

UNIT - I

Sentence Practice

- The quick brown fox jumps over the lazy dog.
- Typing improves speed and accuracy with daily practice.
- Consistent effort leads to better results in every skill.
- Learning to type fast saves time in all tasks.

Short Paragraph Practice

- Paragraph 1: Typing is an essential skill in today's digital world. Speed and accuracy are equally important. While speed saves time, accuracy ensures that the work is error-free. .

Medium Paragraph Practice

- Typing practice should begin with simple sentences and gradually move to longer paragraphs.
- Many typing drills include repetition of words, phrases, and sentences. Repetition strengthens muscle memory, which is the key to typing without looking at the keyboard.

Long Paragraph Practice

In professional life, typing speed can make a significant difference. For example, a person who types at 60 words per minute can complete tasks twice as fast as someone typing at 30 words per minute.

- Developing typing skills requires patience and dedication. Beginners should not rush but instead focus on accuracy first. Once accuracy is achieved, speed will naturally improve.
- **Typing Letters in Different Styles**

1. Indented Style

In this style, each paragraph begins with an indentation (usually 5–7 spaces). Date, address, and closing are aligned to the right or left depending on preference.

Code

12 January 2026
Ambala, Haryana

Mr. Ramesh Kumar
Manager
ABC Enterprises
Ambala Cantt

Dear Mr. Kumar,

I am writing to inform you about the upcoming meeting scheduled for Monday, 19 January 2026. The meeting will cover the progress of our current projects and discuss future plans.

Kindly confirm your availability at the earliest.

Yours sincerely,
Suresh Sharma

2. Block Style

In block style, everything is aligned to the left margin. No indentation is used. This is the most common modern business format.

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3. Semi-Block Style

In semi-block style, the letter is similar to block style, but **paragraphs are indented** while other elements remain left-aligned.

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Yours sincerely,
Suresh Sharma

Business Letter with Formatting Features

Header

Code ----- ABC Enterprises Pvt. Ltd. (Arial Bold, 14pt) Customer Care Department -----
--

Letter Body (with fonts and sub-paras)

Date: 12 January 2026 **To:** Mr. Ramesh Kumar, Manager, Ambala Cantt

Subject: Project Progress and Meeting Schedule

Dear Mr. Kumar,

Punctuation Marks, Spacing & Syllabification

1. Punctuation Marks

Punctuation marks are symbols used in writing to separate sentences and clarify meaning. Common ones include:

1. Full stop (.) – ends a sentence.
2. Comma (,) – separates words, phrases, or clauses.
3. Question mark (?) – indicates a direct question.
4. Exclamation mark (!) – shows strong feeling or emphasis.
5. Colon (:) – introduces a list or explanation.
6. Semicolon (;) – links closely related sentences or separates items in a complex list.
7. Quotation marks (“ ”) – enclose spoken words or quotations.
8. Apostrophe (') – shows possession or contraction.
9. Dash (—) – indicates a break in thought or adds emphasis.

2. Spacing After Punctuation

Correct spacing ensures readability and professional formatting.

- Full stop, question mark, exclamation mark → One space after. Example: Typing is fun. Practice daily.
- Comma, colon, semicolon → One space after. Example: We bought apples, oranges, and bananas.
- Quotation marks → No extra space inside quotes; one space after closing quotes. Example: She said, “Keep practicing.” Then she smiled.

3. Syllabification

Syllabification is the division of words into syllables (units of pronunciation). It helps in **word breaks** when typing or justifying text.

1. Basic rule: Divide words between vowels and consonants logically.
2. Examples:
 1. Typing → ty-ping
 2. Computer → com-pu-ter
 3. Education → ed-u-ca-tion
 4. Beautiful → beau-ti-ful

UNIT -II

Proof Correction Signs

Proof correction signs are standardized marks used by editors and proofreaders to indicate corrections in manuscripts. Here are some common ones:

1. Delete: A loop or line through text, often marked with "del."
2. Insert: A caret (^) showing where new text should be added.
3. Transpose: Curved lines or "tr" indicating words/letters should switch places.
4. New paragraph: A symbol like "¶" to show where a new paragraph begins.
5. Close up: A horizontal bracket (⌋) to remove extra space.
6. Stet: Means "let it stand" — ignore the correction.
7. Capitals: Three lines under a letter/word to indicate capitalization.
8. Lowercase: A slash through a capital letter or "lc."
9. Spelling error: "sp" marked in the margin.

Practicing Different Types of Letters

1. Official Letter

1. **Purpose:** Formal communication with government offices, institutions, or authorities.
2. **Structure:**
 1. Sender's address
 2. Date
 3. Receiver's address
 4. Subject line
 5. Salutation ("Sir/Madam")
 6. Body (clear, formal, concise)
 7. Closing ("Yours faithfully")
 8. Signature

2. Business Letter

1. **Purpose:** Professional communication between companies, clients, or colleagues.
2. **Structure:**
 1. Company letterhead or sender's address
 2. Date
 3. Recipient's details
 4. Subject line
 5. Salutation ("Dear Mr./Ms.")
 6. Body (professional tone, direct, persuasive if needed)
 7. Closing ("Yours sincerely")
 8. Signature + designation

Practicing Invoices and Bills

Invoices and **bills** are financial documents used in business transactions.

1. **Invoice:** Issued by a seller to a buyer, requesting payment.
 - Elements: Seller details, buyer details, invoice number, date, itemized list of goods/services, unit price, total amount, payment terms.
 - Example: A company billing a client for consulting services.
2. **Bill:** Often simpler, given directly to the customer at point of sale.
 - Elements: Business name, date, items purchased, quantity, price, total.
 - Example: A restaurant bill listing food items ordered.

Practicing Forms

Forms are structured documents used to collect information.

1. **Application Form:** For jobs, schools, or services.
2. **Registration Form:** For events, memberships, or courses.
3. **Feedback Form:** For customer or student opinions.

Practicing Notices

Notices are formal announcements meant for public or group communication.

1. **School Notice:** Informing students about exams or holidays.
2. **Office Notice:** Announcing meetings, policy changes, or events.
3. **Public Notice:** Issued by authorities for legal or civic matters.

Practicing Reports

Reports present information in a structured way, often after investigation or analysis.

1. **Informational Report:** Summarizes facts (e.g., annual school report).
2. **Analytical Report:** Provides findings and recommendations (e.g., sales report).
3. **Event Report:** Describes what happened during an event.

UNIT- III

Practicing Envelope Addressing

When addressing envelopes, follow standard conventions:

1. **Top left corner:** Sender's name and address.
2. **Centre:** Recipient's name and address.
3. **Bottom right corner:** Optional postal code emphasis.

Practice exercise: Write an envelope for:

1. Sender: *Ravi Kumar, 12 MG Road, Ambala, Haryana – 133001*
2. Recipient: *Registrar, Delhi University, Delhi – 110007*

Practicing Centralizing Headings

Headings should be centered for formal documents:

1. Use the "Centre" alignment option in Word/Docs.
2. Keep headings concise and bold.

Practice exercise: Type:

Code ANNUAL SPORTS DAY REPORT

and centre it at the top of the page.

Practicing Horizontal and Vertical Centring

1. **Horizontal centring:** Align text to the centre of the page width.
2. **Vertical centring:** Place text in the middle of the page height (Page Layout → Vertical alignment → Centre).

Practice exercise: Create a certificate with text like:

Code Certificate of Participation This is awarded to _____
--

and centre it both horizontally and vertically.

Mail Merge

Mail Merge is used to create personalized letters, labels, or envelopes by combining a template with a data source (like Excel).

Practice exercise:

- Create a letter template: “Dear [Name], You are invited to our workshop on [Date].”
- Use an Excel sheet with columns: Name, Date.
- Merge to generate multiple personalized letters.

Practicing Different Types of Headings

- **Blocked heading:** All details aligned left.
- **Indented heading:** Details aligned to the right.
- **Spaced heading:** Sender’s address on the top right, date below, recipient’s details on the left.

Practice exercise: Draft a letter with a spaced heading:

Code

```
Ravi Kumar  
12 MG Road  
Ambala, Haryana - 133001  
12 January 2026  
  
The Principal  
St. John’s School  
Ambala Cantt - 133001
```

UNIT -IV

Practicing Simple Tabular Statement

A **tabular statement** organizes information into rows and columns for clarity.

Example

Roll No	Name	English	Math	Science	Total
01	Anjali	78	85	80	243
02	Ramesh	65	70	75	210
03	Priya	88	92	90	270

Typing on Printed Forms / Creating and Filling Forms

Forms are structured documents for collecting data.

- **Printed forms:** Practice typing neatly into pre-designed fields.
- **Creating forms:** Use Word/Docs to design fields like Name, Address, Date of Birth.
- **Filling forms:** Enter sample data to simulate real use.

Minutes

Minutes record proceedings of meetings.

Structure:

- Title (e.g., “Minutes of Staff Meeting”)
- Date, Time, Venue
- Attendees
- Agenda items discussed
- Decisions taken
- Signature of recorder

Notices

Notices are short, formal announcements.

Example:

Code

```
NOTICE
Date: 12 January 2026
All students are informed that the Annual Sports Day will be
held on 25 January 2026 at the school ground.
Principal
```

Legal Documents

Legal documents require precision and formal language.

Examples:

- **Affidavit:** Sworn statement.
- **Agreement:** Between two parties.
- **Contract:** Terms of service or employment.

Literary Matter

This includes essays, stories, articles, or creative writing.

Draft Copy of Advertisement for Press

Advertisements must be concise, persuasive, and eye-catching.

Example (Job Vacancy Ad):

Code

WANTED

A qualified English teacher for St. John's School, Ambala.

Minimum qualification: M.A. English, B.Ed.

Apply within 10 days to The Principal.

- Sale of property
- Recruitment notice
- Event announcement

Practice of Small Business Letters

Business letters are short, professional communications.

Structure:

- Sender's address
- Date
- Recipient's address
- Subject line
- Salutation ("Dear Sir/Madam")
- Body (brief, clear, polite)
- Closing ("Yours sincerely")
- Signature

Example (Business Inquiry):

Code

Ravi Kumar
12 MG Road
Ambala, Haryana - 133001
12 January 2026

The Manager
ABC Traders
Delhi - 110001

Subject: Inquiry about Office Furniture

Dear Sir,
I would like to know the price list and delivery schedule for your office furniture items. Kindly send me the details at the earliest.

Yours sincerely,
Ravi Kumar

Practice of Application Letters

Application letters are formal requests, often for jobs, admissions, or permissions.

Structure:

- Applicant's details
- Date
- Recipient's details
- Subject line
- Salutation
- Body (purpose, qualifications, request)
- Closing

Example (Job Application):

Code

Subject: Application for the Post of English Teacher

Respected Sir/Madam,

I am writing to apply for the post of English Teacher advertised in your school. I hold an M.A. in English and a B.Ed. degree. I have three years of teaching experience and am confident in my ability to contribute effectively to your institution.

I kindly request you to consider my application.

Yours faithfully,
Ravi Kumar

Practice of Small Paragraph (200–250 Words)

Example Topic: Importance of Time Management (≈220 words)

Time management is one of the most valuable skills a person can develop. It allows individuals to make the best use of their day and achieve their goals efficiently. By planning tasks in advance, setting priorities, and avoiding procrastination, one can complete work on time and reduce stress. Students benefit greatly from time management because it helps them balance studies, extracurricular activities, and personal life. Professionals also rely on it to meet deadlines and maintain productivity. A person who manages time well is often more disciplined and focused. For example, preparing a timetable before exams ensures that every subject receives proper attention. Similarly, in offices, scheduling meetings and tasks prevents confusion and delays. Time once lost can never be regained, so it is important to value every minute. In today's fast-paced world, where distractions are everywhere, time management is the key to success. It not only improves efficiency but also provides opportunities for relaxation and personal growth. Therefore, mastering this skill is essential for both academic and professional success.

Practicing Speed Building, Calculating Speed and Errors

Typing speed is measured in Words Per Minute (WPM).

Formula:

$$\text{WPM} = \frac{\text{Total words typed}}{\text{Time in minutes}}$$

Error Rate:

$$\text{Error Rate (\%)} = \frac{\text{Number of errors}}{\text{Total words typed}} \times 100$$