

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE

Government Commercial Certificate Examination

5 JULY, 2018

[Time : 14-00]

(Total Marks for Sections I and II : 100)

ENGLISH TYPEWRITING

(50 Words Per Minute)

SECTION - II

[Time Allowed : 7 Minutes]

Note : Please do not type the 'Speed Passage' again.

Type the following speed passage in SEVEN MINUTES. Use DOUBLE or ONE and HALF LINE SPACING and a Margin of FIFTEEN SPACES on the left.

[Marks : 40]

There is good deal of talk about ceiling and one naturally has to agree with it because one wants to remove disparities. But one has always to remember that the primary function of growing society is to produce more wealth otherwise it will not grow.

There are many wrong statements made and much misunderstanding concerning the such and effects of introducing computers for commercial practice. It is wrongly supposed by many that computers are the answer to all difficulties, that their use will correct bad business practices and be the fairly god mother, converting losses into profits. It is believed that all that is necessary is to feed facts and figures into a computer and you will get a magic answer to any problem. This is not so, feed rubbish into a computer and you will get rubbish. After all, computers are only electronic machines relying on human skills to construct them, operate

them, feed them with information from which an answer is required.

The commercial use of these electronic magicians is for data processing, the organizing of data detailed information for which certain definite uses are planned, for example many large business organizations compile their payrolls by this means. Information is organized and fed into the machine and the result is a complete and detailed pay roll. The organization of the material is operated programming.

The programme is the most important factor in computer work and those who undertake this work are specialists.

Information is fed into the machine by means of punch cards, paper tape, or magnetic tape effectively over the page. People can thus have great help using computers.