

Website: [www.cbse.nic.in](http://www.cbse.nic.in)

Phone: 011- 23220155  
Email-id: sugandh.cbse@live.com



## **CENTRAL BOARD OF SECONDARY EDUCATION**

(An Autonomous Organization under the Union Ministry of Human Resource Development, Govt. of India)

"Shiksha Sadan", 17, Rouse Avenue, New Delhi-110 002

**CBSE/ACAD/ EO (Com)/ e-Typ/ 2011**

**22-06-2011**

**Circular no: 46/11**

**All the Heads of Institutions  
Affiliated to CBSE**

**Subject: Design and Sample Question paper of e-Typewriting, Class IX, Summative Assessment I, October, 2011.**

Dear Principal,

CBSE had informed the schools regarding **Introduction of e-Typewriting-English/Hindi from the current academic session 2011-12 of Class IX and 2012-13 of Class X** vide the Circular No. 27/11/31.03.2011. The schools are further informed that the design and Sample Question papers of e-Typewriting- English/Hindi are available on the CBSE website: [www.cbse.nic.in](http://www.cbse.nic.in).

The Formative Assessment Guidelines for Class IX are also being finalized and will be soon uploaded on the Board's website. May kindly be brought to the notice of all concerned.

Yours sincerely

**Sugandh Sharma  
Education Officer ( Commerce)**

**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. Joint Secretary ( Academic)
12. The Education Officers/ AEOs of the Academic Branch, CBSE.
13. The Joint Secretary (IT) with the request to put this circular on the CBSE website.
14. The Library and Information Officer, CBSE.
15. E.O. to Chairman, CBSE
16. DO/ PA to Secretary, CBSE
17. PA to CE, CBSE
18. PA to Director (Acad.)
19. PA to HOD (AIEEE)
20. PA to HOD (Edusat)
21. PRO, CBSE.



- Touch Typewriting

10 Marks

- Ergonomics: Layout, Correct Sitting Posture, Position of Keyboard, Mouse and Monitor.
- Positioning of fingers on the Keyboard according to Touch Method of Typewriting.
- Use of Touch Typing Tutors (Online and Downloadable; Freeware and Open Source Software) for practice.
- Methods of Typewriting
  - . Touch Method of Typewriting
  - . Sight Method of Typewriting (Advantages and Disadvantages of both the methods)

**02 Weightage to different forms of questions**

Form of Questions	Marks for each Question	No. of Questions	Total Marks
Very Short Answer	1	06	06
Short Answer	2	08	16
Short Answer	4	02	08
<b>Total</b>		<b>16</b>	<b>30</b>

**SAMPLE QUESTION PAPER**

**E- TYPEWRITING (ENGLISH OR HINDI)**

**CLASS IX**

**Theory (I Term)**

**Summative Assessment - 1**

**TIME: 2 hours**

**Max. Marks 30**

**Instructions**

1. *This question paper has 16 Questions in all. All questions are compulsory.*
  2. *Marks are indicated against each question.*
  3. *Questions from serial numbers 1 to 6 are of 1 mark each. Answer of these questions may be from one word to one sentence.*
  4. *Questions from serial numbers 7 to 14 are of 2 marks each. Answer of these questions should not exceed 60 words each.*
  5. *Questions from serial numbers 15 to 16 are long answer question of 4 marks each. Answer of these questions should not exceed 120 words.*
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	Marks
Q. 1 Write any one advantage of e -typewriting over manual typewriting.	1
Q.2 On keyboards, why keys are mostly arranged in QWERTY order rather than being arranged alphabetically?	1
Q.3 Can the QWERTY keyboard be used for INSCRIPT keyboard?	1
Q.4 Name the 4 home keys present on the left side of keyboard.	1
Q.5 State any one advantage of Touch Method of Typewriting.	1
Q.6 State any one disadvantage of Sight method of typewriting.	1

Q. 7 While touch-typing, on which letter key should the index finger of left hand be placed and on which letter key should the index finger of Right hand be placed? 2

Q.8 Ajay wants to type the ‘%’ symbol. He is pressing the  key, but he is getting the digit 5. What should Ajay do to get % symbol? 2

Q.9 Simran has typed the sentence “IKnowTouch typing”. Use vertical lines to show where should Space bar be pressed? 2

Q.10. What is the difference between turning off the computer and putting it on standby mode? 2

Q.11 Which keys are used for navigating the cursor? 2

Q.12 Amit has suggested the following steps for shutting down the computer. Write the correct order if the order is not correct

1. Click Shutdown.
2. Click the Start button.
3. Click the Yes button to confirm your selection.
4. Select the 'Shut down the Computer' option by clicking on it. 2

Q . 13. Mamta has to do some data entry urgently. Some of the keys of the keyboard are not working. Which keyboard can she operate using mouse on her computer? 2

Q.14. When Aparajita works on the computer for a long time, she feels pain in her neck. What posture should she maintain to get rid of her problem? 2

Q.15. Sumedha, a student of class X, works a lot on the computer and she is confident that she can do any kind of typing work on the computer. To make good use of her e-typing skill she gets some e-typing assignments and she gets paid for completing these assignments. But she faces following problems in completing some of these assignments. Your task is to suggest solutions to her problems.

- a. She types by looking at the keyboard and realizes that her typing speed is not good as it should be. What should she do to increase her speed? 2
- b. She cannot type any assignment in Hindi because her keyboard does not have keys marked in Hindi. She also does not want to buy a separate Hindi keyboard. What should she do so that Hindi typing is also possible by using her normal keyboard? 2

Q.16. Utkarsh, a student of class XI, has volunteered to help her class teacher in doing computer related work. He has not learnt e-typewriting in classes IX and X. Therefore, sometimes he finds working on computer a difficult job. Can you make his job easier by guiding him in the following situations?

- a. Whenever he has to enter long sequences of numbers like marks of the students or their phone numbers, he uses numbers on the top row of the keyboard. He finds entering long sequences of numbers a difficult job. Can it be made easier? If yes, then how? 2
- b. Many times he has to work simultaneously on word processor, internet, and audio-video player and has to frequently shift from one of these applications to another. He finds it difficult to keep shifting between keyboard and mouse to

work in different applications. Is it possible to do most of such jobs using keyboard only. If yes, then how?

**SAMPLE QUESTION PAPER**  
**e-TYPEWRITING (ENGLISH/HINDI)**  
**THEORY PAPER**  
**CLASS IX**

**Time: 2 Hours**

**Marks: 30**

**MARKING SCHEME**

<b>Question No.</b>	<b>Value Points</b>	<b>Marks</b>
<b>1.</b>	Fast method, Corrections can be made without using any external eraser, typed material can be saved. (any of these or any other advantage)	<b>1</b>
<b>2.</b>	Easy to operate using home keys	<b>1</b>
<b>3.</b>	yes	<b>1</b>
<b>4.</b>	a, s, d, f	<b>1</b>
<b>5.</b>	High speed and accuracy (or any other advantage)	<b>1</b>
<b>6.</b>	High speed cannot be acquired by using Sight Method of Typewriting (or any other disadvantage)	<b>1</b>
<b>7.</b>	Index finger of left hand on F and index finger of right hand on J	<b>2</b>
<b>8.</b>	He should press shift key, keep it pressed, and then press the  and then release both the keys.	<b>2</b>
<b>9.</b>	I know touch typing.	<b>2</b>
<b>10.</b>	<b>SHUT DOWN:</b> Computer is put off and has to be restarted for operation. <b>STANDBY MODE:</b> Turns off the display, stops the hard-disk drives, and turns off other internal devices except RAM. When the computer resumes operation from Standby mode, it is restored exactly to the state as it was before entering Standby mode.	<b>2</b>
<b>11.</b>	<b>Navigation keys.</b> These keys are used for moving around in documents or webpages and editing text. They include the arrow keys, HOME, END, PAGE UP, PAGE DOWN, DELETE, and INSERT.	<b>2</b>
<b>12.</b>	1) Click the <b>Start</b> button. 2) Click <b>Shutdown</b> . 3) Select the 'Shut Down the Computer' option by clicking on it. 4) Click the <b>Yes</b> button to confirm your selection	<b>2</b>
<b>13</b>	Virtual Keyboard	<b>2</b>
<b>14.</b>	She should pay attention to the correct typing posture. She should sit straight, slightly bending her neck forward. Be comfortable and there should be no tension in body. Feet flat on the floor, eyes on the screen.	<b>2</b>

<p><b>15.</b></p>	<p>a. She should learn Touch method of e-Typewriting. With Touch method of e-typewriting she will not have to look at the keyboard while typing and thus her speed will increase.</p> <p>(1 Mark for mentioning Touch method) (1 Mark for explanation)</p> <p>b. She should get INSCRIPT keyboard layout from <a href="http://tdil.mit.gov.in/isciichart.pdf">http://tdil.mit.gov.in/isciichart.pdf</a> and suitable Hindi fonts. The she can easily use her normal keyboard for Hindi typing as well.</p> <p>(1 Mark for mentioning INSCRIPT keyboard layout) (1 Mark for mentioning Hindi fonts)</p>	<p><b>4</b></p>
<p><b>16.</b></p>	<p>a. Yes, it can be made easier. He should use Numeric keypad for entering long sequences of numbers. (1 Mark for Yes) ( 1Mark for mentioning how) Yes it is possible by using multimedia keyboard. (1 Mark for Yes) (1 Mark for mentioning multimedia keyboard)</p>	<p><b>4</b></p>