

# NATIONAL INSTITUTE

Welcomes You!

TYPEWRITING  
II PAPER CLASS

# NATIONAL INSTITUTE

**JUNIOR GRADE**

**I PAPER**

**Question : Speed Typing**

**Duration : 10 Minutes**

**Maximum Marks : 100**

# NATIONAL INSTITUTE

## PASS MARKS

45 Marks = II Class  
(35 Marks; Total 90 Marks)

60 Marks = I Class

75 Marks = Distinction

100 Marks = State Award

# NATIONAL INSTITUTE

## VALUATION

1 Mistake = 1.8 Marks

$\frac{1}{2}$  Mistake = 0.9 Mark

# NATIONAL INSTITUTE

## JUNIOR GRADE II PAPER

**Question : 2 Questions**

**Duration : 45 Minutes**

**Maximum Marks : 100**

# NATIONAL INSTITUTE

## PASS MARKS

45 Marks = II Class  
(35 Marks; Total 90 Marks)

60 Marks = I Class

75 Marks = Distinction

100 Marks = State Award

# NATIONAL INSTITUTE

## VALUATION

1 Mistake = 1.8 Marks

No 1/2 Mistake

# NATIONAL INSTITUTE

I Question : Statistical Matter (50 Marks)



# NATIONAL INSTITUTE

II Question : Any one of the following letters: (50 Marks)

- i. Government Order
- ii. Professional Letter
- iii. Business Letter

# NATIONAL INSTITUTE

## Instructions

|      |   |                |
|------|---|----------------|
| o    | = | of             |
| f    | = | for            |
| /    | = | the            |
| u.c. | = | upper case     |
| l.c. | = | lower case     |
| N.P. | = | Next Para      |
| trs  | = | Transpose      |
| #    | = | To leave space |
| Stet | = | To type        |

# NATIONAL INSTITUTE

|          |   |                     |
|----------|---|---------------------|
| Q        | = | To delete           |
| W        | = | with                |
| Wrt      | = | With reference to   |
| Wef      | = | With effect from    |
| Th       | = | that                |
| All caps | = | All Capital Letters |

# NATIONAL INSTITUTE

All the Best!

Attend Your Classes Regularly!!