

BUDGET - I

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 | asdfg | ;lkjh | asdfg | ;lkjh |
| asdfg | ;lkjh | asdfg | ;lkjh | asdfg | ;lkjh | asdfg | ;lkjh |

EXERCISE - 2

| | | | | | | | | |
|-----|-----|------|------|------|------|-------|-------|--------|
| ask | fad | alas | asks | shad | lads | flags | flask | glass |
| jag | fag | fall | hash | glad | sags | galls | halls | salad |
| jak | has | jags | gaff | hall | dash | flash | slash | flasks |
| lad | sad | lash | adds | gall | gash | shall | lakhs | dhalls |

BUDGET - II

EXERCISE - 3

| | | | | | | | |
|---------|---------|---------|---------|---------|---------|---------|---------|
| awerqfa | ;oiupj; | awerqfa | ;oiupj; | awerqfa | ;oiupj; | awerqfa | ;oiupj; |
| awerqfa | ;oiupj; | awerqfa | ;oiupj; | awerqfa | ;oiupj; | awerqfa | ;oiupj; |
| awerqfa | ;oiupj; | awerqfa | ;oiupj; | awerqfa | ;oiupj; | awerqfa | ;oiupj; |
| awerqfa | ;oiupj; | awerqfa | ;oiupj; | awerqfa | ;oiupj; | awerqfa | ;oiupj; |
| awerqfa | ;oiupj; | awerqfa | ;oiupj; | awerqfa | ;oiupj; | awerqfa | ;oiupj; |

EXERCISE - 4

| | | | | | | | | |
|-------|-------|-------|-------|-------|--------|--------|--------|---------|
| fish | kodak | ahead | larks | quail | apples | reader | flukes | fiddle |
| dead | rails | sales | agile | isles | should | liquid | shower | saddle |
| idols | jaded | sails | filed | legal | folder | sledge | squall | larger |
| grade | jails | lakes | roses | rupee | squeal | fields | lulled | dislike |
| apple | dirks | lease | equip | skill | easels | dollar | poorer | require |
| asked | forks | hedge | would | grass | jokers | jailer | equals | refresh |
| fails | usual | liked | walks | peaks | orders | follow | drawls | defiles |

BUDGET - III**EXERCISE - 5**

| | | | | | | | |
|--------|--------|--------|--------|--------|--------|--------|--------|
| gftfrf | hyyjuj | gftfrf | hyyjuj | gftfrf | hyyjuj | gftfrf | hyyjuj |
| gftfrf | hyyjuj | gftfrf | hyyjuj | gftfrf | hyyjuj | gftfrf | hyyjuj |
| gftfrf | hyyjuj | gftfrf | hyyjuj | gftfrf | hyyjuj | gftfrf | hyyjuj |
| gftfrf | hyyjuj | gftfrf | hyyjuj | gftfrf | hyyjuj | gftfrf | hyyjuj |
| gftfrf | hyyjuj | gftfrf | hyyjuj | gftfrf | hyyjuj | gftfrf | hyyjuj |

EXERCISE - 6

| | | | | | |
|---------|---------|----------|----------|-----------|------------|
| lawyers | streaks | shipped | hillside | herewith | proposals |
| shekels | forward | desired | loophole | jugglers | strapples |
| hatless | figures | prepare | feathery | freehold | struggles |
| thought | thysel | treated | assessed | prepared | territory |
| quarter | yodlers | youthful | although | supplies | guileless |
| freight | further | plougher | shippers | slightly | telegraph |
| dutiful | pleased | goodwill | tortuous | property | addressed |
| laughed | kettles | whiskers | thorough | repeated | flashlight |
| petrols | regular | equipped | lilliput | etiquette | powerfully |
| without | waggish | laughter | kirkwall | yesterday | typewriter |

BUDGET - IV**EXERCISE - 7**

| | | | | | | | |
|--------|--------|--------|--------|--------|--------|--------|--------|
| azxcvf | lkmnbj | azxcvf | lkmnbj | azxcvf | lkmnbj | azxcvf | lkmnbj |
| azxcvf | lkmnbj | azxcvf | lkmnbj | azxcvf | lkmnbj | azxcvf | lkmnbj |
| azxcvf | lkmnbj | azxcvf | lkmnbj | azxcvf | lkmnbj | azxcvf | lkmnbj |
| azxcvf | lkmnbj | azxcvf | lkmnbj | azxcvf | lkmnbj | azxcvf | lkmnbj |
| azxcvf | lkmnbj | azxcvf | lkmnbj | azxcvf | lkmnbj | azxcvf | lkmnbj |

EXERCISE - 8

| | | | | | |
|---------|---------|----------|----------|----------|------------|
| amazed | journal | gambols | pickling | vineyard | grizzled |
| except | jackets | fixture | austrian | appeared | frequent |
| logical | student | spacing | movement | joyfully | premises |
| sixfold | succeed | western | examined | accuracy | fortress |
| daybook | lecture | neither | vexation | quantity | executor |
| kindled | general | private | practice | question | deduction |
| jingled | amulets | service | produces | requires | judicious |
| jumbled | arrival | relative | provoked | starting | materials |
| swivels | fizzed | possible | somewhat | cylinder | assessment |
| violets | regaled | becoming | gracious | thousand | appearance |

BUDGET - V

EXERCISE - 9

abcdefghijklmnopqrstvwxyz.,
abcdefghijklmnopqrstvwxyz.,
abcdefghijklmnopqrstvwxyz.,
abcdefghijklmnopqrstvwxyz.,
abcdefghijklmnopqrstvwxyz.,

zyxwvutsrqponmlkjihgfedcba.,
zyxwvutsrqponmlkjihgfedcba.,
zyxwvutsrqponmlkjihgfedcba.,
zyxwvutsrqponmlkjihgfedcba.,
zyxwvutsrqponmlkjihgfedcba.,

EXERCISE - 10

| | | | | | |
|----------|-----------|-----------|-------------|--------------|----------------|
| points | children | clockwork | remittance | punctuation | constitution |
| common | frequent | requisite | attractive | distinction | arrangements |
| sinful | ambition | novelties | yardsticks | environment | approximately |
| summer | umbrella | answering | foundation | explanation | distinguished |
| behalf | armature | regarding | guaranteed | association | ornamentation |
| exhibit | relieved | exceeding | sufference | competition | peculiarities |
| thunder | citizens | abundance | atmosphere | transmitted | specification |
| maximum | commonly | apparatus | partition | questionless | investigations |
| adopting | pamphlets | accompany | communicate | installation | circumstances |

BUDGET - VI

EXERCISE - 11

| | | | | | | | |
|--------|--------|--------|--------|--------|--------|--------|--------|
| 123454 | 098767 | 123454 | 098767 | 123454 | 098767 | 123454 | 098767 |
| 123454 | 098767 | 123454 | 098767 | 123454 | 098767 | 123454 | 098767 |
| 123454 | 098767 | 123454 | 098767 | 123454 | 098767 | 123454 | 098767 |
| 123454 | 098767 | 123454 | 098767 | 123454 | 098767 | 123454 | 098767 |
| 123454 | 098767 | 123454 | 098767 | 123454 | 098767 | 123454 | 098767 |

EXERCISE - 12

| | | | | | |
|-----|------|------|--------|--------|-----------|
| 876 | 1973 | 1847 | 23,846 | 10,746 | 1,37,946 |
| 424 | 5567 | 8563 | 11,200 | 11,140 | 7,13,345 |
| 537 | 2136 | 2746 | 23,476 | 23,450 | 14,06,786 |
| 948 | 4520 | 7361 | 15,409 | 27,763 | 18,76,432 |
| 473 | 6286 | 3950 | 78,796 | 86,521 | 20,54,362 |
| 572 | 9567 | 9250 | 33,489 | 95,362 | 31,98,453 |

EXERCISE - 13

| | | | | |
|--------|---------|----------|------------|----------------|
| July | Canada | Gandhiji | Minister | Registered |
| Sita | Kerala | Varghese | Delivery | Swamimalai |
| Leela | Bezwada | Strictly | Tamilnadu | Department |
| March | Janatha | Govindan | Secretary | Concurrence |
| Raman | Express | Exercise | Conferred | Notification |
| Guntur | Prakash | Schedule | Government | Confidential |
| Kannan | October | Calcutta | Kumbakonam | Superintendent |

EXERCISE - 14

Type the following sentences TEN Times :-

- Lost time is never regained.
 Get up early and do your work.
 To-day's youth and to-morrow's old.
 Age is a virtue when wisdom is with it.
 Measure your word before it goes out of you.
 Children are innocent and should be guided rightly.
 Our Land had great sages who knew the eternal truth.

EXERCISE - 14 (CONTD)

Type each of the following sentences TEN times :-

- Men live by deeds and not by years.
 God helps those who help themselves.
 Honest work always brings its reward.
 A man without character should not be trusted.
 Rude language speaks ill of the man who uses it.
 Never lose courage when faced with difficulties.
 It is easier to ask questions than to answer them.
 Pandit Nehru always devoted himself to public affairs.
 It is essential to use the touch method.
 The correct degree of touch is an important factor.
 The touch should be neither too heavy nor too light.
 High speed is within the capacity of every typist.
 Astronomy is the oldest science.
 Young men have a right to be happy.
 A petty man refuses to admit defeat.
 Man is mortal, but his spirit is immortal.
 Sivaji fought to keep the real spirit of India alive.
 Tilak was a great Patriot and also a brilliant scholar.
 Kindly supply 5 tables (4' x 2') immediately.

EXERCISE - 15

Type each of the following sentences TWENTY times :-

Pack my box with five dozen liquor jugs.

A quick brown fox slowly jumped over the lazy dog.

Petty quiz badly vexes chuffy worker, hungry James.

Five prizes were quickly distributed by the judge to examinees.

Gay men with extra pluck and zeal would often have quiet jobs.

Black-market fugitive should be quickly expelled with zeal by any just society.

Quiet Parsi fugitives in Indias extolled justly their most watched book, Zend Avesta.

May we have Jack Squires fix the big lamps for Andy Ziegler?

Ramji worked with zeal and vigour, to protect his quietful subjects excellently well.

Handy Jack's quixotic laziness may grow to be far expensive.

EXERCISE - 16

Type each of the following sentences TEN times :-

The French Revolution was in 1789.

The partition of India affected more than 50% of our people.

I gave him a cheque for Rs.100.50 P.

Rice was sold @ Rs.325/- per bag.

Every Indian said, 'Partition is bad'.

Messrs. Raman & Co., Ltd., were great toy-makers.

Raman got 3/4 and Krishna 1/4 of their shares.

The cost of a good clock is £ 2.

Rajan & Kumaran sailed on 2nd February 1960 for England.

Have you seen my brother-in-law Ramachary?

Received 5 sets of Typist's Tables (2' - 6'') & chairs (1' - 6'').

Leave 2 spaces after (.) (?)

EXERCISE - 17

Type the following Paragraph TEN times :-

From the time of our BIRTH till our DEATH-KNELL is tolled, we must learn. If you WILL NOT LEARN, you CANNOT KNOW. If a teacher WILL NOT train, he CANNOT teach. When we will not let other people SCHOOL US we need SCHOOL ourselves. If we cannot learn to be cogs in a wheel we had better be QUICK and be a WHEEL WITH COGS. But life is ALL SCHOOL, and most of the FORMS ARE HARD; but this is as it should be. WE MUST LIVE AND LEARN.

EXERCISE - 18

Type each paragraph FIVE times :-

'India is my country, all INDIANS are my BROTHERS and SISTERS. I love my country and I am proud of its rich and varied heritage. I shall always strive to be worthy of it.

I shall give my PARENTS, TEACHERS, and ALL ELDERS respect and treat everyone with courtesy. To My Country and My People, I pledge my devotion. In their well-being and prosperity alone lies my happiness."

EXERCISE - 19

Our nation has some symbols. We love and honour these symbols. The Asoka Pillar is one of these national symbols. It is our National Emblem. It is the symbol of our Government. It is a symbol of peace and love for everyone. Asoka, who was a great king of our land, wanted everyone to love others. He did not want any one to fight. We follow him.

EXERCISE - 19 (CONTD.)

Type each Paragraph FIVE times :-

Our National Flag has the Asoka Chakra on it. This wheel is the symbol of DHARMA. If we always do the right things, we follow DHARMA. The twenty-four spokes in the wheel show the differences between our people. A small circle connects these spokes. It shows that we are one. The wheel also shows that we are going forward.

Our flag is a tri-colour. Saffron is the symbol of sacrifice and a strong mind. White is the symbol of purity, love and peace. Green is the symbol of plenty and joy. We hoist and salute our flag. We are ready to make sacrifices for our country. We want peace and progress. We want to be pure.

Our National Anthem is a song of the great poet, Tagore. It was his prayer song. He sings about the people, mountains, rivers and seas of India. He says that God is the master of all these and everyone and everything in India praise him. We sing this song in chorus with respect.

All of us salute our National Flag and sing our National Anthem. This shows that we are one nation. We also promise to love and respect our country, our parents, elders, teachers and all others in India.

EXERCISE - 20

Type each paragraph FIVE times :-

Accidents may happen at home or in the streets. As a result, one or more persons may be injured. It is therefore wise to take some precautions to prevent accidents.

When you walk along roads with busy traffic, some precautions are very necessary. You should never play in such roads. A boy is flying a kite in the middle of the road. People are crossing the street without caring for the moving cars or buses. Accidents will happen in such streets.

In broad roads or streets, there are generally foot-paths on the sides. A person who goes along such a road, should walk only on the foot-path. The middle of the road should be left to the carts, cars and buses or other moving traffic. If there are no foot-paths, persons should walk on one or the other side of the road.

A person, walking along one side of a street may have to cross it to reach a shop or some other place. There are some places where white lines are marked across the street. A person should cross the street only in these places. During busy hours, policeman may regulate the crossing of the pedestrians.

A school boy is blindly running across a street. It is foolish to cross a street like this. Unforeseen accidents may happen. He may trip and fall and dash against a vehicle.

EXERCISE - 20 (CONTD)

Type each paragraph FIVE times :-

A father is riding on a bicycle with two of his children. You may have sometimes seen two or three youngsters riding on a bicycle or a scooter. Such riding is dangerous to the riders. It is also dangerous to other road users.

Precautions are necessary in the house also when we are handling things. In the kitchen, we use kerosene or gas stoves or ovens burning firewood or charcoal for cooking our food. Remember that we should never play with fire. Our dress should never come near the fire of the stoves or ovens. Do not touch any hot thing absent-mindedly.

Be careful when you handle electrical equipment like immersion heater, the electric iron or the electric oven. Do not touch any part of such equipment when it is working. You may receive severe electric shocks.

During bathing in tanks or rivers or swimming pools, you should be very careful. Do not swim too far away from the shore. Do not swim till you are very tired.

Wherever you see broken pieces of glass or nails, remove them carefully and throw them into the dustbin. If you find in your home, sharp tools or poisonous medicine bottles within reach of children, put them out of their reach. Children and youngsters may harm themselves with such tools and medicine bottles.

We may take all kinds of precautions. Yet accidents sometimes happen. People may be injured lightly or severely.

KEY BOARD

LEFT

RIGHT

