

TYPING BOOK

“ELEMENTARY EXERCISE NO. 1

ASDFG :LKJH ASDFG :LKJH ASDFG :LKJH ASDFG :LKJH
ASDFG :LKJH ASDFG :LKJH ASDFG :LKJH ASDFG :LKJH

ELEMENTARY EXERCISE NO. 2

RTYU RTYU RTYU RTYU RTYU RTYU RTYU RTYU RTYU
RTYU RTYU RTYU RTYU RTYU RTYU RTYU RTYU RTYU

ELEMENTARY EXERCISE NO. 3

CVBN CVBN CVBN CVBN CVBN CVBN CVBN CVBN CVBN
CVBN CVBN CVBN CVBN CVBN CVBN CVBN CVBN CVBN

ELEMENTARY EXERCISE NO. 4

GFDSA HJKL: GFDSA HJKL: GFDSA HJKL: GFDSA HJKL:
GFDSA HJKL: GFDSA HJKL: GFDSA HJKL: GFDSA HJKL:

ELEMENTARY EXERCISE NO. 5

QPWO QPWO QPWO QPWO QPWO QPWO QPWO QPWO
QPWO QPWO QPWO QPWO QPWO QPWO QPWO QPWO

ADGSF :HLJK ADGSF :HLJK ADGSF :HLJK ADGSF :HLJK
ADGSF :HLJK ADGSF :HLJK ADGSF :HLJK ADGSF :HLJK

ELEMENTARY EXERCISE NO. 6

ZMXIE ZMXIE ZMXIE ZMXIE ZMXIE ZMXIE ZMXIE ZMXIE
ZMXIE ZMXIE ZMXIE ZMXIE ZMXIE ZMXIE ZMXIE ZMXIE

BY SO AS TO IF AN EX GO IN DO IT OF ON OR UP OH BE AT IS
BY SO AS TO IF AN EX GO IN DO IT OF ON OR UP OH BE AT IS

ELEMENTARY EXERCISE NO. 7

ABCDEFGH IJKLMNOPQRSTUVWXYZ	RCD FIR ADA NIT MCB
ABCDEFGH IJKLMNOPQRSTUVWXYZ	red fir ada nit mcb

ABCD EFGH IJKL MNOP QRST UVW XYZ	RCD FIR ADA NIT MCB
abcd efgh ijkl mnop qrst uvw xyz	red fir ada nit mcb
fs	

ELEMENTARY EXERCISE NO. 8

DCBA HGFE LKJI PONM TSRQ WVU ZYX
dcba hgfe Lkji ponm tsrq wvw zyx
d

M L K J I H G F E D C B A
m L k j i h g f e d c b a

DCBA HGFE LKJI PONM TSRQ WVU ZYX
dcba hgfe Lkji ponm tsrq wvw zyx

Z Y X W V U T S R Q P O N
z y x w v u t s r q p o n

ELEMENTARY EXERCISE NO. 9

DIE DYE DRY TRY AND BUY MIX FEW BOX YET CUT FIT JUG POT KIT
die dye dry try and buy mix few box yet cut fit jug pot kit

BIG BOY EAT TEA BUN SAD MAN ASK GUN RED BEE BEG DIM ZOO KEY
big boy eat tea bun sad man ask gun red bee beg dim zoo key

ELEMENTARY EXERCISE NO. 10

taxi oxen army auto kick kill city deal like zero show mass
TAXI OXEN ARMY AUTO KICK KILL CITY DEAL LIKE ZERO SHOW MASS

TYPE WITH KEYS SNAP WHEN SEES HALF HEAD HEAL DUTY HOUR
type with keys snap when sees half head heal duty hour

ELEMENTARY EXERCISE NO. 11

CRUDE JEWEL RULES WORLD YOUNG QUEEN ALARM SWORD RELAX
CRUDE JEWEL RULES WORLD YOUNG QUEEN ALARM SWORD RELAX

XRAY BLACK GHOST CRUSH ENEMY DRINK PUPIL AVOID QUEEN SPEED
XRAY BLACK GHOST CRUSH ENEMY DRINK PUPIL AVOID QUEEN SPEED

ELEMENTARY EXERCISE NO. 12

WONDER ZIGZAG DOCTOR RUMOUR ACQUIT SQUASH OXYGEN DEBTOR
WONDER ZIGZAG DOCTOR RUMOUR ACQUIT SQUASH OXYGEN DEBTOR

AUTOMN CINEMA UNIQUE COLONY ALWAYS RELIEF EIGHTY HIJACK
AUTOMN CINEMA UNIQUE COLONY ALWAYS RELIEF EIGHTY HIJACK

ELEMENTARY EXERCISE NO. 13

amateur acrobat younger anxiety quarrel concede reclaim signify
amateur acrobat younger anxiety quarrel concede reclaim signify

Khwaja Nazimuddin , Sir Abdullah Haroon , Sir Agha Khan.
Khwaja Nazimuddin , Sir Abdullah Haroon , Sir Agha Khan.

ELEMENTARY EXERCISE NO. 14

England Majesty Tremble Johnson X'viers Townman Minaret Zoology
England Majesty Tremble Johnson X'viers Townman Minaret Zoology

piteous glamour nervous quality depress minutes tension fingers
piteous glamour nervous quality depress minutes tension fingers

ELEMENTARY EXERCISE NO. 15

portable accurate argument audience aquarium auditors annually
portable accurate argument audience aquarium auditors annually

peculiar opposite carnival cheapest medicine invasion previous
peculiar opposite carnival cheapest medicine invasion previous

ACCURACY EXERCISE NO. 16

Psychologically Totalitarianism Representative Supernaturalism Assistant
Psychologically Totalitarianism Representative Supernaturalism Assistant

Unhesitatingly Characteristic Reconnaissance Correspondence National
Unhesitatingly Characteristic Reconnaissance Correspondence National

ACCURACY EXERCISE NO. 17

<u>NOUNS</u>	<u>ADJECTIVES</u>	<u>V E R B S</u>
Authority	Authoritative	Authorise
America	American	Americanize .
Air	Airy , Aerial	ArifHanif
Beauty	Beautiful	Beautify .
Certainty	Certain	Ascertain .
Compulsion	Compulsory	Compel .
Difference	Different	Differentiate .
Excess	Excessive	Exceed .
Fraud	Fraudulent	Defraud .
Friend	Friendly	Befriend .
Glory	Glorious	Glorify .
Grass	Grassy	Graze .
Health	Healthy	Heal .
Heir	Hereditary	Inherit .
Illness	Ill	Ail .
Military	Militant	Militraize .
Mois	Moisture	Moistant .
Mystry	Mysterious	Mystrify .
Obedience	Obedient	Obey .
Obligation	Obligatory	Oblige .
Permission	Permissible	Permit .

Punishment	Punitive / penal	Punish .
System	Systematic	Systematise .
Purity	Pure	Purify .

ACCURACY EXERCISE NO. 18

Electronic Typewriter , Calculator & Photostat Machines .
Electronic Typewriter , Calculator & Photostat Machines .

enchanted ,confusion , sojourner , beauteous , fortified , portfolios ,
enchanted ,confusion , sojourner , beauteous , fortified , portfolios ,

ACCURACY EXERCISE NO. 19

university . exceptions . frequently . popularity . facilitate .
university . exceptions . frequently . popularity . facilitate .

obedience, fortitude, graceless, signature, anxieties, discomfort,
obedience, fortitude, graceless, signature, anxieties, discomfort,

ACCURACY EXERCISE NO. 20

SILENCE: Stillness, quiet, Peace, Calm, Hush, Whisper, Murmur,
Lipbounded, enchanted, Open-mouthed, astonished, Amazed, Dumb.

TIMID: Afraid, Coward, Fearful, Shocked, Nervous, Timorous, Apprehensive,
Frightened, Cowed, Overawed, Alarmed, Terrified, Patrified, Aghast,
Dismayed, Appalled, Chicken-hearted, Astonished.

CURRAGE: Bravery. Valour. Boldness. Spirit. Daring. Gallantry. Intrepidity.
Confidence. Audacity. Nerve. Pluck. Fortitude. Firmness. Chivalry.

PLAIN: Suffering Displeasure dissatisfaction Discontent Discomfort
Uneasiness Sorrow Care Anxiety Vexation Trouble Solicitude Grief
Affliction Unhappiness Misery Wretchedness, Anquish, Martyrdom.

AGRICULTURE: Cultivation, Husbandry, Farming, Tillage, Gardening
Horticulture, Floriculture, Vineyard, Vinery, Garden, Nursery, Hot-house,
Orchard, Conservatory, Green-House, Winter Garden, Pinery, Fruit-farm.

ASSEMBLANCE: Collection, Gathering, Heap, Association, Concourage,
Congregation, Congress, Convocation, Multitude, Crowd, Throng, Mob,

Body, Tribe, Crew, Gang, Band, Party, Flock, Herd, Corps, Squad, Platoon
Company, Regiment, Battalion, Army, Clan, Group, Cluster, Bundle, Accomulation.

Air Areal Aeronotical Aeroplane Aerodrome Allegation Application Addition Edition

Agrument Arrangement Association Assurance Athletic Attention Intention Automobile
Advertisement Abdicate Anti-maridian Post-maridian Adjustable.

ACCURACY EXERCISE NO. 21

IATA	International Airlines Transport Aviation.
TAAP	Travel Agents Association of Pakistan.
NEWS	(all about) North, East, West & South
SPCA	Society of the Prevention of Cruelty to the Animals.
PIDC	Pakistan Industrial Development Corporation
NASA	National Aeronautical & Space Agency (of USA)
RSVP	Reply Soon Via Post or Phone.
YMCA	Young Men Christian Association.
MBBS	Medicine Bachelor, Bachelor of Surgery.
FRCS	Fellow of the Royal College of Surgery.
LRCP	Licenciate of the Royal College of Physicians.
USSR	Union of Soviet Socialist Republics.
UNICEF	United Nations Infants & Children Educational Federation.
U.A.E.	United Arab Emirates.
P.T.O.	Please Turn Over.

ACCURACY EXERCISE NO. 22

As proud as Peacock ,	A flight of birds ,
As stubborn as mule ,	A crowd of people ,
As cunning as a fox ,	A heap of packets ,
As silly as a goose ,	A gang of thieves ,
As clear as crystal ,	A hunch of grapes ,
A herd of cattle,	As thin as ray ,
A fleet of ships ,	As free as air ,
A flock of sheep ,	As busy as bee ,
A clamp of trees ,	As cold as ice ,
A file of slaves ,	As dry as bone ,

“UNDERWOOD” EXERCISE NO. 23

history argument principal underwood squardon zambzey
history argument principal underwood squardon zambzey

maximum addition socities engineers fragment minium
maximum addition socities engineers fragment minium

proceed proclaim aerodrome immediate numerous edition
proceed proclaim aerodrome immediate numerous edition

capture watchman varition beginning business pretext
capture watchman varition beginning business pretext

anxiety regiment attention assurance peculliar carnage
anxiety regiment attention assurance peculliar carnage

himself imposter automatic territory solution consign
himself imposter automatic territory solution consign

frailty vineyard rainforce fortitude disclaim jesmine
frailty vineyard rainforce fortitude disclaim jesmine

telecommunication

decentralization

responsibility

distriutors

electrical

increase

doctor

zero

up

7

7

up

zero

doctor

increase

electrical

distriutors

responsibility

decentralization

telecommunications

Publication , Pitmanscript , Quadruplicate , Satisfactorily , Acknowledgement ,
Wholesalers , Photographer , International ,Correspondence ,Psychologically ,
Instruments , distributrs , Advertisiments , Responsibility , nationalization ,
Accessocies , Inconvenient , Miscellaneous , Reporesentation , phillanthropist ,
Inseticide , confectioner , Establishment , Transparencies , Familiarization ,

ACCURACY EXERCISE NO. 24

Remember that high speed in typewriting comes from slow learning .
Remember that high speed in typewriting comes from slow learning .

Note ! use the small '1' for the figure one , and the capital 'O' for the cypher .
Note ! use the small '1' for the figure one , and the capital 'O' for the cypher .

ACCURACY EXERCISE NO. 25

Never try to type your new lesson at the speed of the previous lesson .
Never try to type your new lesson at the speed of the previous lesson .

It is better to do well once than to say well hundred times .
It is better to do well once than to say well hundred times .

ACCURACY EXERCISE NO. 26

The soldier was given 233 rounds of ammunition in the morning yesterday .
The soldier was given 233 rounds of ammunition in the morning yesterday .

Pack my box with five dozen jugs of liquor to be exported to Indonasia .
Pack my box with five dozen jugs of liquor to be exported to Indonasia .

ACCURACY EXERCISE NO. 27

The public was amazed to view the quickness and dexterity of the juggler .
The public was amazed to view the quickness and dexterity of the juggler .

The quick movement of the enemy would jeopardize six gunboats .
The quick movement of the enemy would jeopardize six gunboats .

ACCURACY EXERCISE NO. 28

Do not d i v i d e a n a m e between lines or a word between pages .
Do not d i v i d e a n a m e between lines or a word between pages .

‘UNDERWOOD’ have put more in this book so that you get more out of it .
‘UNDERWOOD’ have put more in this book so that you get more out of it .

ACCURACY EXERCISE NO. 29

A little help is worth than a lot of pity .
A little help is worth than a lot of pity .

Do not try to type too quickly beyond your speed at the cost of accuracy .
Do not try to type too quickly beyond your speed at the cost of accuracy .

ACCURACY EXERCISE NO. 30

Dot your i’s and cross your t’s carefully in your typewritten work .
Dot your i’s and cross your t’s carefully in your typewritten work .

Typewriting Theory must be studied and known by every good typist .
Typewriting Theory must be studied and known by every good typist .

“UNDERWOOD” EXERCISE NO. 31

A HANDBOOK on TYPEWRITING THEORY by Underwood
Commercial Karachi provides technical knowledge on Typewriter
machine and it is a rich material for daily typing practice as well .

‘Theory’ means the knowledge of technical names of machine’s
parts , their location function , precautions of careful handling of the

Typewriter as well as to clean , oil and upkeep of the machine .

“UNDERWOOD” EXERCISE NO. 32

QUAID-i-AZAM MOHAMMED ALI JINNAH THE GREAT , FOUNDER OF
PAKISTAN .

QUAID-i-AZAM MOHAMMED ALI JINNAH THE GREAT , FOUNDER OF
PAKISTAN .

QUAID-E-MILLAT KHAN LIAQUAT ALI KHAN , the Right-hand of Quaid-i-Azam .

QUAID-E-MILLAT KHAN LIAQUAT ALI KHAN , the Right-hand of Quaid-i-Azam .

“UNDERWOOD” EXERCISE NO. 33

SHAHEED-e-MILLAT (Khan Liaquat Ali Khan) ROAD , Cross Shahrah-e-Faisal

SHAHEED-e-MILLAT (Khan Liaquat Ali Khan) ROAD , Cross Shahrah-e-Faisal

ALLAMA SHABBIR AHMED USMANI, GHULAM HUSSAIN HIDAYATULLAH,

ALLAMA SHABBIR AHMED USMANI, GHULAM HUSSAIN HIDAYATULLAH,

PIR ILAHI BUKSH, ABDULLAH HAROON

PIR ILAHI BUKSH, ABDULLAH HAROON

“UNDERWOOD” EXERCISE NO. 34

MAULANA MOHAMMED ALI JAUHAR & MAULANA SHAUKAT ALI

MAULANA MOHAMMED ALI JAUHAR & MAULANA SHAUKAT ALI

NAWAB BAHDUR YAR JUNG & ALLAMA SHABBIR AHMED USMANI.

NAWAB BAHDUR YAR JUNG & ALLAMA SHABBIR AHMED USMANI.

“UNDERWOOD” EXERCISE NO. 35

Sir Syed Ahmed Khan, the Founder of Aligarh Muslim University;

Sir Syed Ahmed Khan, the Founder of Aligarh Muslim University;

Maulana Hasrat Mohani, the Freedom Fighter of Indian Muslims.

Maulana Hasrat Mohani, the Freedom Fighter of Indian Muslims.

“UNDERWOOD” EXERCISE NO. 36

Vitamin; Vegetable; Vaccination; Parachute; Parliament; Picturesque.

Vitamin; Vegetable; Vaccination; Parachute; Parliament; Picturesque.

Pardon? Where? When? How much? Which? Whom? Who speaking?

Pardon? Where? When? How much? Which? Whom? Who speaking?

“UNDERWOOD” EXERCISE NO. 37

Technique: Professor: Penicillin: Psychology: Jewelry: Gigantic.
Technique: Professor: Penicillin: Psychology: Jewelry: Gigantic.

Herkin! Hello! Note! Attention! Nay! Listen! Bravo! Notice!
Herkin! Hello! Note! Attention! Nay! Listen! Bravo! Notice!

“UNDERWOOD” EXERCISE NO. 38

“Touch comes first, accuracy valued 2nd & the speed is counted 3rd.”
“Touch comes first, accuracy valued 2nd & the speed is counted 3rd.”

Habituated wrong-fingered CRAMP typist, addicted to Sight System.
Habituated wrong-fingered CRAMP typist, addicted to Sight System.

“UNDERWOOD” EXERCISE NO. 39

While practising typewriting , every line should be treated fair work not the rough.
While practising typewriting , every line should be treated fair work not the rough.

“UNDERWOOD” EXERCISE NO. 40

SACCHARINE, GUILLOTINE, PHENYL, METHYLATED, SYRINGE,
HYPOCRISY-RITE.
Saccharine, Guillotine, Phenyl, Methylated, syringe, Hypocrisy-Rite.

TYPIST- CUM-CLERK LIP-BOUNDED OPEN-MOUTHED CO-PILOT
TYPIST- CUM-CLERK LIP-BOUNDED OPEN-MOUTHED CO-PILOT

“UNDERWOOD” EXERCISE NO. 41

Every bad has its worse. Big head, big head-ache.
Every bad has its worse. Big head, big head-ache.

“Survival of the fittest” means that FORTUNE FAVOURS THE BOLD.
“Survival of the fittest” means that FORTUNE FAVOURS THE BOLD.

“UNDERWOOD” EXERCISE NO. 42

There is no finish line, go ahead with still more efforts and never tire.
There is no finish line, go ahead with still more efforts and never tire.

“UNDERWOOD” EXERCISE NO. 43

Keep your neck straight & do not pull your shoulders up.
Keep your neck straight & do not pull your shoulders up.

Do not cross the legs nor put the leg on other leg.
Do not cross the legs nor put the leg on other leg.

Keep your elbows close to the body & fingers well curved.

Keep your elbows close to the body & fingers well curved.
Keep your elbows close to the body & fingers well curved.

“UNDERWOOD” EXERCISE NO. 44

1 2 3 4 5 6 7 8 9 0 0 9 8 7 6 5 4 3 2 1
1 2 3 4 5 6 7 8 9 0 0 9 8 7 6 5 4 3 2 1

qa 1 wsz 2 edx 3 rtfgecv 45 yuhjbn 67 ikm 8 ol,9 p:.0
qa 1 wsz 2 edx 3 rtfgecv 45 yuhjbn 67 ikm 8 ol,9 p:.0

Rs.3,456.90 minus Rs.1,378.20 comes to Rs.2,078.70 and not Rs.1,456.35.
Rs.3,456.90 minus Rs.1,378.20 comes to Rs.2,078.70 and not Rs.1,456.35.

23x4=92 322-22=300 233+28=261

“UNDERWOOD” EXERCISE NO. 45

You have now finished this “FUNDAMENTAL TYPEWRITING BOOK” of preliminary typewriting and have learnt basic typing. It is recommended now to continue your daily typing practice with the speed book “TOUCH TYPEWRITING COURSE” & “A HAND-BOOK ON TYPEWRITING THEORY” by Rashid Ahmed Shaikh, Principal, Underwood Commercial College, Karachi.

It will help you increase your typing speed upto the advance commercial stage. It will also minimise your typing mistakes thereby increasing the accuracy and efficiency in your typing work. These include modern exercises, informative and educative material for skill typewriting by Pitman Touch System.

Also provide the useful knowledge of “TYPEWRITING THEORY” i.e. the comprehensive information relating important parts of the typewriter machine with its technical name, location, function as well as precautions of the proper maintenance & careful handling of the machine and removing minor defect, besides cleaning , oiling and ribbon changing , etc., in the typewriter.

