standpoint? In the first place, it attempts to be truthful and therefore impartial. And it carries impartiality a great deal further than does the legal point of view. A good scientist will be impartial between Mr. Smith a tapeworm and the solar system. He will leave behind him his natural revulsion of the tapeworm, which would lead him to throw it away instead of studying it as carefully as a statue or a symphony and his awe for

the solar system, which led his predecessors either to worship its constituents or at least to regard them as inscrutable servants of the Almighty, to exalted for human comprehension.

Such an attitude leads the scientist to a curious mixture of pride and humility. The solar system turns out to be a group of bodies rather small in comparison with many of their neighbors and executing the movements according to simple and easily intelligible laws.

After the project formulation stage, attention has to be paid to efficiency and economy in the construction of projects. Apart from the use of improved techniques of planning steps must be taken to improve the systems of reporting on progress and short-comings in implementation. There should be a better co-ordination of the efforts of the different agencies engaged in construction work to ensure the completion of the projects according to schedules. During the operation stage also efforts are required for education of costs and improvement of efficiency and productivity. The plan is concerned not only with creation of new production facilities but also with getting maximum results from existing

PART : B

SHORT NOTES ON SUBJECT TOPICS

1. **STATISTICAL MATTER:** A Tabular Statement giving particulars of certain things or achievement, the particulars generally occupying the first column and the figures occurring the other columns

2. (a) **INLAND INVOICE:** A document giving full details of the price, quality, size and quantity of goods sold within a country.

(b) **DEBIT NOTE:** A Debit note is a statement sent by the seller to the buyer when and undercharge is rectified or when goods sold have not been noted in the invoice.

(c) **CREDIT NOTE:** A Credit note is a statement sent by the buyer when a portion of the goods is returned by the buyer as damaged, etc., or when an overcharge is corrected.

(d) **ACCOUNT SALES:** A statement rendered by an agent to his principal after effecting the sales showing the amount realized and the net amount after deducting the commission and the expenses connected with the sale

3. (a) **APPLICATION:** A requisition by a person seeking a job or asking for a benefit such as scholarship, permit, etc.,

(b) **BUSINESS LETTER:** A letter from a firm or a company to its customer or to another business house.

(c) **PROFESSIONAL LETTER:** A letter written by a professional like Engineer, Doctor, Lawyer, etc. and in some cases, a businessman.

(d) **OFFICIAL LETTER:** (One authority to Another authority): A letter from a Government or quasi-Government office to another Government or quasi-Government Office or firm or to an individual.

4. **GOVERNMENT ORDER:** An Order issued by the Government under the powers delegated by the Governor

PART - B

ABBREVIATIONS

A/C	:	Account	B.P.	:	Bills Payable
Authd.	:	Authorised	B.R.	:	Bills Receivable
Addns.	:	Additions	Bal. fr.d	:	Balance from
Accd.	:	Accrued	Br. Govt.	:	British Government
Acctt.	:	Accountant	B/f.	:	Brought forward
Amt.	:	Amount	B/d.	:	Brought down
Addl.	:	Additional	Bk. of Eng.	:	Bank of England
Annl	:	Annual	Bindg.	:	Binding
Accrdg.	:	According	Bus.	:	Business
At F.D.	:	At Fixed Deposit	C.A.	:	Chief Accountant
Advt.	:	Advertisement		:	Chartered Accountant
App. A/C	:	Appropriation	Cap.	:	Capital
		Account	Curr.	:	Current
Accdg.	:	According	Commn.	:	Commission
Addl.	:	Additional	Chartd.	:	Chartered
Adjt.	:	Adjustment	Constn.	:	Construction
A.G.	:	Accountant General	Cum.	:	Cummulative
Allce.	:	Allowance	C/f.	:	Carried forward
Agst.	:	Against	C/d.	:	Carried down
A.O.	:	Accounts Officer	Cash at C.A.	:	Cash at Current
Appln.	:	Application		:	Account
Assn.	:	Association	CashatS.B.A/c	:	Cash at Savings
Asst.	:	Assistant		:	Bank Account
Attn.	:	Attention	C.S.	:	ChiefSuperintendent
Bd.	:	Board		:	Chief Secretary
Bk.	:	Book, Bank, Block	C/o.	:	Carried over
B/s.	:	Balance Sheet	C.C. Bk.	:	Co-operative
Bal. or Bce.	:	Balance		:	Central Bank
Bldgs.	:	Buildings	Contgcy.	:	Contingency
Depn.	:	Depreciation	Ind. Bk.	:	Indian Bank
Dis.	:	Discount	Ins.	:	Insurance
Dev.	:	Development	Instn.	:	Institution
Dedn.	:	Deduction	Ind.	:	India or Indian
Deb.	:	Debenture	Int. Div.	:	Interim Dividend
Div.	:	Divident	Infm.	:	Information




ABBREVIATIONS

Dr.	: Debtor or Director	Liby.	: Library
Dn.	: Division of Down	Lia. or Liaby.	: Liability
Disconcn.	: Disconnection	Mg. of Mang.	: Managing
Decen.	: Decision	Misc.	: Miscellaneous
Dept.	: Department	Maintce.	: Maintenance
Dy.	: Deputy	MD.	: Managing Director
D/s.	: Dear Sir (s)	N.P.	: Net Profit
Expr.	: Expenditure	N.L.	: Net Loss
Endts.	: Endorsements	Natl. Sav.	: National Savings
Engr.	: Engineer	Nom. Cap.	: Nominal Capital
Edl.	: Educational	Notfn.	: Notification
E.g.	: Example	O.D.	: Overdraft
Estd.	: Established	Obtng.	: Obtaining
Expln.	: Explanation	Obsvn.	: Observation
Exps.	: Expenses	Orgn.	: Organisation
Excdg.	: Exceeding	Objn.	: Objection
Eqty.	: Equity	P & L.	: Profit and Loss
Fd. Dep.	: Fixed Deposit	Prtnng.	: Pringint
F/fly	: Faithfully	Premm.	: Premium
Follg.	: Following	Provdnt. Fd.	: Provident Fund
G.P.	: Gross Profit	P.F.	: Provident Fund
G.L.	: Gross Loss	Provns.	: Provisions
Gl.	: General	Pendg.	: Pending
Govt.	: Government	Prely.	: Preliminary
Govr.	: Governor	Possn.	: Possession
H.O.	: Head Office	P.O.	: Postal Order
H.M.	: Head Master	P.T.O.	: Please Turn Over
H.Q.	: Head Quarters	Publn.	: Publication
H.R.A.	: HouseRentAllowences	Ptn.	: Printing
Qln.	: Qualification	Subscrbd.	: Subscribed
Qtn.	: Quotation	Socy.	: Society
Qty.	: Quantity	Sectt.	: Secretariat
Qn.	: Question	Suggn.	: Suggestion
Regr.	: Registrar; Register	Supt. /Supdt.	: Superintendent
Res.	: Reserve	Subsdry.	: Subsidiary
Regd.	: Registered	Transfd.	: Transferred

ABBREVIATIONS

Reqd.	Required	Tradg.	Trading
Red.X	Red Cross	T/w	Typewriter
Remn.	Remuneration	Tech.	Technical
Regn.	Registration	Tempy.	Temporary
Rly.	Railway	U.C.	Upper case
Stt.	Statement	Unexpd.	Unexpected
S.Crs.	Sundry Creditors	Underwrtg.	Underwriting
S.Drs.	Sundry Debtors	w.e.f.	with effect from
Sty.	Stationary	w.r.t	with reference to
Subscripn.	Subscription	W.k.	Week / Work
Spl/ spe	Special	W.h.	Which
Secy.	Secretary		

PROOF CORRECTION SYMBOLS

UC	Upper Case	Run on 	Proceed without break
Lc	Lower Case		
Cap.	Capital	#	Leave space
Caps.	Capitals		Joint together
All Caps.	All Capitals		
N.P.	Next Para New Paras	/	Interest
F.P.	Fresh Para		
P.// [Parts	Rom. fig	Roman Figure (ii)
o	Circle	In wrds(Words)	In Figures (2)
Oces.	Circumstances	Letter or word	In Words (Five)
Ote.	Circulate	Underlined	Use capital as
Trs. (Trans)	Transpose (Change)	Twice Italics	the case may be.
stet	Let it stand	Single	All Capitals with underline
Ø	Delete (Omit it)	Quotation	Foot (5')
Madurai	Initial capital		apostrophe (Ram's)
••	Therefore	Double	Omission of a letter (l'll)
••	Because	Quotation	Inch (5'6")
/	The		Ditto (")

PUNCTURATION FOR FIGURES:

9,34,53,050.90	-	Ordinary
93,453,050.90	-	Millions , (Population, Tonnes)
9,345,30,50.90	-	Hundreds
9,345,30,50.90	-	Thousands
9,34,530,50.90	-	Lakhs

PROOF CORRECTION METHODS

Method of directing correction (Symbols and/or abbreviations)		Explanation / Expansion	Solution
Ram a 's	ʻ	Apostrophe	Rama's
XII	Arab.	Arabic numerals	12
<u>i</u> ndia	Cap	Capital Letter	India
<u>I</u> ndia	Caps	Capital Letters	INDIA
<u>I</u> ndian Economy	All caps	All Cap. Letters	INDIANECONOMY
in the h leaf	h book	Caret Mark	in the book leaf
in o most	⌋	Close up	inmost
ful f fil	⊘ ⊙ ⊙	Delete	fulfil
St h	/⊙	Fullstop	St. (Saint)
As I go h	/⊙	Comma	As I go,
I saw h	/⊙	Semicolon	I saw;
Co o perative	h-	Hyphen	Co-operative
Purchase <u>LESS</u> Returns	C, L	Indent	Purchase LESS Returns
twenty five	In figs.	In figures	25
23	In wds.	In words	twentythree
my <u>Alma</u> Matter	Ital.	Italic Letters	my <u>Alma</u> Matter
in as m uch/as	#	Leave Space	inasmuch as
one <u>man</u>	⌋	Less Space	One man
in the market	stet	Let it stand	in the market
<u>B</u> ook	L.C	Lower Case	book
The book was sent by post. // It was fine to read. // C P	P. N.P. F.P	Paragraph Next Paragraph Fresh Paragraph	The book was sent by post. It was fine to read.
The book was sent by post. h It was fine to read.	Run on	No Paragraph	The book was sent by post. It was fine to read.
<u>Navy</u>	⌈⌋ ⌈⌋	Quotation	"Navy"
22	Rom.	Roman numerals	XXII or xxii
<u>S</u> eparate	sp.	Spelling	separate
(5)	Trs.	Transpose	2
(2)			5
(52)	Trs.	Transpose	25
book <u>the</u> <u>in</u>	Trs.	Transpose in order	in the book
<u>i</u> ndia	u.c., U.C	Upper Case	India
I wish * go to @ City * to @ Mumbai		Search, find & insert * Asterisk @ Symbol for 'at'	I wish to go to Mumbai City

1.STATEMENTS

(A) LAY-OUT

1.

3	4	2		2a	
		4a	4b	4c	4d
i	5(.....)				
ii					
iii					
iv					
	6.....				

1. Title of the Statement (Head lines)
2. & 2a. Heads of the Details
3. Serial Number
4. Head of the Particulars
 4a,4b, 4c & 4d - Sub-Headings (Particulars)
- 5 Rupees in(if any)
6. The word 'Total'

(B). MODEL

STATEMENT

STATE-WIDE DISTRIBUTION OF FINANCIAL ASSISTANCE
SANCTIONED AND DISBURSED BY THE INDUSTRIAL
DEVELOPMENT BANK OF INDIA

//

v

S. N.	State	1968 - 69		1969 -70	
		Amount Sanctioned	Amount disbursed	Amount Sanctioned	Amount disbursed
<hr/>					
		// (Rupees in crores) //			
1.	Andra Pradesh	154.40	159.90	1,773.70	1,637.20
2.	Assam*	12.40	24.40
3.	Bihar	159.90	266.60	965.20	441.70
4.	Gujarat	328.80	301.80	3,724.60	3,148.90
5.	Haryana	58.10	53.60	262.10	249.80
6.	Kerala	133.00	68.30	440.00	342.30
7.	Madhya Pradesh	171.30	143.70	543.00	517.90
8.	Maharashtra	2,217.70	1,100.10	9,621.20	8,812.90
9.	Mysore	489.70	263.60	1,052.70	859.70
10.	Orissa	348.60	46.20	504.10	223.40
11.	Tamil Nadu and Pondicherry	118.50	114.50	1,111.70	1,134.90
<hr/>					
	Total	4,180.00	2,518.30	20,001.70	17,393.10
<hr/>					
* Particulars in respect of 1968 - 68 are not available.					

Type the following Statements and rule up:-

The Beggars Population during
the year 2001-2003. L1 L5

Year	Thiruhelveli	Madurai	Coim	Salem
2001-02	15,686	6,750	956	7,208
2002-03	8,725	16,233	1,507	7806 L5
2003-04	9,510	18,647	2,317	9,428
2004-2005	10,175	20,010	6,218	10,680 L3
Ø 2005- 2006	10,948	21,230	4,185	11,316

Type the following Statement and rule up-

Statewise Mineral Production // caps.
In India

Name of states	Value of Production ϕ		
	1985	1986	1987
	(In lakhs of rupees)		
Bihar	9030.01	8990.60	9190.91
Ex. Gujarat	103.60	980.84	5313 (40) Ex
to Tamil Nadu	978.24	2210.07	9215.75
Ex Orissa	3186.40	1090.45	456.07
West Bengal	1410.04	2720.60	6759.04

Type the following Statement and rule up:-

AREA UNDER PRINCIPAL PRODUCTION
OF CROPS

L.C MK	CROPS	Area		Production	
		Hectares	Acres	Metric Tons	Tons
	← Paddy	2,271	5,612	3,184	74
	Gingelly	2,147	370	47	45
	Cotton	404	987	359	84
	Ground-nut	817	2,014	952	937
	Sugarcane	59	135	387	381
	Millet and other cereals	152	5,612	3,134	376

Type the following Statement and rule up:-

FIGURES RELATING TO PRODUCTION
OF HANDLOOM CLOTH

Sl. No.	Variety of cloth	For the year of			
		2001	2002	2003	Total
(1)	(2)	(3)	(4)	(5)	(6)
(in '000' metres)					
1	Sarees	10,645	8,495	8,438	27,578
2	Lungies	8,743	6,997	6,132	21,863
3	Towels	7,423	5,778	6,833	20,034
4	Dhoties	7,706	8,125	7,588	23,419
5	Bed - spreads	12,543	14,370	11,886	39,159

Type the following Statement and
 Rule up:-

Caps // Trees planted under / "one family,
 one trees" Campaign.

Taluk	Coconut	Mango	Plan -tain	Other trees
Kaara	45,314	20,625 ↓ ↑	1,25,000	5,412 ↓ ↑
Taichy 81	23,918	8,518	22,000	52,435
Lalqudi	36,520	12,502	13,576	24,830 ¹¹
St Musiri	32,433	76,289	44,101	45,022
U.C = thudaiyur	30,008	50,025	25,900	52,098

Type the following Statement and rule up

Types of Wood obtained from Forest // caps.

	Year	Sandal wood Trees	Fire wood	others
	1997-98	680	4,61,740	112
15	1998-99	1,020	7,62,413	1,400
Er	1999-2000	10,728	9,10,267	11,368
	2000-2001	560	1,00,000	3,000
stat	2001-2002	1,678	75,400 -----	2,300

Type the following Statement and rule up:-

STATEMENT SHOWING PARTICULARS
ABOUT IMPORTS

Name of /Commodity	For the Period		
	2000-01	2001-02	2002-03
Machinery	3,675	3,456	1,346
Tolls	2,567	2,300	1,002
Steel	3,000	2,467	1,266
Paints	1,800	1,500	1,001
Others	2,765	2,398	1,200
Total	13,807	12,121	5,815

2. INVOICE
a (LAY-OUT)

INVOICE			
	1.....		
	2.		
3.....			5.....
4.....			
6.....			
.....			
7.....			
8.....			
9.....			
.....			
.....			

10	11	12	13

.....		
.....		
.....		
.....		

		14	-----
	15.....		

16.....			
			17.....
			18.....

- | | |
|------------------------------------|---------------------------------------|
| 1. Name of the Company in Capitals | 10. Quality |
| 2. Nature of the Company. | 11. Particulars |
| 3. Telephone Number | 12. Rate |
| 4. Telegrams | 13. Amount |
| 5. Post Box Number | 14. The word 'Total |
| 6. Address of the Company. | 15. Total amount in words |
| 7. Invoice Number | 16. E. & O.E. (Errors and Omissions |
| Exempted). | |
| 8. Date of Invoice | 17. For 'Name of Company' in Capitals |
| 9. To Address | 18. Designation of the Authority. |

INVOICE – (b) MODEL**INVOICE**

//
MODERN ELECTRICALS LIMITED
//
(Dealers in Electrical goods)

Telephone: 53146
Telegrams: 'Modern'

Post Box No. 61,
4 West Mahsi Street,
//
23rd May 1975.

No. 384/74
//

Messrs. Pari Anand and Sons,
Building Contractors,
Thiruppathur
//

Quantity	Particulars	Rate		Amount	
		Rs.	P	Rs.	P
10 dozens	Switches	25	00	250	00
6	Ceiling Fans	300	00	1,800	00

				2,050	00
	LESS Discount at 10%			205	00

				1,845	00
	ADD packing charges			35	00

	Total			1,880	00

	(Rupees one thousand eight hundred And eighty only)				

//

E.& O.E.

for MODERN ELECTRICAL LIMITED,
////

Sales Manager

Type the following INVOICE and rule up:-

INVOICE
Suresh and company / caps.
(Automobiles)

Telephone : 2810285
Telegrams : "Suresh"

P.B. No : 370.,
20, Patel St.,
Bombay - 400 025

No. 33/2001.

5th Jan. 2001.

M/s. Rajan & Sons,
No. 35, Bazaar St.,
Coimbatore - 641 007.

Qty	Particulars	Rate	Amount
		Rs. P	Rs. P.
20 nos.	Star Caps	20 00	400 00
5 nos	Foot Rests	15 00	75 00
1 No.	Crown with Disc.	400 00	400 00
			875 00
	ADD: Packing and Transport charges.		25 00
	Total		850 00
	(Rupees eight hundred and fifty only)		
E. & O. E		for Suresh and company / caps	

Type the following INVOICE and rule up:-

INVOICE

National Trading Co. Pvt. Ltd., // caps
(General Merchants)

Telephone: 52134

P.B. NO. 65,
3 Nethaji St.,
Karur - 624 031

No. 190/2000

3rd March 2000.

The Warden,
Indira Hotel,
Perambalur - 621 212

Qty	Particulars	Rate	Amount
		Rs. P	Rs. P.
10	Gingelly Oil Tins of 10 Kgs. each	950 00	9,500 00
Ø 25	Coconut Oil Tins of 5 Kgs each	500 00	2,500 00
			12,000 00
	LESS discount 6%		720 00
U.C			11,280 00
	ADD Transport charges		170 00 X 6
			11,120 00
	(Rupees eleven thousand and one hundred and twenty only)		
E. & O. E	for National Trading Co. Pvt. Ltd.		Caps.

= manager

UC

Type the following Invoice and rule up:-

INVOICE

Ramu Stationery Mart // caps
(Dealers in fancy goods) VC

Telegram : 'Mart'
Telephone : 2491811

Post Box No. 786,
49, Gandhi Road,
Erode - 638 001

No. 109/2004.

2nd May 2004.

M/s. Seetha & Co.,
50, Ganesh St.,
Tiruppur - 638 001

Quantity	Particulars	Rate Rs. P.	Amount Rs. P.
50	Writing Pads	20 00	1,000 00
100	Fancy Paper Weights	7 00	700 00
			1,700 00
	LESS: Discount @ 10%.		100 00 / 85
			1,615 00
	ADD: Packing & Transport charges		55 00
	Total		1,670 00
	(Rupees one thousand six hundred and seventy only)		
E. & O. E	for Ramu Stationery Mart/caps		

Manager

Type the following INVOICE and rule up:-

INVOICE

KAMALRAJ STORES
(General Merchants)

Telephone: 2248135
Telegrams: 'KAMAL'

Post Box No. 23,
80, Suresh Street,
Madurai - 625 014

No. 230/2002.

4th May 2002.

M/s. Kalyani Trade,
50, Sivan Koil St.,
Pondicherry - 605 001.

Qty	Particulars	Rate	Amount
		Rs. P	Rs. P.
100 Nos.	40 Pages Note Book	00 15	15.00
1 Doz.	'Pilot' Pen	200 00	200 00
5 Doz.	'Iris' Black Ink	6 00	30 00
1 Doz.	'Kores' Correcting Fluid	48 00	48.00
			293 00
	Sales Tax		8.80
	Total		301 80
	(Rupees Three hundred and one and eighty only)		
E. & O. E	for <u>Kamalraj Stores</u> / caps		

Type the following Invoice and rule up:-

INVOICE

Santhosam Nadar and Sons & Co
(Rice Dealers)

Telephone : 2658115

Telegram : "Nadar"

Post Box No. 53,
6, Natesan Road,
Chennai - 600 053

No. 250/2003

7/2 July 2003.

M/s. Perumal & Bros.,
105, Kamarajapuram,
North Arcot Dist.,
Vellore - 632 003.

Qty.	Particulars	Rate	Amount
		Rs. P	Rs. P.
30 bags	Vellore Kitchadi	200 00	6,000 00
5 "	" Ponni	300 00	1,500 00
			7,500 00
	LESS: Discount @ 5%		375 00
			7,125 00
	ADD: Packing Charges.		275 00
	Total		7,400 00
L.C	(Rupees <u>Seven thousand</u> and <u>four hundred</u> only)		
E. & O E	For <u>Santhosam Nadar & Sons</u> Caps		

Manager.

2.(ii) CREDIT NOTE- MODEL

CREDIT NOTE

///

Telephone: 45016
Telegrams: 'Saroja'

Post Box No. 184
35 Purasai High Road,
Madras 600 007.

//

No.29/71

22 nd January 1971.

//

Messrs. Soori & Company,
21 Car Street,
Kancheepuram 631 501.

//

Cr.by SAROJINI TEXTILES

//

Details of Invoice	Particulars	Amount
		//
		Rs. P.
Invoice No.110 18 th Januarv 1971	By 50 Petty Coats at Rs. 16/- each returned not being the size ordered	800 00
Invoice No. 102 19 th January 1971.	By 5 pairs of silk dhotis at Rs. 400/- each pair returned being damaged	2,000 00
		2,800 00
	(Rupees two thousand and eight hundred only)	

//

for SAROJINI TEXTILES,

////

Accountant.

Type the following CREDIT NOTE and rule up:-

CREDIT NOTE

Telephone: 2556842
Telegrams: "Ramu"

Post Box No. 187
80 - Kamarajapuram,
Chennai - 600 035

No. 360/2002

2nd June 2002.

M/s. Rajendran & Co.,
15, Church Gate,
Bombay - 400 058.

Cr. by THE FASHION HOUSE

Details of Invoice	Particulars	Amount Rs. P.
21st May 2002 Inv. No. 84	By 100 nos. two yards Dhoties (handloom) at Rs. 15/- not having bn. ordered	1,500 00
—do—	By 50 nos. napkins at Rs. 2/- not having bn. ordered.	100 00
	Total	1,600 00
	(Rupees one thousand and six hundred only)	

for THE FASHION HOUSE,

Head clerk.

Type the following Credit Note and rule up.

CREDIT NOTE

Telephone : 243 2612
Telegrams : "James"

Post Box No. 846,
6 Babu Street,
Chennai - 600 003.

No. 56/99

4th Jan. 1999.

M/s. Sagar Hotels,
Main Road,
Chennai - 600 016.

Cr. by James Tour Links. // Caps.

Details of Invoice	Particular	Amount Rs. P.
Invoice No. 817 5th Dec. 1994	By Fare for 20 Tourists @ Rs. 250 per person, since / sight seeing was cancelled	5,000 00
	Total	5,000 00
	(Rupees five thousand only)	
	for JAMES TOUR LINKS.,	

Manager

Type the following CREDIT NOTE and rule up.

CREDIT NOTE

Telephone: 8276095
Telegrams: "COOL"

Post Box No. 453,
10. Valmiki Nagar,
Chennai - 600 053

No. 300/99

3rd Sep. 1999.

M/s. Star Electricals,
10, Katpadi St.,
Vellore 632 001.

Cr. by COOL FANS.

Details of Invoice	Particulars	Amount Rs. P.
Invoice No. 987 20th Aug. 1999	By Price difference between three & four bladed fans	825 00
Invoice No. 1015 28th Aug. 1999	By Off-Season discount omitted	175 00 VC
	Total	1,000 00
	(Rupees one thousand only)	

for COOL FANS,

Manager

Type the following CREDIT NOTE and rule up:-

CREDIT NOTE

Telephone : 183242
Telegrams : " PARI "

Post Box no. 931,
15, Annie Besant Rd.,
Calicut - 673 002

No. 57/2000

21st Nov. 2000.

Messrs. Venu & Sons,
6, Santhoshpuram,
Visakhapatnam - 530 016.

Cr. by. PARI AND SONS

Details of Invoice	Particulars	Amount
		Rs. P.
Invoice no. 57 10th Nov. 2000	By 90 Leather Belts at Rs. 50 each	4,500 00
Invoice no. 57 12th Nov. 2000	50 Leather small Belts at 20/- each	1,000 00 ¹⁰
	Total	5,500 00
	(Rupees five thou- sand and five hundred only)	
	for PARI AND SONS,	

20/

Accountant