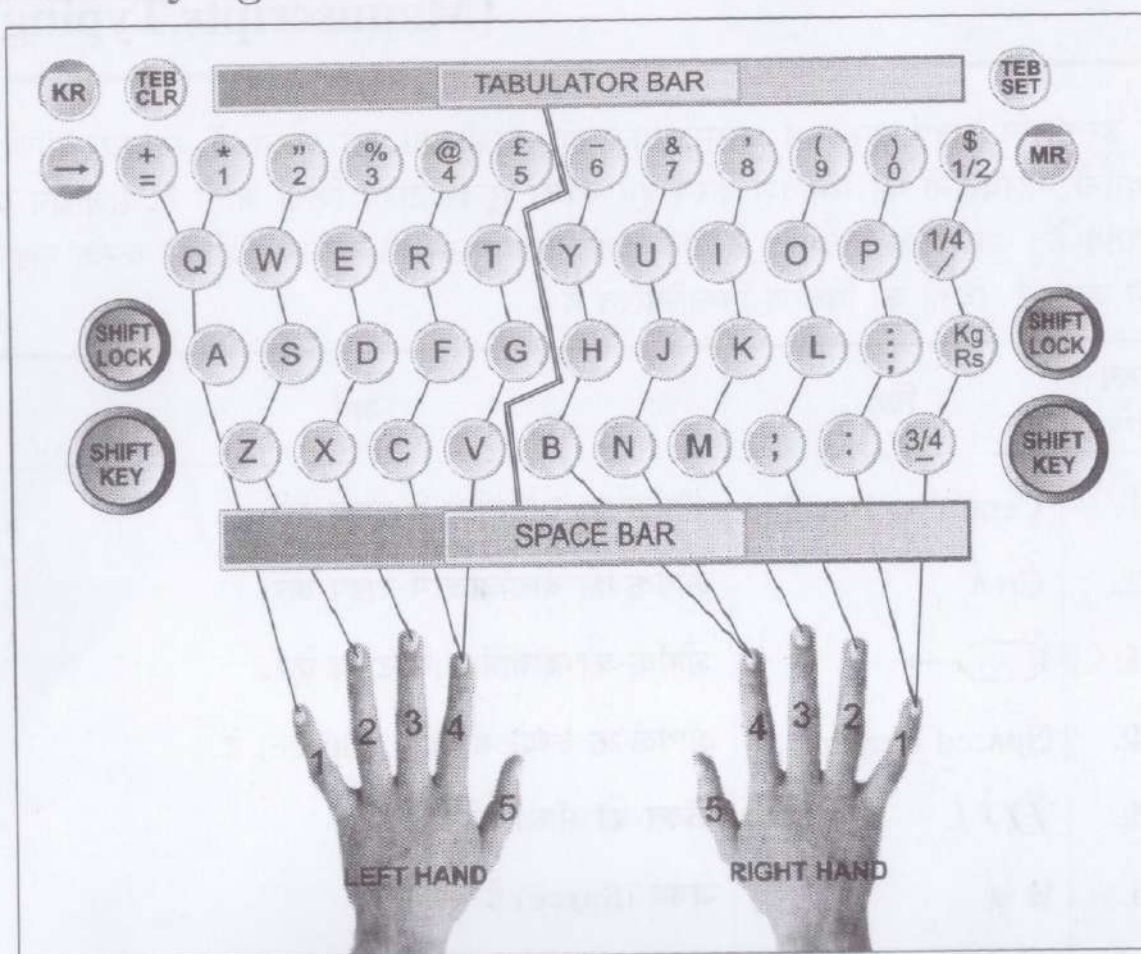


Typing

the proper upper margin of 2.54 cm. It also helps to make the paper straight and avoid extra noise during the typing.

The movement of fingers on the keys should be in accordance of the given diagram. Finger must come back to its previous 'Home Keys' after type. Space Bar must be pushed by right thumb.



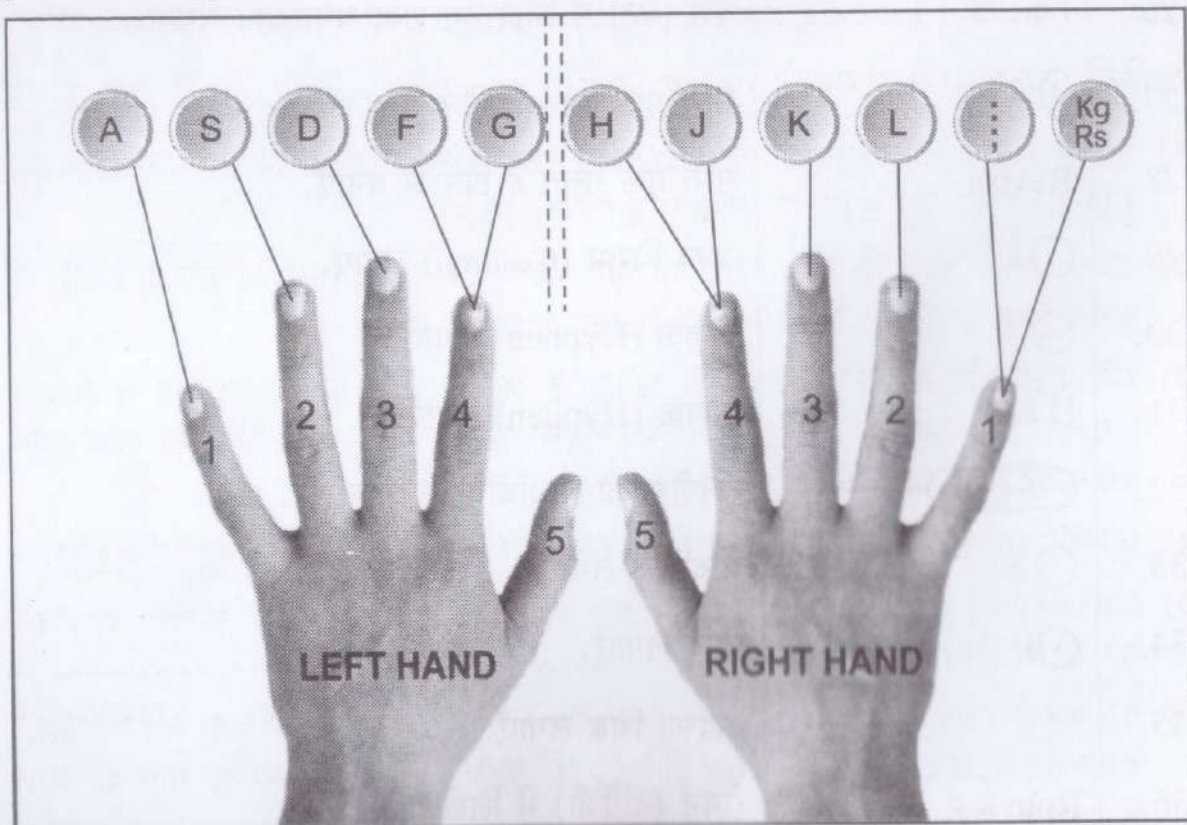
It is essential to take the guidance of qualified Instructor in the beginning. Because after seeing the keys again and again during typing, makes wrong Type Practice. Fast and right typing without seeing the Key Board is known as '**Touch Typing Method**'. It requires long Type Practice.

The letters of the Key Board must be typed again and again in order to get the letters to Key Board in the memory. When all the letters of single line of Key Board comes in the memory, start to make words by applying those letters. Remember all the keys of all the lines. After that remember all the words by typing with pronunciation. Make practice from Ex. No. 1 to Ex. No. 20 by typing at least 25 times.

### 3

## Practical Training

There is a need of one table for keeping the typewriter and one chair for sitting the typist. The height of table and chair must be 70 to 75 cm and 45 cm respectively. The chair must be armless. Typewriter should be placed in such a way on the table, so that the frame of the Key Board must be in the corner of table. The distance between the typewriter and typist must be 22 to 22 cm. The fingers of both the hands should be kept on the '**Home Keys**' in such a way that there should not be a little pressure given before typing on the keys.



At least two paper are essential to fix on the typewriter in order to maintain the smoothness of the Roller. After pressing the 'Paper Release Lever' put the paper between Roller and Feed Rolls, and raise the Paper Release Lever. Turn the Roller in clockwise position in order to get the straight position of paper. The paper must be pressed under the 'Paper Bails' in order to get



In addition with above make the practice of Carriage Return Lever, Back Spacer, Tabulator, Margin Release Key and Shift Keys.

### Exercise 1.

asdfg	;lkjh	asdfg	;lkjh
asdfg	;lkjh	asdfg	;lkjh
asdfg	;lkjh	asdfg	;lkjh
asdfg	;lkjh	asdfg	;lkjh
asdfg	;lkjh	asdfg	;lkjh
asdfg	;lkjh	asdfg	;lkjh
asdfg	;lkjh	asdfg	;lkjh

### Exercise 2.

ASDFG	;LKJH	ASDFG	;LKJH
ASDFG	;LKJH	ASDFG	;LKJH
ASDFG	;LKJH	ASDFG	;LKJH
ASDFG	;LKJH	ASDFG	;LKJH
ASDFG	;LKJH	ASDFG	;LKJH
ASDFG	;LKJH	ASDFG	;LKJH
ASDFG	;LKJH	ASDFG	;LKJH

### Exercise 3.

Add	As	Ha	Gas	Hag
Ask	Ass	Fall	Fad	Flag
All	Lad	Lag	Dash	Data
Gash	Jag	Gag	Gola	Gall
Flash	Glass	Sad	Hall	Hash
Half	Flask	Agg	Kala	Lash
Shall	Shah	Kaka	Shad	Dalal

**Exercise 4.**

qwert	poiuy	qwert	poiuy
qwert	poiuy	qwert	poiuy
qwert	poiuy	qwert	poiuy
qwert	poiuy	qwert	poiuy
qwert	poiuy	qwert	poiuy
qwert	poiuy	qwert	poiuy
qwert	poiuy	qwert	poiuy

**Exercise 5.**

QWERT	POIUY	QWERT	POIUY
QWERT	POIUY	QWERT	POIUY
QWERT	POIUY	QWERT	POIUY
QWERT	POIUY	QWERT	POIUY
QWERT	POIUY	QWERT	POIUY
QWERT	POIUY	QWERT	POIUY
QWERT	POIUY	QWERT	POIUY

**Exercise 6.**

To	Tie	Too	Tope	Tot
Toy	Tri	Tree	True	Tour
Rope	Row	Rat	Out	Pity
Porter	Poor	Pope	Poppet	Port
Upper	Trip	Towel	Worry	Roop
Rooty	Root	Repute	Power	Peep
Yellow	Queen	Queen	Quite	Quiet

**Exercise 7.**

zxcvb	-,mn	zxcvb	-,mn
zxcvb	-,mn	zxcvb	-,mn
zxcvb	-,mn	zxcvb	-,mn
zxcvb	-,mn	zxcvb	-,mn
zxcvb	-,mn	zxcvb	-,mn
zxcvb	-,mn	zxcvb	-,mn
zxcvb	-,mn	zxcvb	-,mn

**Exercise 8.**

ZXCVB	3/4.?MN	ZXCVB	3/4.?MN
ZXCVB	3/4.?MN	ZXCVB	3/4.?MN
ZXCVB	3/4.?MN	ZXCVB	3/4.?MN
ZXCVB	3/4.?MN	ZXCVB	3/4.?MN
ZXCVB	3/4.?MN	ZXCVB	3/4.?MN
ZXCVB	3/4.?MN	ZXCVB	3/4.?MN
ZXCVB	3/4.?MN	ZXCVB	3/4.?MN

**Exercise 9.**

Fox	Wax	Zoo	Ooz	Zip
Zax	Siz	Lozy	Cozy	Razer
Zeal	Maze	Zulum	Zinky	Zone
Zebra	Van	Xmas	Sun	Vain
Elbow	Come	Aunt	Zero	Model
Visit	Zigzag	Volume	Moon	Bombay
Zoology	Xerasia	Vulture	Victoria	Zamindar

**Exercise 10.**

12345	09876	12345	09876
12345	09876	12345	09876
12345	09876	12345	09876



12345	09876	12345	09876
12345	09876	12345	09876
12345	09876	12345	09876
12345	09876	12345	09876

**Exercise 11.**

*" % @ £	) ( ' } -	*" % @ £	) ( ' } -
*" % @ £	) ( ' } -	*" % @ £	) ( ' } -
*" % @ £	) ( ' } -	*" % @ £	) ( ' } -
*" % @ £	) ( ' } -	*" % @ £	) ( ' } -
*" % @ £	) ( ' } -	*" % @ £	) ( ' } -
*" % @ £	) ( ' } -	*" % @ £	) ( ' } -
*" % @ £	) ( ' } -	*" % @ £	) ( ' } -

**Exercise 12.**

09	434	1,000	38,709	4,67,509
18	606	7,735	12,445	0,40,001
20	905	1,496	57,799	1,51,321
24	345	8,160	11,333	0,89,745
39	234	5,679	69,958	6,49,654
50	405	9,905	70,080	8,09,805
69	708	9,731	40,310	1,42,309

**Exercise 13.**

(1) Quaint	Grumble	Frequent	Question	Grammarians
(2) Query	Flavour	Baldrick	Auxiliary	Industrial
(3) Knives	Quietly	Graduate	Aeroplane	Zoological
(4) Thumb	Credits	Labourer	Knowledge	Obediently
(5) Indigo	Boycott	Quotient	Xylograph	Resolution
(6) Raging	Horizen	Judicial	Zoography	Typewriter
(7) Cheque	Maximum	Electric	Sentiment	Stenograph

**Exercise 14.**

Absolute	Ceiling	Defamation	Election
Abstract	Censure	Deficit budget	Emergency
Abundant	Chairman	Default	Employer
Academic	Chancellor	Demotion	Encloser
Academy	Charactor	Deputation	Encroachment
Access	Charge	Diploma	Epidemic
Accede	Circular	Designation	Evaluation

**Exercise 15.**

Factory	Gellery	Hereditry	Illegeble
Faculty	Gazetted	Highway	Immediate
Family	General	Homage	Impartial
Federation	Governor	Honourable	Immediate
Feudalism	Gratis	Honorary	Implementation
Fictitious claim	Gratuity	Hostile	Imprisonment
Fidelity bond	Gradation	Host	Incidental

**Exercise 16.**

Journalism	Laborary	Magistrate	National
Journalist	Labour	Malpractice	Nationalisation
Judgement	Landmark	Maintinance	Navigation
Jubilee	Ledger	Manifesto	Nearest
Judicial	Legislative	Manipulation	Necessary
Jurisdiction	Litigation	Manuscript	Negligence
Justice	Livelihood	Maximum	Nepotism



**Exercise 17.**

Obscene	Pamphlet	Quack	Rationalisation
Occupation	Paramount	Quadrangle	Reciprocal
Oligarchy	Parliamentary	Quadrant	Recognition
Operation	Passport	Quadruped	Record
Ordinance	Peacefull	Quarantine	Rectification
Organiser	Pensionable	Questionnaire	Reversion
Overhead	Personal	Quoreem	Reasonable

**Exercise 18.**

Sabotage	Technical	Unconfirmed	Vacancy
Sageguard	Temporary	Uncontested	Vacation
Schedule	Terminogy	Undertaking	Vehicle
Scrutiny	Tourism	Unified	Vague
Secretariat	Transfer	Urban area	Valid
Standard	Transmission	Upton	Valuation
Suspension	Tribunal	Under age	Vacotion

**Exercise 19.**

$15 + 15 = 30$	$30 + 30 = 60$	$35 + 15 = 50$	$60 + 10 = 70$
$10 + 20 = 30$	$40 + 20 = 60$	$30 + 20 = 50$	$40 + 30 = 70$
$90 - 10 = 80$	$60 - 30 = 30$	$85 - 25 = 60$	$35 - 10 = 25$
$80 - 20 = 60$	$70 - 35 = 35$	$90 - 40 = 50$	$65 - 10 = 55$
$15 \times 02 = 30$	$20 \times 04 = 80$	$18 \times 02 = 36$	$15 \times 04 = 06$
$05 \times 12 = 60$	$30 \times 03 = 90$	$16 \times 02 = 32$	$13 \times 03 = 39$
$88 \div 02 = 44$	$55 \div 05 = 11$	$10 \div 02 = 05$	$90 \div 02 = 45$
$40 \div 04 = 10$	$60 \div 03 = 20$	$35 \div 05 = 07$	$45 \div 09 = 05$