

नामांक

Roll No.

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No. of Questions — 3

**SS—35—T.W. (English)**

No. of Printed Pages — 7

**SENIOR SECONDARY EXAMINATION, 2014**  
**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.

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

Marks : 18

Display : 02

\_\_\_\_\_  
Total : 20

### THE STARRY SKY

The world is full of unsolved mysteries. In every community in every country, files are kept of cases the police have never been able to close, many dating from events that occurred long ago. Most of us like to think that with the right clues, we'd find the solution everyone else has missed.

Do you know what is the greatest unsolved mystery of all ? It's the mystery of how our universe was made. None of us was there at that time. So how do we find out what happened ? Fortunately, in this case, the evidence is all around us. We just need to know where and how to look. We have come a long way in tracking down this mystery. But the cosmic detectives are still far from closing the case with a verdict that is beyond reasonable doubt. Are you bold enough to try your luck ?

Once upon a time I was your age, and like you, I was curious. You may live in the city, or the suburbs, or perhaps in a small rural hamlet. I was born in a tiny, primitive village far from the lights of any city. There was no electricity, and when night fell. Only kerosene and

oil lamps gave light. When those lamps went out, the darkness swallowed everything, and I spent night after night wishing to escape the poverty and hopelessness that hid within it. Yet, a different part of me — a bolder part — was thrilled when darkness fell over the village and the world fell silent. Let me tell you why.

I imagined there was a story spelled across the night skies with stars, a fairy tale more wondrous than any I had heard from my grandmother. It was the story of how even a poor boy like me could one day slay the dragons and enter the glittering palaces that hung like diamonds from the roof of heaven. If you have never seen the velvety darkness of a night sky, it may be hard for you to picture how spectacular the stars can be, or how mysterious it is that they seem close enough to touch and yet more distant than anything we can imagine.

Almost every night I lost myself in this mystery, and the further out into the stars my thoughts took me, the more mysterious they became. While I was still quite young, I decided that if ever I were to devote my life fully to a single goal, it would be to unravel the mystery of the starry sky. And it wouldn't be only to conquer dragons or capture castles. I believed the stars offer something else, something even more magical : the answer to where we come from and what we are made of.

At that time, few great scientists were studying these things with much seriousness. The science of cosmology — the study of our universe and how it came into being — was still in its infancy. You, the young explorers of today, are the lucky ones. The study of the cosmos and its vast, uncharted regions is now going on at full speed throughout the world. And we are discovering things that are stranger than our wildest dreams.

As a boy, I used to wonder how many stars were there. I even tried to count them, and ran out of numbers. Where had they come from, these uncountable, brilliant stars that appeared each night against the black canvas of the sky ? Would they shine forever, or did they live and die as people do ? How far away were they ? Where were there other worlds like ours out there, with other boys and girls like me asking the same questions ? Did the universe have a birthday, and if so, who helped it to celebrate ? Did we have to go to the stars for the answers, or were there people who knew ?

What I didn't realize, as a lonely boy in a remote village, was that I was asking the same questions that people — old and young, rich and poor, wise and simple — had been asking for thousands of years. And like my most distant ancestors, I believed that the stars I could see on the clearest nights were all the stars that existed. I couldn't have known then that the stars were all around me, like a field of fireflies on a summer night, and that I was part of this field. I couldn't have known that I was indeed made of stardust !

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

Marks : 8

Display : 02

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Total : 10

● Annual Report of 2013 ●

31 Aug., 2013

The Board of Directors,  
XYZ Ltd.  
Mumbai.

Certification of Financial Results for the period  
ended 31st March, 2013.

i) We have reviewed the Financial Statements and Cash Flow Statement for the said period and that to the best of our knowledge and belief :

These statements do not contain any materially untrue statement or omit any material fact or contain statements that might be misleading.

ii) These are, to the best of our knowledge and belief, no transactions entered into by the Company during the period which are fraudulent, illegal or violative of the Company's code of conduct.

- iii) We accept responsibility for establishing and maintaining internal controls and we have evaluated the effectiveness of the internal control systems of the company and we have disclosed to the auditors, and to the audit committee, deficiencies in the design or operation of internal controls, if any, of which we are aware and the steps we have taken or propose to take to rectify these deficiencies.
- iv) There are no :
- a) significant changes in accounting policies during the period and that the same have been disclosed in the notes to the Financial Statements ; and
- b) instances of significant fraud of which we have become aware and the involvement therein, if any, of the management or on employee having a significant role in the company's internal control system.
- v) We have fully complied with Accounting Manual of the Company and reviewed very carefully the check lists prepared by the company.

Sd/-

( A. C. Bhagat )

Chairman & Executive  
Director

Sd/-

( R. S. Mathur )

Non-Executive & Independent  
Director

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

Marks : 8

Display : 02

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Total : 10

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The Company's high-low prices in BSE Stock Exchange and tabulated herewith as under :

<b>Stock data 2012-2013</b>	<b>High ( Rs. )</b>	<b>Low ( Rs. )</b>	<b>Volumes ( Nos. )</b>	<b>No. of trades</b>	<b>Amount ( Rs. )</b>
April, 2012	8·24	6·47	12,700	043	093,694
May	7·05	5·90	16,900	031	108,103
June	7·91	5·68	46,430	051	325,206
July	9·80	5·97	13,102	095	106,904
August	9·74	6·55	36,995	167	300,584
September	9·39	8·01	18,062	107	158,067
October	8·97	7·10	34,940	143	270,452
November	8·80	6·72	22,763	098	181,387
December, 2012	7·71	6·63	11,450	042	080,401
January, 2013	8·49	6·30	16,521	067	116,786
February	6·43	5·71	08,378	048	051,101
March	6·98	5·08	35,576	052	223,225

Siya Ram ( Director )

XYZ Company Ltd.

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