

DEPARTMENT OF TECHNICAL EDUCATION, TAMIL NADU

BOARD OF EXAMINATIONS, CHENNAI 600 025

GOVERNMENT TECHNICAL EXAMINATIONS IN COMMERCE SUBJECTS

Scheme of Valuation for **Second Paper (Manuscript)** in
Typewriting English and Tamil for Junior and Senior Grades

(Effective from AUGUST 2013 Examination)

1.0 GENERAL

- 1.1 Each mistake (explained in the “NATURE OF MISTAKES” should be indicated by “X” only and for each mistake TWO MARKS are to be deducted. If mistake is found in a word, the word should be underlined and “X” should be marked above the word. This should be strictly followed to verify later the nature of mistake.
- 1.2 The two questions in the Junior grade carried 50 marks each. Similarly, in the Senior grade, question-I carries 60 marks and question-II carries 40 marks, 2 marks for each mistake must be deducted from the marks allotted (as indicated above) to the question. Therefore, in the question where 60 marks are there, the deduction can made only from 60. Similarly, in the question where 40 marks are allotted, the deduction can made only from 40.

This calculation should be shown at the bottom of the answer to each question. If the total marks to be deducted from 60 or 40 exceed the same, mark for that should be ZERO and cannot further go down the Zero.

- 1.3 Form of answer to each question should be checked with reference to the “Model forms”. However, spaces left in between the various items of the MODEL FORMS need not be rigidly insisted on, as long as the presentation is not affected.
- 1.4 Faint impression of letters or figures due to light touch may be ignored.
- 1.5 Typing on the reverse side of the answer sheet instead of on the front need not be penalised. The entire matter typed should be valued as per the Scheme of Valuation.
- 1.6 Though one or more mistakes are committed in the same word, mark for only one mistake should be deducted. (e.g., spelling mistake and overtyping in the same word).
- 1.6.1 Though one or more mistakes of the same nature are committed in the same question, marks for only one mistake should be deducted. (Same type of mistake occurring in the answer of the same question need not be penalised more than once).
- 1.7 Omission of indentation should be treated as one mistake at each place, subject to a maximum of two mistakes in the same question.
- 1.8 Marks should not be deducted for not typing the Question Number.

2.0 NATURE OF MISTAKES

2.1.0 Abbreviation

- 2.1.1 Omission of an abbreviation or failure to expand it (e.g., w.e.f one mistake only)
- 2.1.2 Mistakes in expanding an abbreviation (e.g., if, for instance, w.e.f., is typed as with effect for instead of with effect from) or any spelling mistake committed in it. (Spelling mistakes committed in expanding the same abbreviations in any question need not be penalised).
- 2.1.3 Using abbreviation for full word. (e.g., 'Govt.' for Government)

2.2.0 Addition (Repetition)

- 2.2.1 Any unwanted addition or repetition of letter/ letters or word/ words irrespective of number of words in one place (If mistakes are committed in the repeated words, they need not be penalised).

2.3.0 Alignment

- 2.3.1 Bad alignment of a letter or letters (subject to a maximum of two mistakes for each question).

2.4.0 Bracket

- 2.4.1 Omission of a bracket or brackets.

2.5.0 Capital letters (small letter)

- 2.5.1 The use of Capital letter for small letter or vice versa in a word. However, in the case of the letters "C, K, O, P, S, U, V, Z", if they are not clear in the question paper, they need not be penalised irrespective of whether they are typed in capital letter or small letters.
- 2.5.2 Failure to use the Shift Key for releasing the Shift Lock resulting in typing capital letters or upper case characters continuously (for the entire portion in one place).
- 2.5.3 Failure to use capital letters in each word in a group of words resembling one name: marks need not be deducted for each words, but only a maximum of two marks must be deducted on the whole.

Example:

Tamil Nadu Public Service Commission
Fourth Pay Commission
Reserve Bank of India
Housing Development Financial Corporation
Tamil Nadu Legislative Assembly

2.6.0 Centering

- 2.6.1 Wrong centering of heading
- 2.6.2 Wrong Centering of Sub-heading or heading of column in a statement, etc for each, (subject to a maximum of two mistakes for the entire question)

2.7.0 Columns

- 2.7.1 Irregular spacing between vertical columns (for the entire question).
- 2.7.2 Extending words or figures of one column to the neighbouring column (for each irregularity, subject to maximum of two mistakes for entire question)

2.8.0 Corrections

- 2.8.1 Corrections made in Pen, pencil, or Typewriter.

2.9.0 Erasing / Scoring

- 2.9.1 Erasing or applying fluid.
- 2.9.2 Scoring with the letter or sign in a Place.

2.10.0 Figures

- 2.10.1 Wrong figure
- 2.10.2 Omission of a figure, part or full. (In case the omission is more than a figure in a row horizontally, mark must be deducted for each such figure omitted in a column irrespective of the number of strokes in the figure, and not by stroke system.)
- 2.10.3 Each transposition of figures of a row or column or in a column or a row.
- 2.10.4 Omission to punctuate the figures (one mistake for each column).
- 2.10.5 Wrong punctuation of figures (for the entire question).
- 2.10.6 Failure to type the figure digitwise or in proper alignment (for the entire question).

2.11.0 Form

- 2.11.1 Failure to type the matter according to the form given in “Model forms” (for each item). However, spaces left in between the various items of the “Model forms” need not be rigidly insisted as long as the presentation is not affected.
- 2.11.2 **Indentation**
Omission to indent in a place, subject to a maximum of two mistake in the same question .

2.12.0 Instructions to be carried out

2.12.1 Failure to carry out an instruction – one mistake for each.

2.13.0 Interlineation

2.13.1 Interlineation of a letter, a figure, or figures, or a word, or words, or a sign, or symbol in a place.

2.14.0 Lines

2.14.1 Failure to rule vertically or irregular ruling with pen or pencil (for the entire question).

2.14.2 Omission to type one horizontal line.

2.15.0 Margin

2.15.1 Error in Left Margin – irregular or oblique margin (for each question).

2.15.2 Failure to maintain top, bottom, left and right margins subject to a maximum of two mistakes (for each question).

2.16.0 Omission

2.16.1 Omission of a symbol or sign.

2.16.2 Omission of a single word at a place, irrespective of number or strokes in the word, should be treated as one mistake.

2.16.3 For omission of more than one word at a place, strokes will be counted including the use of Space Bar and 5 strokes or fraction thereof are counted as one word.

Example:

<u>English:</u>	Your responsibility	(19 strokes – 4 words)
	This is good	(13 strokes – 3 words)
	To a	(4 strokes – 1 word)
	That is	(7 strokes – 2 words)

<u>Tamil:</u>	தணிக் கையாளர்கள்	
	வந்தார்கள்	(27 strokes – 6 words)
	நீ வா	(5 strokes – 1 words)
	கலா பாடுகிறாள்	(13 strokes – 3 words)

2.16.4 In the case of omission of more than one word only, stroke calculation is adapted for counting words. In all other cases, a word should be taken as a word as such.

2.16.5 If “Rs. P.” or omitted in one or more columns in the same question, it must be treated as one mistake for the entire question.

2.16.6 Wrong substitution of word(s) .

2.17.0 Over typing

- 2.17.1 Over typing in a word or figure, irrespective of number of letters or figures over typed.

2.18.0 Paragraphs

- 2.18.1 Failure to indent for paragraphs, where required, for each (subject to a maximum to mistakes for the entire question).
- 2.18.1a Omission of paragraphs No., if given, for each (subject to a maximum of two mistakes for the entire question).
- 2.18.2 Failure to maintain uniformity in the number of letter spaces in indenting for all paragraphs in the question (for the entire question).
- 2.18.3 Unequal line spacing between two paragraphs (for the entire question).
- 2.18.4 Beginning a paragraph where it is not necessary.

2.19.0 Piling of words

- 2.19.1 Piling of letters in a word.

2.20.0 Punctuation

- 2.20.1 Omission of Punctuation mark.
- 2.20.2 Typing a wrong Punctuation mark. (If punctuation marks or used in typing headings in the Statement, Government Order, etc., they need not be penalised.)
- 2.20.3 Typing full stops and commas in unwanted places (for the entire question). (If Punctuation marks or typed at appropriate places even though they are not given in the question paper, mark need not be deducted.)

2.21.0 Spacing (Spaces)

- 2.21.1 Omission of the required space after a punctuation mark.
- 2.21.2 After full stop, interrogation sign or exclamation mark, two spaces must be left. If only one space is left in one or more places, only one mistake should be marked for the entire question.
- 2.21.3 Omission of a space between two words.
- 2.21.4 Leaving a space in a wrong place – in the middle of a word or before a punctuation mark.
- 2.21.5 Irregular line spacing – for the entire question.

2.22.0 Spelling

2.22.1 Spelling mistake (one mistake for each word).

2.23.0 Syllabification

2.23.1 Wrong syllabification of a word at the end of a line.

2.23.2 If hyphen is omitted at the end of a line or placed at the beginning of a line.

2.24.0 Transposition

2.24.1 Each Transposition of word or words or sign or symbol in a place.

3.0 TYPING ON BOTH SIDES

3.1.0 Typing the matter on the back side also , should be treated as one mistake, but, at the same time, the matter on the back side should also be valued as per the Scheme of Valuation.

4.0 TAMIL TYPEWRITING (Additional Instructions)

4.1.0 If the line starts with a consonant

Example: வண எடு
 க்கம் க்க

It is treated as one mistake.

4.2.0 If சந்தி எழுத்துக்கள் are typed at the appropriate places, even though they are not give in the question paper, they need not be penalised.

4.3.0 Failure to underline the heading as in the question paper.

4.4.0 While syllabifying, if hyphen is typed or not at the end of line, it need not be penalised.

4.4.1 While syllabifying, if hyphen is typed at the beginning of a line.

4.5.0 “ஐ” என்ற எழுத்தை “ஐ” என்றோ அல்லது “அய்” என்றோ தட்டச்சு செய்திருந்தால் மதிப்பெண் குறைக்க வேண்டியதில்லை.

4.6.0 விடைத்தாள்களை மதிப்பிடுவதற்கு மாதிரிப் படிவங்களை பின்பற்ற வேண்டும், ஆனால் “மாதிரிப் படிவங்களில் கண்டுள்ளபடியே ஓர் இனத்திற்கும் (ஐட்டம்) மற்றோர் இனத்திற்கும் இடையே வரி இடைவெளி விடப்பட வேண்டும் என்பதில்லை. எனினும், வடிவமைப்பு மாறுபடக் கூடாது.

- 4.7.0 ஃ, ஢, ஢ீ ஂ஢்பவ஢வ஢்஢ை ஢ு஢ையே ஃ, ஢, ஢ீ ஂ஢்஢ு தட்டச்சு செய்து஢்஢தாலு஢் பிழையாகக் கருத வேண்டா஢்.
- 4.8.0 வி஢ாத்தாளில் சில வார்த்தைகள் சேர்த்து ஂழுதப்பட்டிரு஢்தாலோ அல்லது ஢ு஢ைப்படி பரித்து ஂழுதப்பட்டிரு஢்தாலோ, அவைகளை வி஢ாத்தாளில் ஂள்ளவா஢ு அப்படியே தட்டச்சு செய்து஢்஢தாலு஢் அல்லது சேர்த்து ஂழுதியிரு஢்த வார்த்தைகளை ஢ு஢ைப்படி பரித்துத் தட்டச்சு செய்து஢்஢தாலு஢், பிழையாகக் கருத வேண்டா஢்.
- 4.9.0 தூ. ஢ூ போ஢்஢ ஂழுத்துக்கள் ஢ு஢ையே தூ, ஢ூ ஂ஢்஢ு தட்டச்சுசெய்யப்பட்டிரு஢்தாலு஢் அவ஢்஢ைப் பிழையாகக் கருத வேண்டா஢்.

Chairman,
Board of Examination,
Chennai 600 025.