

Sl.No. :

नामांक

Roll No.

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No. of Questions – 03

SS-35-2-T.W. (English) (Supp.)

No. of Printed Pages – 07

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**SENIOR SECONDARY SUPPLEMENTARY
EXAMINATION, 2017
TYPEWRITING IN ENGLISH**

Time : 1 Hour

Maximum Marks : 40

GENERAL INSTRUCTIONS TO THE EXAMINEES :

- 1) Candidate must write first his / her Roll No. on the question paper compulsorily.
- 2) All the questions are compulsory.
- 3) Type only on one side of the paper using double space.
- 4) 6 marks have been reserved for the proper form and display.

TEAR HERE TO OPEN THE QUESTION PAPER

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1) Type the following passage in proper form and display:

Marks : 18

Display: 02

Total : 20

"THE VALUE OF WATER"

We often pay scant regard to the real value of water. It is because water is such a common commodity.

If we want to know the real value of water, we should just give a thought to a fish out of water or a man dying of thirst or a man in "Sorest need" of water, as the famous American poet, Emily Dickinson, would put it.

It is indeed, shameful that even more than fifty five years after attainment of Independence, we have not been able to provide clean and enough potable water to all.

Water is called "the elixir of life". This is, indeed, the name which the Indian Nobel Laureate, C.V. Raman, has given it in his celebrated essay of the same name.

The earth comprises two-thirds of water and one-third of land. Water is essential for all living beings. There can be no life without water. Human beings,

animals and all kinds of plants all need water. Much of the beauty of the earth is because of the presence of plenty of water on it.

The main sources of water are rain, rivers, lakes and underground water, besides seas and oceans which are the main store-houses of water. Rains are caused by clouds. This rain helps the forests to grow which in turn also cause rain. Rain also feeds the rivers. The rivers mainly get replenished with the melting of snow on the mountains.

We are amazed at the beauty of the clouds, the colourful rainbow, the snow-capped peaks of mountains, the undulating sea waves, the sounding cataracts, the transparent lakes, the lush green forests, plants, crops, vegetables and multicolour flowers. We should be thankful to God for his bounties and, above all, for his creation of water which is the source of all beauty and life on our planet which is in no way less than heaven, only if we have an eye to behold, a mind to see and a heart to love, enjoy and be thankful.

Man's misery in the absence of the availability of drinking water is thus highlighted by the renowned supernatural English poet, S.T. Coleridge in his celebrated poem, the Rime of the Ancient Mariner.

"Water, Water everywhere.

When all the boards did shrink;

Water, Water everywhere,

But not a drop to drink.

Man should manage water properly. Much of rain water goes waste. We should build large tanks and reservoirs for irrigation and drinking purposes, particularly in areas where canals cannot be constructed because of the stony and difficult terrain.

Now research has shown that water can serve a useful purpose in maintaining good health and in increasing longevity. According to a report.

"Researchers at Loma Linda University in California found that people who drank at least five glasses of water each day were less likely to die from a heart attack than those who drank two or fewer glasses per day.

In contrast, people who drank a lot of others fluids were more likely to die from heart attack than those who drank less, with high levels of non-water drinking in women associated with a more than two fold increased risk of death".

This gives an inkling in the use of water therapy for improving the soundness of our heart. It is known to almost every educated person that sufficient consumption of water during the day helps us keep our kidneys in proper order. It is said that all adults should daily drink at least eight glasses of water. The general formula. The more, the merrier, "also seems useful in the matter of water," The more consumption of water for drinking purposes, the better.

However, too much water should not be drunk immediately after meals as it dilutes the necessary hydrochloric acid in the stomach which is essential for the purpose of digesting food.

At present, there is great awareness, among the masses about the necessity of pure drinking water. So, mineral water of many brands is sold in bottles at exorbitant rates in the market. Much of this water is spurious. So, we should be very careful while purchasing such a bottle. A bottle of mineral water should be purchased only from an authorised dealer who is a reliable one.

Thus the overwhelming importance of water for various purposes such as drinking, washing, bathing, irrigation, etc. cannot be overestimated.

2) Type the following letter in proper form and display:

Marks : 08

Display: 02

Total: 10

Dear Customer,

Welcome to PNB Parivar, a group of our esteemed client's and thank you for choosing to bank with Punjab National Bank.

We are pleased to enclose bouquet of deliverable of PNB Debit Card, Viz, your Visa Debit Card and its PIN, that helps you experience the host of conveniences and benefits packaged with these deliverables.

May we request you to read the user Guide for PNB Debit Cards wherein details with regard to Security Tip, Bouquet of PNB Debit Cards, user Guidelines, Terms and conditions and Resolution procedure for customer's requests/complaints are given.

A pamphlet having location-wise list of ATMs has been provided for your convenience. Kindly acknowledge the receipt of your PNB Debit Card, Sealed PIN letter and other deliverables on the acknowledgement.

If your card is activated for 'ATM-only' facility, you may get this ATM Card enable as Debit Card by just placing your consent on the acknowledgement slip and submitting it to your branch of or using any of Bank's ATMs. So that you may also be able to pay throughout the same card for shopping/merchandise/E-Commerce transactions. In addition to the convenience of having an PNB Debit Card. You may enjoy our other IT products. In complete details of these are available on our Bank's Corporate Website WWW.PNBindia.co.in, Free SMS Alert Services, where you will receive SMS Alerts for Credit/Debit/Transactions in your account.

We wish you hours of shopping and round-the-clock Banking with our various IT products and with the PNB Visa Debit Card.

Yours Sincerely,

General Manager,

Department of Information Technology

PNB, New-Delhi.

3) Type the following table in proper order and display:

Marks : 08

Display: 02

Total : 10

Status of Cane Crushing and Sugar recovery of Bajaj Sugar Ltd.

S.No.	Plant Location	Cane Crushing (MMT)	Sugar Recovery in Percentage	Cane Crushing (MMT)	Sugar Recovery in Percentage
1.	Gola	1,390	11.09	1,369	9.77
2.	Palia Kalan	1,081	11.01	1,153	9.13
3.	Khambarkhera	1,060	10.03	1,041	9.83
4.	Barkhera	0.422	11.46	0.542	10.06
5.	Magsoondapur	1,477	9.47	1,450	9.15
6.	Kinauni	0.804	9.67	0.921	8.96
7.	Thanbhawan	1,218	9.91	1,245	9.33
8.	Bilal	1,083	10.79	0.976	10.07
9.	Budhana	0.475	10.03	0.670	9.30
10.	Gangnauli	0.323	9.97	0.460	8.86



DO NOT WRITE ANYTHING HERE