

Fatima College (Autonomous) Madurai-18



Fatima College Typewriting Institute
In Collaboration with
Government of Tamil Nadu
Department of Technical Education,
Chennai - 25

Offers Courses on
Typewriting - English – Junior Grade

Venue : N5 (Nivedita Block)

Fees : Rs. 1500/-

Duration : 6 Months



SPACE BAR

English Typewriting Budget Book



Sri Meenaksi Pathipagam

15K Alagarsamy Naidu 1st Lane, South Vell Street,
(தமிழ்நாடு) Madurai 625 001.
Ph : 91718 12980, 97918 39598





BUDGET No.1 (First Fingering) EXERCISE - 1

படத்தில் காண்பிக்கப்பட்டுள்ளபடி விரல்களை எழுத்துக்களின் மீது வைத்துக் கொள்ளவும். தட்டச்சு செய்ய வேண்டிய பகுதியை தட்டச்சுப் பொறி அருகில் இடதுபுறம் வைத்துக் கொண்டு அதனை மட்டும் பார்த்துக் கொண்டு ஒவ்வொரு விரலால் தட்டும்போதும் அந்த எழுத்தை மனதுக்குள் உச்சரித்துக் கொண்டே தட்டச்சு செய்யவும்.

Type the following fingering exercise for 2 days:

asdf ;lkj asdf ;lkj asdf ;lkj asdf ;lkj asdf ;lkj asdf ;lkj
 asdf ;lkj asdf ;lkj asdf ;lkj asdf ;lkj asdf ;lkj asdf ;lkj
 asdf ;lkj asdf ;lkj asdf ;lkj asdf ;lkj asdf ;lkj asdf ;lkj

EXERCISE No.2

Type the following words 3 lines each or type the following lines 10 times each:

எழுத்துக்களை சீரான இடைவெளி நேரத்துடன் மனதில் பதியுமாறு சொல்லிக் கொண்டே தட்டச்சு செய்க.

ஒவ்வொரு எழுத்து விசையை அழுத்திய உடன் விரல்கள் **asdf** மற்றும் **lkj** வரிசைக்குத் திரும்ப வேண்டும்.

தட்டச்சு செய்யும்போது 5 வரிக்குப் பின்னர் ஒரு வரி இடைவெளி அதிகமாக விட்டு அழகுற தட்டச்சு செய்யவும்.

ask lad jad kad add all laf kdf jdd lsd las kaj jad dsd dfd lads;
 sad fad ass sal dal dad jak fall asks adds flask salad jdfa lkdf

BUDGET I (First Fingering) EXERCISE No.3

Type the following fingering Exercise for 2 days:

asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj
 asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj
 asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj

EXERCISE No.4

Type the following words 3 lines each or type the following lines 10 times each:

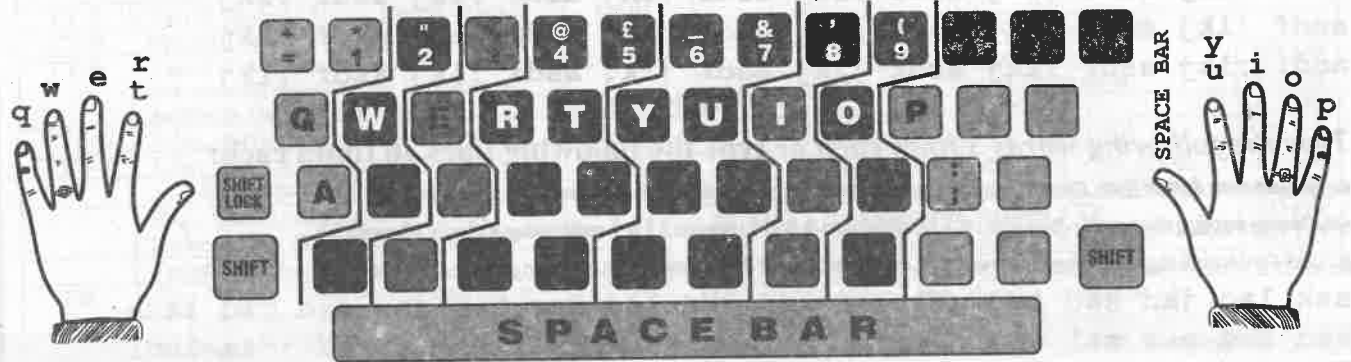
எழுத்துக்களை சீரான இடைவெளி நேரத்துடன் மனதில் பதியுமாறு சொல்லிக் கொண்டே தட்டச்சு செய்க.

ஒவ்வொரு எழுத்து விசையை அழுத்திய உடன் விரல்கள் **asdf** மற்றும் **lkj** வரிசைக்குத் திரும்ப வேண்டும்.

தட்டச்சு செய்யும்போது 5 வரிக்குப் பின்னர் ஒரு வரி இடைவெளி அதிகமாக விட்டு அழகுற தட்டச்சு செய்யவும்.

all ass jag alas fall gala dash flash shall galls jalal flasks
 ask ash gas lads half slag kala slash flask shades flags dhalls
 lad add has fads flag glad hash salad falls glass ladak salads
 fag jak lag adds gaff lash shad alkal algal saghs halda kallal
 had sad hag lass lags jags hall lakhs halls dhall fasal jalals

BUDGET II (Second Fingering)



EXERCISE No.5

3

a s d f and i l k j ஆகியவை வழி காட்டும் எழுத்துக்கள் (guide keys) ஆகும். எப்போதும் விரல்களை வழி காட்டும் எழுத்தில் வைத்திருக்க வேண்டும். தேவையான விரலை மட்டும் நகர்த்தி தேவையான எழுத்தை அழுத்தி தட்டச்சு செய்துவிட்டு மீண்டும் வழிகாட்டும் எழுத்தின் மீது வைத்திருக்க வேண்டும்.

Type the following fingering for two days:

எழுத்துக்களை சீரான இடைவெளி நேரத்துடன் மனதில் புதியுமாறு சொல்லிக் கொண்டே தட்டச்சு செய்க.

ஒவ்வொரு எழுத்து விசையை அழுத்திய உடன் விரல்கள் **asdf** மற்றும் **lkj** வரிசைக்குத்திரும்ப வேண்டும்.

தட்டச்சு செய்யும்போது 5 வரிக்குப் பின்னர் ஒரு வரி இடைவெளி அதிகமாக விட்டு அழகுற தட்டச்சு செய்யவும்.

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 No.6

Type the following words 3 lines each or type the following lines 10 times each:

எழுத்துக்களை சீரான இடைவெளி நேரத்துடன் மனதில் புதியுமாறு சொல்லிக் கொண்டே தட்டச்சு செய்க.

ஒவ்வொரு எழுத்து விசையை அழுத்திய உடன் விரல்கள் **asdf** மற்றும் **lkj** வரிசைக்குத்திரும்ப வேண்டும்.

தட்டச்சு செய்யும்போது 5 வரிக்குப் பின்னர் ஒரு வரி இடைவெளி அதிகமாக விட்டு அழகுற தட்டச்சு செய்யவும்.

she wipe usual please warlike dislike quiffle illegal uproars
woe ship glare equals dollers euqrrel peakish odorous parlour
are rope fokes fields speaker realise espouse federal jailors
air fire folds drawer liquids welders desires defiles failure
for four paper regard realise episode warfare require illpaid
her lead jokes apples offered upholds rewards sailors powders
row page kodak phrase jealous quashed wishful refresh showers

(Second Fingering continuation) EXERCISE No.7

4

Type the following words 3 lines each or type the following lines 10 times each:

gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj gftfrf
gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj gftfrf

EXERCISE No.8

Type the following words 3 lines each or type the following lines 10 times each:

எழுத்துக்களை சீரான இடைவெளி நேரத்துடன் மனதில் பதியுமாறு சொல்லிக் கொண்டே தட்டச்சு செய்க.

ஒவ்வொரு எழுத்து விசையை அழுத்திய உடன் விரல்கள் **asdf** மற்றும் **lkj** வரிசைக்குத் திரும்ப வேண்டும்.

தட்டச்சு செய்யும்போது 5 வரிக்குப் பின்னர் ஒரு வரி இடைவெளி அதிகமாக விட்டு அழகுற தட்டச்சு செய்யவும்.

ark four poor there yellow frieght surprise disfigure regularly
key wire will atlas porter towards jugglers territory therefore
hot last tyre start treaty whether detailed desperate preferred
tap rise here guild purely through flotilla desperate typewrite
eye your week power letter largely youthful proposals struggles
yet with type pages weight theatre eyesight yesterday authority
pot weak this wisers quotes thought disloyal spiritual telegraph
yet with type pages weight theatre eyesight yesterday authority

பயிற்சி ஆரம்பிக்கு முன் கீழ்க்கண்டவற்றை நினைவில் கொள்க.

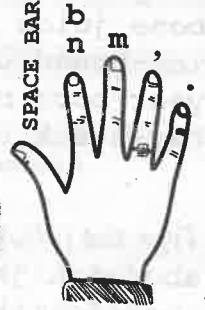
தினமும் கீழ்க்கண்ட முதல், இரண்டாம் அடிப்படைப் பயிற்சிகள் ஒவ்வொன்றையும்

முன்று வரிகள் தட்டச்சு செய்ததின் பதிய பயிற்சியைத் தொடங்கவும்.

asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj
awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj;

Budget III (Third Fingering) EXERCISE No. 9

5



Type the following fingering for two days.

எழுத்துக்களை சீரான இடைவெளி நேரத்துடன் மனதில் பதியுமாறு சொல்லிக் கொண்டே தட்டச்சு செய்க.

ஒவ்வொரு எழுத்து விசையை அழுத்திய உடன் விரல்கள் **a s d f** மற்றும் **l k j** வரிசைக்குத் திரும்ப வேண்டும்.

தட்டச்சு செய்யும்போது 5 வரிக்குப் பின்னர் ஒரு வரி இடைவெளி அதிகமாக விட்டு அழகுற தட்டச்சு செய்யவும்.

azxcvf ; ,mnbj azxcvf ; ,mnbj azxcvf ; ,mnbj azxcvf ; ,mnbj
azxcvf ; ,mnbj azxcvf ; ,mnbj azxcvf ; ,mnbj azxcvf ; ,mnbj
azxcvf ; ,mnbj azxcvf ; ,mnbj azxcvf ; ,mnbj azxcvf ; ,mnbj

EXERCISE No.10

Type the following lines EACH 10 times:

எழுத்துக்களை சீரான இடைவெளி நேரத்துடன் மனதில் பதியுமாறு சொல்லிக் கொண்டே தட்டச்சு செய்க.

ஒவ்வொரு எழுத்து விசையை அழுத்திய உடன் விரல்கள் **a s d f** மற்றும் **l k j** வரிசைக்குத் திரும்ப வேண்டும்.

தட்டச்சு செய்யும்போது 5 வரிக்குப் பின்னர் ஒரு வரி இடைவெளி அதிகமாக விட்டு அழகுற தட்டச்சு செய்யவும்.

move tonic zenith symbols examined available preaching
many zonal banana ammonia envelope lampblack excitement
jump claks vessel logical gracious displaced appearance
name climb nerves minimum vexation hexagonal resolution

hand axled madams recruit thousand candidate allowances
 xray enemy verbal maximum planting adverbial hereditary
 bone juice except machine becoming pavements sanctioned
 ice-bound upper-case left-handed duck-worth cloth-market
 year-book north-east fish-market milk-white oil-planting
 hay-stack south-west zip-fastner milk-booth duster-cloth

EXERCISE No.11

Type the following exercise 3 days without any mistake::

abcdefghijklmnopqrstuvwxyz.,; abcdefghijklmnopqrstuvwxyz.,; முதல் நாள்
 abcdefghijklmnopqrstuvwxyz.,; abcdefghijklmnopqrstuvwxyz.,;
 zyxwvutsrqponmlkjihgfedcba.,; zyxwvutsrqponmlkjihgfedcba.,; இரண்டாம் நாள்
 zyxwvutsrqponmlkjihgfedcba.,; zyxwvutsrqponmlkjihgfedcba.,;
 abcdefghijklmnopqrstuvwxyz.,; zyxwvutsrqponmlkjihgfedcba.,; மூன்றாம் நாள்
 abcdefghijklmnopqrstuvwxyz.,; zyxwvutsrqponmlkjihgfedcba.,;

EXERCISE No.12

Type the following words 3 lines each or type the following lines 10 times each:

எழுத்துக்களை சீரான இடைவெளி நேரத்துடன் மனதில் பதியுமாறு சொல்லிக் கொண்டு தட்டச்சு செய்க.

ஒவ்வொரு எழுத்து விசையை அழுத்திய உடன் விரல்கள் asdf மற்றும்; lkj வரிசைக்குத் திரும்ப வேண்டும்.

தட்டச்சு செய்யும்போது 5 வரிக்குப் பின்னர் ஒரு வரி இடைவெளி அதிகமாக விட்டு அழகுற தட்டச்சு செய்யவும்.

best rubber windful victuals exemption commission contingency
 firm angels zephyra election partition directions questioning
 cave banner liberal examples amendment sanctioned observation
 each follow wafting foolscap published resolution familiarity
 card ribbon subject umbrella automatic canvassing corporation
 only cannot between indulged machinery hereditary incorporate
 face greedy ordinal medicine accompany correction performance

EXERCISE No.13

7

Type the following lines EACH 10 times:

எழுத்துக்களை சீரான இடைவெளி நேரத்துடன் மனதில் பதியுமாறு சொல்லிக் கொண்டே தட்டச்சு செய்க.

ஒவ்வொரு எழுத்து விசையை அழுத்திய உடன் விரல்கள் **asdf** மற்றும் **lkj** வரிசைக்குத்திரும்ப வேண்டும்.

தட்டச்சு செய்யும்போது 5 வரிக்குப் பின்னர் ஒரு வரி இடைவெளி அதிகமாக விட்டு அழகுற தட்டச்சு செய்யவும்.

(Use Left Shift Key for tying right side capital letters. Use right Shift Key for tying left side capital letters.)

June Sheela Vignesh January Saturday Bhuvanesh Washington

July Sunday October Akilesh February September Trivandrum

Rita Monday England Newyork November Venkatesh Thirupathi

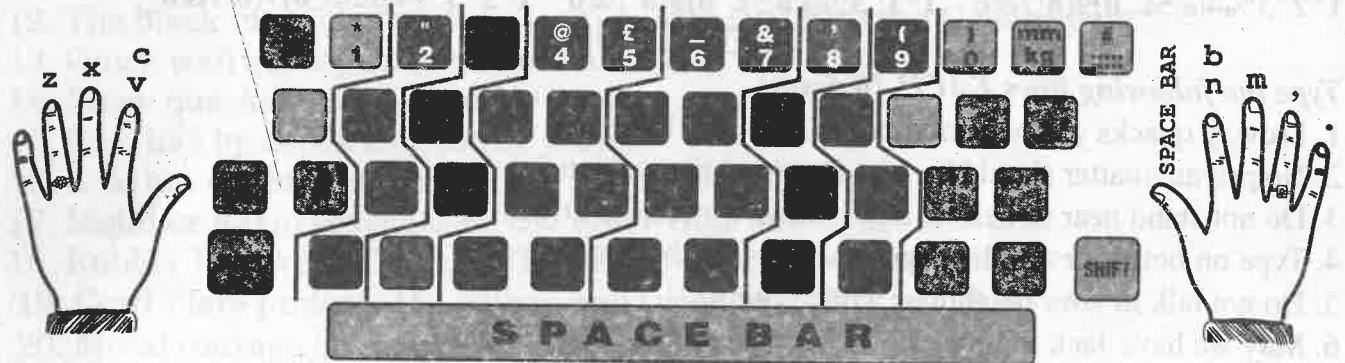
Ooty August Jawahar Tuesday December Wednesday Vijayawada

Rama Friday Chennai Chandra Thursday Meenakshi Mannarkudi

Iran Europe Lakshmi Calicut Sivakasi Hyderabad Villupuram

Urag Palani Raichur Johnson Peshawar Indonesia Kodaikanal

BUDGET IV (Fourth Fingering) EXERCISE No.14



Type the following lines EACH 10 times:

a12345f ;09876j a12345f ;09876j a12345f ;09876j a12345f ;09876j
a12345f ;09876j a12345f ;09876j a12345f ;09876j a12345f ;09876j

EXERCISE No.15

Type the following lines EACH 10 times:

765 1862 1738 12,735 19,635 2,61,583 1,26,835 67,02,600
323 4456 7453 11,199 19,030 6,86,123 6,02,234 13,95,675
426 1025 1635 12,875 19,389 8,93,044 7,91,000 23,39,490
593 5912 9155 19,840 20,375 3,22,994 8,88,385 45,30,129

(Fourth Fingering continuation) EXERCISE No.16

Type 25 perfect lines:

***%@£)('&_ ***%@£)('&_ ***%@£)('&_ ***%@£)('&_
***%@£)('&_ ***%@£)('&_ ***%@£)('&_ ***%@£)('&_
1*2"3%4@5£ 0)9(8'7&6_ 1*2"3%4@5£ 0)9(8'7&6_ 1*2"3%4@5£ 0)9(8'7&6_
1*2"3%4@5£ 0)9(8'7&6_ 1*2"3%4@5£ 0)9(8'7&6_ 1*2"3%4@5£ 0)9(8'7&6_

EXERCISE No.17

Type the following lines EACH 10 times:

1. Frowzy quacks yawned and jumped, vex and blight.
2. No private matter should be typed without permission.
3. Do not stand near or behind any student while he is at work.
4. Type on both sides of the paper. Always use backing sheet.
5. Do not talk to your neighbour while typing.
6. May we have Jack Squires fix the big lamps for Andy Ziegler?

EXERCISE No.18

9

Type the following paragraph FIVE times in double line spacing:

எழுத்துக்களை சீரான இடைவெளி நேரத்துடன் மனதில் பதியுமாறு சொல்லிக் கொண்டே தட்டச்சு செய்க.
ஒவ்வொரு எழுத்து விசையை அழுத்திய உடன் விரல்கள் asdf மற்றும் ;lkj வரிசைக்குத் திரும்ப வேண்டும்.
தட்டச்சு செய்யும்போது 5 வரிக்குப் பின்னர் ஒரு வரி இடைவெளி அதிகமாக விட்டு அழகுற தட்டச்சு செய்யவும்.

1. Pack my box with five dozen liquor jugs.
- 2 A quick brown fox jumped over the lazy dog.
3. Did James get very few boxes of this size opened so quickly?
4. Will Van and Joe pick the six men for my big quiz?
5. Handy Jack's quixotic laziness may grow to be far expensive.
6. Hal Ritz was requested to pick five or six new Judges by May.
7. Five prizes were quickly distributed by the Judge to examinees.
8. John quickly extemporizes five wooden bags.
9. The Job requires extra pluck and zeal from every young wage earner.
10. We dislike to exchange job lots of sizes varying from a quarter up.
11. Probably my oxen will haul a dozen loads of gravel just quickly.
12. The black jury fixed up the question of prizes with the Government.
13. Quick wafting zephyrs vex bold him.
14. Frozy quacks jump vex and blight.
15. Men live by deeds and not by years.
16. Live not to eat, but eat to live.
17. Metal or Rexin cover keeps the typewriter out of dirt and dust.
18. Rubber Feet keep the machine firm and in a raised position.
19. Cowl Plate protects the ribbon and types from dirt and dust.
20. Moral courage is the rarest of human virtues.

Exercise 19

Type the following paragraph FIVE times in double line spacing:

The Typewriter was invented by Mr. Henry Mill in the year 1714.

We are allowing 20% discount for immediate payment.

I gave him a cheque for Rs.499.90 p.

I paid interest @ 2% on the debt of Rs.1,000/-.

Every Indian said "Partition is bad".

Krishna got $\frac{3}{4}$ and Raman $\frac{1}{4}$ of their shares.

The cost of a good alarm clock is \$4.

Have you seen the famous **Chitra Festival** of Madurai?

Kumar & Srikumar sailed on 2nd February 1988 for London.

Received 3 sets of Typist's (2'6") & Chairs (1'6").

What a beauty it is which I enjoyed in Cubbon Park!

First a-z, z-a should be typed before typing the speed passages.

Use always a quick, firm and uniform touch.

Always insert backing sheet of paper while typing.

Gandhiji was born in 1869, at **BORBANDAR** in Gujarat.

India became INDEPENDENT in 1947.

Hear twice before you speak once.

Fear of God is the beginning of wisdom.

Always follow the traffic rules, which is the basic of obedience.

No father ever desires to serve his child ill.

Patience is plaster for all source.

Madurai Sri Meenaksi Pathipagam is publishing Typewriting, Shorthand and

Computer on Office Automation books and Shorthand CDs.

Type the following passage five times in double line spacing, leaving 5 spaces for paragraph.

If you have ambition and are enthusiastic, you will quickly succeed in your journey towards the goal of the experts who became wizards of the keys. Let accuracy be the foundation from which you make a quick advance to join the ranks of those who are neither too lax nor too lazy to store the fortress of high speed. A thorough knowledge of the key board is the pre-requisite of the zealous Typist who desires to excel in the works of enjoying envied distinction of those who become champions.

The student should daily practice for some time of balanced sentences, i.e. sentences in which the letters are equally distributed between the left and right hands, as well as alphabetical sentences. Attention must be paid to correct fingering and right degree of touch. The fingers from the keys and the thumb from the space bar should be withdrawn and the carriage returned by the line space lever without any loss of time. The time occupied in changing sheets/paper as well as in locating the last or 'catch' word typed on a previous page must be reduced to a minimum. Repetition is the best means of gaining speed. By repetition it does not mean the exclusive typing of one chosen passage alone. What the student should do, is to select an easy passage and practice repeating on it till it could be typed rapidly and accurately. Then another passage should be taken up; and so on. By this method, the student should reach a high level to attainment sooner than he would, if he had never practiced twice on the same piece.

Exercise 21

12

Type the following passage five times in double line spacing, leaving 5 spaces for paragraph.

Before acquiring the ability to type accurately, the student should on no account try to typewrite at a speed that is beyond his control. In the craze for speed the student is tempted to ignore all the golden rules of the 'touch' method and so commits mistakes which he afterwards correct by x-ing, scoring or over-typing, and thus wastes his time.

In order to make up his loss, he tries to go faster with the result that he commits more mistakes and gets nervous. The student should bear in mind the proverbs "More haste: less speed" and "Haste makes waste". Speed comes with practice. To acquire high speed the student must practice on a variety of subjects, (Sri Meenaksi Pathipagam, Madurai have published such variety of typewriting & shorthand books) and must have a large amount of practice on easy matter.

More instructions regarding the standard rules to be followed in typing were giving in this book. More particularly, international rules for division of words were compiled and given for easy reference which will be useful not only for typing but also in all walks of life.

Typewriting and Shorthand is called as TWIN ARTS. Those who practiced speed in typewriter will handle the computer in a systematic manner and will gain time using the 'touch' or 'blind' method of typing. Madurai Sri Meenaksi Pathipagam published Pitman Shorthand Instructor in Tamil medium for easy understanding by students, which is more beneficial than the English version.

Typewrite the following in Double Line spacing with a left margin of ten degrees.
(Special attention must be paid to accuracy and neatness):-

Education is usually regarded as the acquisition of knowledge. The term education is defined as the “the art of making available to each generation the organized knowledge of the past” and “the aggregate of all the processes by means of which a person develops abilities, attitudes, and other forms of positive value in the society in which he lives”. It is, as such, more than acquiring a body of knowledge, involving a cluster of attitudes, feelings, perceptions, insights, abilities and skills of which the ability to think independently and clearly is of the first importance. In fact, knowledge, as far as education is concerned, becomes a means to an end and not an end in itself. In a way it is simply a name for organized information and until the student does

something with it, it remains merely as a set of materials waiting to be transformed into living thoughts, ideas and attitudes.

In the context of this definitional content of education, teaching can be viewed as an enterprise of producing desirable changes in the people. Every society provides in some way for the systematic education of its uninitiated members. Traditionally, the activities of the teacher are perceived in two ways: One that has to do with intellectual (**Pre-Junior**) development of students and the other, with the acquisition of cultural ideas. Historically, the teacher has been looked upon by the community as one possessing superior knowledge to that of his students. He is not expected simply to teach the printed matter. (**Junior**)

14

Sri Meenaksi Pathipagam, Madurai. (91718 12980)

Typewrite the following in Double Line spacing with a left margin of ten degrees.
(Special attention must be paid to accuracy and neatness):-

Knowledge has brought man the power to build machines that relieve him of all drudgery and boredom in labour, power to manufacture goods for him in incredible quantities and at incredible speeds, power to conquer time and distance in the field of transport and communication and has provided him with many comforts to increase his efficiency. The most powerful nations today are those that are scientifically advanced. Knowledge has further brought man power over life and growth in the field of agriculture and animal husbandry, hygiene, medicine and surgery. By knowledge it means not only knowledge of physical nature, but human nature as well, of social and political phenomena. Indeed, a knowledge of the human mind and of the nature of conduct, individual

and social, is necessary. That is the source of great power. We know the power of psychiatry in the art of healing of the mass psychology in commercial and political propaganda or of Sociology and Economics in nation building activities.

While the modern man can handle and manipulate physical matter and physical forces with accuracy, he is unequal to the task of handling political and sociological forces. The result is that he is condemned to move from one political crisis to **(Pre-Junior)** another and often stumbles into war. With the shadow of an atomic war upon mankind, the dictum assumes an ironical significance. Knowledge is power indeed, also to destroy and annihilate. Knowledge, by itself, is not enough for human betterment. **(Junior)**

Typewrite the following in Double Line spacing with a left margin of ten degrees.
(Special attention must be paid to accuracy and neatness):-

Self-confidence, as we have seen, is the source of strength and the secret of success. We have therefore, been examining at some length how one could acquire self-confidence and continuously increase it, initially by conscious efforts and thereafter as a matter of routine, we also saw that inferiority complex is the chief enemy of self-confidence. The complex saps one's energy, creates serious doubts about one's strength and capacity and renders one diffident, cautious, backward and inactive. Unless one overcomes his or her inferiority complex, it will not be possible to acquire self-confidence. We have, therefore, exhaustively considered the factors that contribute or cause inferiority complex to develop on the part of an individual. Next

we have been studying the different ways to get over the complex. In this context we may further study a few practical methods for rooting out the complex and thus building up confidence, hope and optimism.

As we have repeatedly said and reiterated again and again, it is most certainly and definitely possible to get over inferiority complex no matter how old or deep rooted it is. All you need to master it is a keen desire to do so and the faith or positive attitude that you can accomplish it. **(Pre-Junior)** The second important requirement for us is knowledge. Knowledge is strength, it is real power and it is master key to any treasure, you want. The very knowledge of what initially accounted for the complex to build up one's part will be his faith. **(Junior)**

Sri Meenaksi Pathipagam, Madurai. (91718 12980)

Typewrite the following in Double Line spacing with a left margin of ten degrees.
(Special attention must be paid to accuracy and neatness):-

Every one knows that what makes a man different from birds and animals is his power of thinking. So long as this was suppressed, there will be no development. On the other hand, when it is given free rein, new ideas emerged and were soon translated into practice, making this world a better place to live. In many parts of the western world, the thinking power of the person is developed in every way possible. The school study includes a lot of project work. The child is induced to collect material either from other publications or from its own findings. The college study lays much emphasis on thinking and not on memory. A large number of posters displayed in the Universities contain just one word: "Think".

Some of the good books do not include just answers to the questions under each chapter. This may induce the students to arrive at the answers without applying the mind. At the still higher level of study, the guide takes special care not to spoonfeed the candidates whenever a crisis occurs; the student has to think and solve it. In almost all cases, the student will succeed. In offices and factories, the creative faculty of the worker is allowed to exhibit itself. The lowest employee can freely express his idea to the **(Pre-Junior)** highest on a man-to-man basis. Many years ago, about one thousand scientists were employed in the research department of an engineering company. If one of them comes up with a good idea, it will be enough for the employment of another thousand more. **(Junior)**

Fatima College (Autonomous) Madurai-18



Fatima College Typewriting Institute

**ENGLISH TYPEWRITING COURSE- JUNIOR
2021-2022**

Course outcome

At the end of the course the students will be able to

- Type flawlessly 30 words per minute/ (1500 Strokes) in English
- Secure jobs in Government sectors that necessities basic typewriting skills for Data Entries.