



CENTRAL BOARD OF SECONDARY EDUCATION
(An autonomous Organisation
under the Union Ministry of Human Resource Development,
Govt. of India).

‘Shiksha Sadan’, 17, Institutional Area, Rouse Avenue, New Delhi -110002

CBSE/ EO (COM.)/CIRCULAR/ 2011

31st March, 2011

Circular No.27/11

Subject: Introduction of e-Typewriting-English/Hindi from the academic session 2011-12 of Class IX and 2012-13 of Class X

Dear Principal,

As you are aware that the CBSE offers Typewriting- English/Hindi (Code No. 354) as an additional subject under Commerce Group at Secondary level. With the purpose to make it more functional to meet the increasing use of computers in government and private offices, the Board has decided to replace the existing course of Typewriting- English/Hindi with the course in e-Typewriting (Electronic Typewriting)- English and Hindi from the academic session 2011-12 of Class IX and 2012-13 of Class X.

The detailed syllabus and the scheme of examination have been given as Annexure 1. Kindly bring this to the notice of concerned teachers & students

Yours Faithfully,

Shashi Bhushan
Director (Academic)

Annexure 1: Syllabus of e-Typewriting- English/Hindi

Copy to the respective Heads of Directorates, Organizations and Institutions as indicated below with a request to disseminate the information to all the schools under their jurisdiction:

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi- 110016.
2. The Commissioner, Navodaya Vidyalaya Samiti, A-28, Kailash Colony, New Delhi.
3. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi- 110054.
4. The Director of Public Instrucions (Schools), Union Territory Secretariat, Sector-9, Chandigarh- 160017.
5. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim- 737101.
6. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar-791111
7. The Director of Education, Govt. of A&N Islands, Port Blair- 744101.
8. The Director of Education, S.I.E., CBSE Cell, VIP Road, Junglee Ghat, P.O. 744103, A&N Islands.
9. The Secretary, Central Tibetan School Administration, ESS ESS Plaza, Community Centre, Sector 3, Rohini, Delhi- 110085
10. All the Regional Officers of CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions.
11. The Education Officers/ AEOs of the Academic Branch, CBSE.
12. The Joint Secretary (IT) with the request to put this circular on the CBSE website.
13. The Library and Information Officer, CBSE.
14. E.O. to Chairman, CBSE
15. DO/ PA to Secretary, CBSE
16. PA to CE, CBSE
17. PA to Director (Acad.)
18. PA to HOD (AIEEE)
19. PA to HOD (Edusat)
20. PRO, CBSE.
21. Hindi Officer for translation

Shashi Bhushan
Director (Academic)

Syllabus of e-Typewriting- English/Hindi (Code No. 354)
Class IX-Class X
2011-2013

INTRODUCTION:

With the advent of computers and internet connectivity, the information revolution has affected all facets of life. Information plays a vital role in the conduct of business to initiate and maintain continuous contact with customers/clients, suppliers, investors, govt. agencies, banks, insurance companies etc, and in order to exchange information, letters, memos, notices, circulars, reports etc. are written regularly. As the information is mostly fed directly through a keyboard, keyboard & word processing skills are of utmost importance for efficient and effective information exchange.

In this context, e-typewriting is a primary skill in order to efficiently handle information. CBSE has decided to meet this challenge in the emerging scenario in India which demands competence in terms of speed, accuracy and information management skills. The conventional course in typewriting is renamed as e-Typewriting i.e. Electronic Typewriting. Every care is being taken that the candidate is able to perform well in English along with elementary hands on skill in Hindi as well through INSCRIPT keyboarding, which facilitates extension to any other Indian language. Similarly, e-typewriting in Hindi would require some basic hands on skills in English as well.

The students of e-typewriting course are also encouraged to acquire some basic Internet skills which will only be for practice and not to be tested.

It is expected that after doing this course the students will be able to get jobs in the government and private offices, micro, small & medium enterprises in organized and unorganized sectors, large industrial units, call centers, publishing houses, banks, insurance corporation offices and data centers in educational institutions etc. The students can get self-employment by taking up job works from the nearby offices, schools, colleges and universities. Besides opening up job opportunities, the Course also helps in giving a competitive edge to the students in higher studies.

Learning Objectives of e-Typewriting course

After completion of this course, the students will be able to:

1. Use proper keyboarding techniques.
2. Improve speed and accuracy while keyboarding.
3. Create and edit a variety of documents using word processor and spreadsheet software.
4. Identify and correct common typing errors.

N O T E

This paper has been divided in two parts i.e. Theory and Practical. The division of marks of Theory and Practical is as given below:

Theory	30 Marks
Practical	70 Marks
Total	100 Marks

1. As per CCE guidelines the syllabus for e-Typewriting - English/Hindi for classes IX & X has been divided term wise.
2. The units specified for each term shall be assessed through both Formative and Summative Assessments.
3. In each term, there will be two Formative Assessments with each carrying a 10% weightage.
4. The Summative Assessment in the first term and second term will carry 30% weightage for each term.
5. In both Summative Assessments I and II, there will be one Theory Paper of 30 Marks of 2 hours duration and one Practical Paper of 70 Marks of 1 hour duration.
6. The Formative Assessments 1&2 for the first Term and Formative Assessments 3 and 4 for the second term will include assignments, observation, Viva/Oral Test and Practical.

Design of a Theory Question Paper

Class IX Term I

Unit No.	Title of the Unit	Marks
1	Introduction to e-Typewriting	10
2	Keyboard Layout (QWERTY & INSCRIPT)	10
3	Touch Typewriting	10
Total		30

Term II

Unit No.	Title of the Unit	Marks
4	Introduction to Word Processing :	
	4.1 Creating, Saving and Opening a document in a Word Processor.	5
	4.2 Text styles (Bold, Italic, and Underline); selecting font faces, size and color.	10
	4.3 Text alignment, automatic page numbering, cut-copy-paste, Undo and Redo.	10
	4.4 Preview & printing a document	5

Total	30
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**Class IX
Term I**

Theory

Maximum Marks: 30

- | | |
|--|-----------------|
| <p>1. Introduction to e-Typewriting:</p> <p style="margin-left: 40px;">1.1 What is e-Typewriting, Importance of learning e-Typewriting, Types of Keyboards – Physical Keyboard & Virtual Keyboard, Wireless & Wired Keyboard, Standard and Multimedia Keyboard.</p> <p style="margin-left: 40px;">2.1 Starting and shutting down a Computer and Printer: Steps to switch on and switch off a computer; Difference between Turn Off, Stand By, Hibernate, and Restart.</p> | <p>10 Marks</p> |
| <p>2. Keyboard Layout (QWERTY & INSCRIPT)</p> <p style="margin-left: 40px;">2.1 QWERTY Keyboard Layout: General Keys, Function Keys, Lock Keys, Lock Indicators (Lights), Cursor Control Keys, Numeric Keys, Numeric Keypad.</p> <p style="margin-left: 40px;">2.2 INSCRIPT Keyboard Layout: Importance of INSCRIPT Keyboard, Concept of using standard QWERTY keyboard with INSCRIPT overlay. (Availability of INSCRIPT keyboard layouts at http://tdil.mit.gov.in/isciichart.pdf).</p> | <p>10 Marks</p> |
| <p>3. Touch Typewriting</p> <p style="margin-left: 40px;">3.1 Ergonomics: Layout, Correct sitting posture, Position of Keyboard, Mouse and Monitor.</p> <p style="margin-left: 40px;">3.2 Methods of Typewriting:</p> <ul style="list-style-type: none"> ▪ Touch Method of Typewriting ▪ Sight Method of Typewriting <p style="margin-left: 80px;">(Advantages and disadvantages of both the methods)</p> <p style="margin-left: 40px;">3.3 Positioning of fingers on the Keyboard according to touch method of Typewriting.</p> <p style="margin-left: 40px;">3.4 Use of Touch Typing Tutor Software (Online and Downloadable; Freeware and Open Source Software) for practice.</p> <p style="margin-left: 40px;">3.5 Importance of Speed And Accuracy.</p> | <p>10 Marks</p> |

**Class IX
Term II**

Maximum Marks: 30

4. Introduction to Word Processing

4.1 Creating, Saving and Opening a document in a Word Processor 5 Marks

4.2 Text styles (Bold, Italic, and Underline); Selecting Font Faces,
Size and Color. 10 Marks

4.3 Text Alignment, Automatic Page Numbering, Cut-Copy-Paste,
Undo and Redo. 10 Marks

4.4 Preview & Printing a document 5 Marks

Note: Corresponding Keyboard shortcuts may also be used. Those will also be tested.

**Class –X
Term I**

Unit No.	Title of the Unit	Marks
1	Word Processing Features:	
	1.1 Page-Setting (Size, Orientation and Margins); Setting Line Spacing & Paragraph Spacing.	6
	1.2 Inserting Special Characters and Symbols; Creating Bulleted & Numbered List; Inserting Pictures & Using Find & Replace.	9
	1.3 Creating a Table and Entering Data in it.	3
	1.4 Using Superscript & Subscript; Using Spell Check and Grammar Check; Adding Header and Footer.	9
	1.5 Using Mail Merge	3
	Total	30

Term II

Unit No.	Title of the Unit	Marks
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2.	Introduction to Spreadsheet	10
3.	Speed and Accuracy Calculation	10
4.	Proof Reading and Correcting a Proof-Read Document	10
Total		30

Class X

Term I

Theory

Maximum Marks: 30

1. Word Processing Features

1.1 Page-Setting (Size, Orientation and Margins); Setting 6 Marks

Line Spacing & Paragraph Spacing.

1.2 Inserting Special Characters and Symbols; Creating

Bulleted & Numbered List; Inserting Pictures & Using

Find & Replace.

9 Marks.

1.3 Creating a Table and Entering Data in it.

3 Marks.

1.4 Using Superscript & Subscript; Using Spell Check and

Grammar Check; Adding Header and Footer.

9 Mark

1.5 Using Mail-Merge.

3 Marks

Note: Corresponding Keyboard Shortcuts may be used.

These will also be tested.

Class X
Term II

Theory

Maximum Marks: 30

2. Introduction to Spreadsheet

10 Marks

- Creating, Saving & Opening a Spreadsheet
- Selecting Cells and Ranges
- Entering Numbers & Text in Spreadsheet
- Simple Arithmetic Operations (+, -, *, /)
- Copying Data from Spreadsheet into a Word Processing Document

Note: Corresponding Keyboard shortcuts may also be used.

These will also be tested.

3. Typewriting Speed and Accuracy Calculation

10 Marks

- Tips for improving speed and accuracy
- Detection of Errors
- Penalty for Errors committed
- Calculation of Gross (Running) Speed
- Calculation of Net (Accurate) Speed

4. Proof Reading and Typing a Proof-Read Document

10 Marks

- Proof Reading & its importance
- Commonly used Proof Correction Signs
- Precautions in Proof Correction
- Typing a Proof Read Document

PRACTICAL WORK

CLASS IX Term I Practical

1. Keyboard Operations:

- a) Setting fingers on the Keyboard and practicing each row of the Keyboard. (Home, Upper, Bottom, and Number Rows)
- b) Practicing Numeric Keypad
- c) Using Touch Typing Tutor Software for Practice.

Class IX Term II

2. Document preparation (Simple letter): Documents like simple letters, paragraphs are required to be created with the following features:

- a) Word Processing Text Styles (**B,I,U**)
- b) Selecting Font, Size and Color.
- c) Text alignment,
- d) Automatic Page Numbering,
- e) Cut-Copy-Paste.
- f) Word-Count.

3. Preview and printing of Documents

4. Common Errors and Remedial Practices

- a) Common errors committed while typing
- b) Accessing a dictionary
- c) Using Spell Check and Grammar Check.
- d) Use of Typing Tutor Software
- e) Computer Assisted Typing Tests to assess typing performance

Note: Corresponding Keyboard shortcuts may also be practiced. These will be tested.

CLASS X Term I Practical

1 Document preparation with advanced features

- a) Setting Line Spacing & Paragraph Spacing
- b) Adding Header and Footer

- c) Using Spell Check and Grammar Check
- d) Inserting Special Characters and Symbols
- e) Creating Bulleted & Numbered list
- f) Inserting Pictures
- g) Using Find & replace
- h) Using Superscript & Subscript
- i) Page-Setting (Size, Orientation and Margins)
- j) Creating a Table and Entering Data
- k) Using Mail-Merge.

Note: Corresponding Keyboard shortcuts may also be practiced. These will be tested.

Class X
Term II Practical

2. Creating a Spreadsheet

- a) Creating, Saving & Opening a Spreadsheet
- b) Selecting Cells and Ranges
- c) Entering Numbers & Text in Spreadsheet
- d) Simple Arithmetic Operations (+, -, *, /)

3. Copying Data from Spreadsheet into a Word Processing Document

Note: Corresponding Keyboard shortcuts may also be practiced. These will be tested.

4. Accuracy and Speed Calculation

- a) Detection of Errors
- b) Calculation of Gross (Running) Speed
- c) Calculation of Net (Accurate) Speed

d) Assignment of Marks

5. Proof-Reading of Documents

6. Typing Proof-Read Documents

Design of a Practical Question Paper

There is no pre-set question paper provided by CBSE for conduct of practical examination. Detailed instructions on distribution of marks and conduct of practical examination have been provided, on the basis of syllabus. The examiner is advised to set the question paper according to the prescribed curriculum and distribution of marks.

It is important to note that the candidate in English Typewriting should have elementary typewriting skill in Hindi Typewriting and vice versa. For this, along with typing speed test of English/Hindi Typewriting, a minimum 10% speed will be tested for Hindi/English Typewriting respectively using virtual/physical keyboard.

**CLASS IX
Term I**

(A) HANDS ON EXPERIENCE

Maximum Marks: 70

For e-Typewriting-English

A document is required to be created for testing the following areas:

- | | |
|---|----------|
| i. Typing Speed Test (English) | 25 Marks |
| (A document of 100 words is to be typed and tested for 10 minutes duration with expected minimum speed of 10 words per minute). | |
| ii. Typing Speed Test (Hindi) | 5 Marks |
| (A test of expected minimum speed of 1 word per minute) | |
| iii. Typing Accuracy Test | 30 Marks |
| (A test of 10 minutes duration) | |

OR

For e-Typewriting-Hindi

A document is required to be created for testing the following areas:

- | | |
|---|----------|
| i. Typing Speed Test (Hindi) | 25 Marks |
| (A document of 75 words is to be typed and tested of 5 minutes duration with speed of minimum 5 words per minute) | |
| ii. Typing Speed Test (English) | 5 Marks |
| (A test of 1 word per minute) | |
| iii. Typing Accuracy Test | 30 marks |
| (A test of 10 minutes duration) | |

(B) Assignment File*

10 Marks

Total Marks: 70

**Class IX
Term II**

(A) HANDS ON EXPERIENCE

Maximum Marks: 70 Marks

A document is required to be created for testing the following areas:

- a) Creating, Saving and Opening a document,
- b) Word Processing Text styles (B,I,U)
- c) Selecting Font Face, Size and Color.
- d) Text Alignment, Page Numbering, Cut-Copy-Paste.
- e) Preview & Printing Document

For e-Typewriting-English

- i. Typing Speed Test (English) 25 Marks
(A Document of 150 words to be typed and tested of 10 minutes duration with expected minimum speed of **15 words per minute**)
- ii. Typing Speed Test (Hindi) 5 Marks
(A test of expected minimum speed of **2 words per minute**)
- iii. Typing Accuracy Test 30 Marks
(A test of 10 minutes duration)

OR

For e-Typewriting-Hindi

- i. Typing Speed Test (Hindi) 25 Marks
(A document of 125 words is to be typed and tested of 10 minutes duration with expected minimum speed of **10 words per minute**)
- ii. Typing Speed Test (English) 5 Marks
(A Test of expected minimum speed of **1 word per minute**)
- iii. Typing Accuracy Test 30 Marks
(A test of 10 minutes duration)

(B) Assignment File*

10 Marks
Total Marks: 70

CLASS X PRACTICALS

Term I

(A) HANDS ON EXPERIENCE

Maximum Marks: 70

A document is required to be created for testing the following areas:

- i. Word Processing Features 30 Marks
(A document containing at least 10 features of word processor is to be typed)

For e-Typewriting (English)

- ii. Typing Speed and Accuracy Test (English) 25 Marks
(A document of 200 words is to be typed and tested for 10 minutes duration with expected minimum speed of **20 words/minute**)
- iii. Typing Speed and Accuracy Test Hindi) 5 Marks
(A document of 50 words is to be typed and tested for 10 minutes duration with expected minimum speed of **2 words/minute**)

OR

For e-Typewriting (Hindi)

- ii. Typing Speed and Accuracy Test (Hindi) 25
Marks
(A document of 175 words is to be typed and tested for 10 minutes duration with expected minimum speed of **15 words/minute**)
- iii. Typing Speed and Accuracy Test(English) 5 Marks
(A document of 50 words is to be typed and tested for 10 minutes duration with expected minimum speed of **2 words/minute**)

(B) Assignment File *

10 Marks

Total Marks: 70

Class X
Term II

(A) HANDS ON EXPERIENCE

Maximum Marks: 70

A document is required to be created for testing the following areas:

- i. **Spreadsheet/Word Processing Features** 15 marks
(A document containing at least 10 features of spreadsheet and word processor is to be typed)

For e-Typewriting (English)

- ii. Typing Speed and Accuracy Test (English) 10 marks
(A document of 250 words is to be typed and tested for 10 minutes duration with expected minimum speed of **30 words/minute**)
- iii. Typing Speed and Accuracy Test (Hindi) 5 marks
(A document of 50 words is to be typed and tested for 10 minutes duration with expected minimum speed of **5 words/minute**)
- iv. Proof Reading 15 marks
(A document containing at least 10 mistakes to be proof-read)
- v. Typing a Proof-Read Document 15 marks
(A proof-read document with min. 10 correction symbols is to be typed)

OR

For e-Typewriting (Hindi)

- ii. Typing Speed and Accuracy Test(Hindi) 10 marks
(A document of 225 words is to be typed and tested for 10 minutes duration with expected minimum speed of **25 words/minute**)
- iii. Typing Speed and Accuracy Test (English) 5 marks
(A document of 50 words is to be typed and tested for 10 minutes duration with expected minimum speed of **3 words/minute**)
- iv. Proof Reading 15 marks
(A document containing at least 10 mistakes to be proof-read)
- v. Typing a proof-read document 15 marks
(A proof-read document with min. 10 correction symbols is to be corrected)

(B) Assignment File* 10 Marks

Total Marks: 70

* The purpose of Assignment file extends much beyond the formality. The Assignment file should reflect and measure a student's continual improvement in e-Typewriting. An Assignment File must contain one document per month (in total 3 documents per term). Every month, an initial document without carrying out corrections is to be kept in the file which will be known as initial document. The same document should be typed by carrying out corrections, which will be known as final document. Both of these documents must be duly signed by the Instructor. (Private candidates may put self- attested test documents)

An analysis report, for each term, may be prepared by each student in the following format with self-assessment:

	Month 1		Month 2		Month 3	
	Initial document	Final document	Initial document	Final document	Initial document	Final document
Speed						
Accuracy						
Word Processing / Spreadsheet features used						

An additional analysis report at the end of Second Term may be prepared by each student in the following format with self-assessment of speed and accuracy:

	Term 1			Term 2		
	Month 1	Month 2	Month 3	Month 1	Month 2	Month 3
Speed						
Accuracy						
State your inference about your project report:						

These assignments will help the student to know whether s/he is continually improving his/her performance or not. It will also help the teacher in analyzing the class performance.

To encourage self-assessment by student; it is suggested that marks be allotted only for completion of the original work without assessing the speed and accuracy reported by the student.

REFERENCE:

e-Tutorials:

<http://www.typeonline.co.uk/>

<http://www.powertyping.com/>

<http://www.sense-lang.org>

<http://www.typefastertypingtutor.com/>

<http://www.typingweb.com/>

Aasaan-Hindi-Typing-Tutor (free downloadable from many sites)

Speed Tests

<http://speedtest.10-fast-fingers.com/>gabe's typometer (free downloadable from many sites)

Desirable Skills -

The students of e-typewriting course are also required to acquire some basic Internet skills which will only be for practice and **not for testing**:

- . Use a web browser.
- . Conduct a basic search using a search engine.
- . Formulate Search query-Use NOT, AND, OR operators while searching to optimize search.
- . Start an Email program.
- . Understand the structure of an Email address.
- . Compose and send an Email message.
- . Send a carbon copy of a message to more than one recipient. (CC, BCC).
- . Attach a document to a message.
- . Open an e-mail message.
- . Send a reply.
- . Forward an e-mail message.
- . Delete messages from a mailbox.
- . Create and maintain lists of Email addresses.