SUPER SUCCESS INSTITUTE, MUZAFFARNAGAR

<u>English Typing Course – E-Learning</u>

Lesson No.	Description of Lesson	Practice Time	Working Day
Lesson 1	English Typing Basics	-	-
Lesson 2	Home Row Keys Practice	1 Hrs	07 Days
Lesson 3	Shift Key + Home Row Keys Practice	1 Hrs	03 Days
Lesson 4	Upper Row Keys Practice	1 Hrs	04 Days
Lesson 5	Shift Key + Upper Row Keys Practice	1 Hrs	04 Days
Lesson 6	Simple Word Practice By Home & Upper Row Keys	1 Hrs	05 Days
Lesson 7	Bottom-Row Keys Practice	1 Hrs	06 Days
Lesson 8	Shift Key + Bottom-Row Keys Practice	1 Hrs	05 Days
Lesson 9	Simple Word Practice By All Rows Characters	1 Hrs	05 Days
Lesson 10	Fourth Row Number and Symbol Keys	1 Hrs	04 Days
Lesson 11	Shift Key + Fourth Row Number and Symbol Keys	1 Hrs	05 Days
Lesson 12	Paragraph Practice	1 Hrs	08 Days

Lesson 13	Application / Letters Writing	1 Hrs	04 Days
	Total Working Days	**60 Days**	

Lesson 1: <u>English Typing Basics</u>

Instructions :- The home row of the keyboard is the most important to the touch typist.

When at rest the typist's fingers are positioned, lightly on the

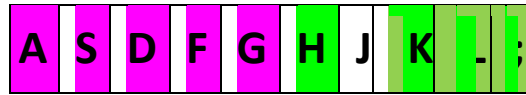**Left hand fingers** on the **A S D F** keys

Right hand fingers on the **J K L ;** keys

- The **left index finger** will control the **F** and **G** keys, the **right index finger** will control the **J** and **H** keys.

- The **left middle finger** will control the **D** key, the **right middle finger** will control the **K** key

- The **left ring finger** will control the **S** key, the **right ring finger** will control the **L** key.

- The **left little finger** will control the **A** key, the **right little finger** will control the **;** key.

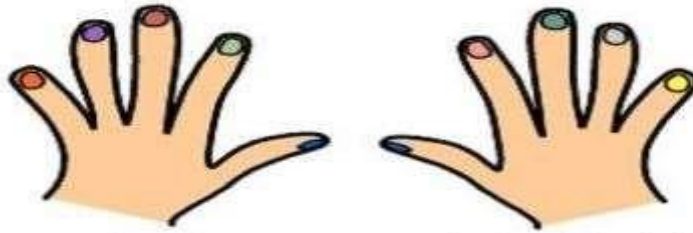- The **spacebar** is controlled by the **right thumb**

The home row.

LEFT HAND RIGHT HAND
LFRFMFIF IF IF IFMFRFLF

A	S	D	F	G	H	J	K	L	;

LF = little finger, RF = ring finger, MF = middle finger, IF = index finger.

Each color match a finger. For example the right index is pink and has to type only the pink keys. Always try to type with both hands. Divide groups in the keyboard for both hands. Always use thumb of any hand for press the space bar.

Lesson 2 : <u>Home Row Keys Practice</u>

Day 1

aaa aaa aaa ;;; ;;; ;;;

```
sss sss sss lll lll lll
```

Day 2

```
ddd ddd ddd kkk kkk kkk

fff fff fff jjj jjj jjj
```

Day 3

```
ggg ggg ggg hhh hhh hhh

ggg hhh fff jjj ddd kkk sss lll aaa ;;;
```

Day 4

```
asdfghjkl;asdfghjkl;asdfghjkl;

a;sldkfjgh a;sldkfjgh a;sldkfjgh
```

Day 5

```
ghfjdksla; ghfjdksla; ghfjdksla;
```

asa asa ada ada afa afa aga aga aha aha aja aja aka aka ala ala

Day 6

a;a a;a ;l; ;l; ;k; ;k; ;j; ;j; ;h; ;h; ;g; ;g; ;f;

;f; ;d; ;d; ;s; ;s; ;a; ;a;

sas sas sds sds sfs sfs sgs sgs shs shs sjs sjs sks   sks sls sls

Day 7

s;s s;s d;d d;d l;l l;l lkl lkl ljl ljl lhl lhl lgl

lgl lfl lfl ldl ldl lsl lsl lal lal

dad dad dsd dsd dfd dfd dgd dgd dhd dhd dkd dkd dld   dld

Lesson 3 : <u>Shift + Home Row Keys Practice</u>

Day 8

:"AFSK"   LKSDF   'A;DKF   JSKLG   KDLKF   JGKSL   LSGJFK

GHDLS

LDKJS ;FJGH   HFJSJ   GJHK'L   ;LDKJGH   JDKA;L   FJKA;

GJDL DKLS

Day 9

JFF;'A   S;'';DG   KFJSK _ ;LSJD   JFSK   JDFK;   KSDLK

'LKSJD   FJKS;A

DJKA;L   DJAK;   DJFKSL   DKJG;K   FGJDLKS;   DJSKD

GJKD;L

Day 10

JKD;L   JKD;DG   JGKD;A   FJDKD;   FGKDA;

DKFJDKA;   FGJDKA;   FJKDA;F

Lesson 4 : <u>Upper Row Keys Practice</u>

Day 11

uru urrr uu rru urrrr ruur rruu rr rrrr uuuu rrur

eii eeieiiie eiee ie iei iei ii eeei iee iei ieie

Day 12

www woow oowwooo wow ooww wwwo ooo oww owooo wwowo

pqppqp pq qq pqp pqp pppp pqpqq pqqp qqqq qp qppq

Day 13

oper uniqp powrr poriq uiwp oruwip piewru iruwi

qwerty poiuy eowep tyui type topper eiowpq tyuwip

Day 14

Irueiqp iqpeiru pieur pieuq piru peiru iweuri

ieopqeiurq peeurip uniopqwer trewuiiop oiurey yreoqp **Lesson 5** : **Shift + Upper Row Keys Practice**

Day 15

URUURRR UURRU[ ]URRRR R[UUR] RRUU[RRR RRRR UUUU RRUR EII EEIEIIIE EIEE IE IEI IEI II OWW EEEI IEE IEI IEIE

WWW WOOW

Day 16

OOWWOOOO WOW OOWW WWWO OOO OWOOO WWOWO PQPPQPPQ

QQ PQP PQP PQPQQ PQQP QQQQ QP QPPQ OPER UIQP POWRR

PORIQ

Day 17

UIWP ORUWIQ PIEWRU IRUWI QWERTY POIUY EOWEP TYUI TYPE

TOPPER EIOWPQ TYUWIP IRUEIQP

Day 18

IQPEIRU PIEUR PIEUQ PIRU PEIRU IWEURI IEOPQEIURQ

PEEURIP UIOPQWER TREWUIIOP OIUREY

Lesson 6 : <u>Simple Word Practice By Home And Upper Row Keys</u>

Day 19 To Day 23 [5 Days]

the four lads stood quietly atop the tower; pear salad

is a great quirky dish; plaid dads play golf; slide the

glass to your good pal; we gladly yapped for two hours;

wade through the water to us; either of us will go; we

used our gold goose eggs well; let us do tea for two;

go forward to the other side; other ghosts will spook

us; the riders had quite a lot of leg power; you see

how easy it is to type the top row; a little further to

go yet; i wish i had read the flyer fully; read it for

us please; joke sipped jade tea jealously; kite flew

her fast kite sky high; just three there where dust

rust host how little real peer pair party dirty right

output help height quit low keep stop start just ghost

width allow lookup hurt goal house hotel Jupiter

Geography.

Lesson 7 : [Bottom-Row Keys Practice]

Day 24

zxcv/.,mn nvm,z. zvnvc ncmx,.z/

vmx.z bcncm,z .c,vmnc cnmz,.z,cvm ncmz,..

Day 25

m,zxm nvnvm /zmc,.x vm,z.c/ cvm,z.,

mc,z.c vnmc,x nm,.c/ bcnzmz, xncmzm

Day 26

c,mvnz vnmz/.c ∈xvcnmc bxnmz,cz m/

.,nm,v cv,c.vb.z/c mx,z.cb mc,;cl cmlc;b

Day 27

bnzcm. Mccclx./ vmc,.zc vmm,z.c, vmc,.c,

vmb,nnvmc m.z,cvm mc,xcmvb

Day 28

```
nnmvnm vnm..z,zzx/vb bmc,z,cv cm.,
```

Day 29

```
vvnc. /cm,vmmn, vnzcmn. /c.v,cncvm vn,c,c
```

Lesson 8 : Shift Keys + Bottom-Row Keys Practice

Day 30

```
ZXCV<<?MN NVM>Z< ZVNVC NCMX?><Z VMX<Z BCNCM<Z <C<VMNC
```

Day 31

```
CNMZ<<Z<CVM NCMZ<<< M<ZXM NVNVM ?ZMC<<X VM<Z<C?
```

Day 32

CVM<Z<< MC<Z<C VNMC<X NM<<C? BCNZMZ< XNCMZM<

C<MVNZ

Day 33

VNMZ?<C CXVCNMC BXNMZ<CZ M?<<NM<V CV<C<V B<Z?C MX<Z

<CBMC<CL CMLCB BNZCM< MCCCLX<? VMC<<ZC VMM<Z<C<

Day 34

VMC<<C< VMB<NNVMC M<Z<CVM MC<XCMVB NNMVNM VNM<<Z

<ZZX?VB BMC<Z<CV CM<<VVNC< ?CM<VMMN< VNZCMN< ?C<V<CN **Lesson 9 :** [**Simple Word Practice By All Rows Characters**](#)

Day 35 TO Day 39 [5 days]

Learn English Typing for the Govt. Jobs as well as Private sectors Jobs. Good typing speed is the key of data entry operator, BPO, KPO, Online Marketing and other Data feeding jobs. Online English typing tutor by India Typing is the best typing software. After loading online typing tutor lesson you have to type the highlighted character in 'pink' color, see on the keyboard the target character that has to be typed is showing in 'green' color if you typed it correctly the cursor highlight the next character in lesson and the typed character turns to 'black' on lesson text and the keyboard highlight the new target character. But if you typed wrong character the character turns 'red' in keyboard and you typed tab will display OOPS message and the cursor stand silent.

For complete the lesson you have to typed correctly otherwise you will
 not eligible for type next character at India
Typing.

Lesson 10 : <u>Fourth Row Number and Symbol Keys</u>

Day 40

77 447 74 44 774 477 774 4744 4444 7444 4474477 447
8838 83333 3

3838 83883 3888 88388 3838383 33388 3838 22992 29922
9922 2292

Day 41

99999 992292 9922 92292 22 001 110 1010 001 000 01
1000 1011

111 100 10 11000 1256689 73059 9587790 735049 58784
75505

Day 42

79308 485670 484840 -40=905958 78410=1- 91478 7528-4
91=4-04

=00588 87984 -4103=`

Day 43

`-203589 57794 0391=`-02 099358 7493-0=`-

309498 5784-9=` =304-5=`9 403584 7567`9 394=0139
849=59- 65830-

Lesson 11 : <u>Shift Key + Fourth Row Number and Symbol Keys</u>

Day 44

~!@#*$((*&^#(+_(#& b@*&)(@#&   !#*#&~

@$^*&~()   )(@_)+_$

Day 45

($(#&&% ^%!^%&# ^@&)(!)*#^$(_(~# *^$&!*#( )#*$^ ^#&&(*

Day 46

#!)@(_~#)*   (@#*$& ^#&$&#)!*   (*#_~(+# &$^^(&(

&#)&*$

Day 47

&#)_()((*#*   &&(!(@)+)   +_@(#(&$^#&%

##^*&#^$#^^!

Day 48

~!@#$+_()(* &^%$^&& #$%^&**(* #$(^#&^ (&%*&# %(&^^$#

Lesson 12 : Paragraph Practice

Day 49 To 50 [2 Days]

Avul Pakir Jainulabdeen Abdul Kalam was born on 15 October 1931 to a Tamil Muslim family in Rameswaram in the Indian state of Tamil Nadu. His father's name was Jainulabudeen, a boat owner, and his mother Ashiamma, a housewife. His father owned a ferry that took Hindu pilgrims back and forth between Rameswaram and the nowextinct Dhanushkodi. He came from a poor background and started working at an early age to supplement his family's income. After completing school, Kalam distributed newspapers to

contribute to his father's income. In his school years he had average grades but was described as a bright and hardworking student who had a strong desire to learn and spend hours on his studies, especially mathematics. After completing his education at the Ramanathapuram Schwartz Matriculation School, Kalam went

on to attend Saint Joseph's College, Tiruchirappalli, then affiliated with the University of Madras, from where he graduated in physics in 1954. Towards the end of the course, he was not enthusiastic about the subject and would later regret the four years he studied it. He moved to Madras in 1955 to study aerospace engineering in Madras Institute of Technology.

Day 51 To 52 [2 Days]

Raja Ramanna was born in beginning of 1925 to Rukmini and Ramanna in Tumkur, in the princely State of Mysore. The parents having recognized his talent for music early in in life were instrumental in introducing him to classical Western music. Beginning his studies at Bishop Cotton Boys' School, Bangalore, where he mostly studied literature and classical musics. He later attended from Madras Christian College and resided at St.Thomas's Hall where he continued his interests in arts and literature but soon shifted back to physics. At Madras Christian College, Ramanna obtained B.Sc. in Physics and gained B.A. degree in Classical music in 1947. The same year, went on to attended the Bombay University where gained his M.Sc. in Physics, followed by M.Mus. in Music theory. Ramanna was awarded and received Commonwealth Scholarship, and traveled to Great Britain in 1952 to complete his doctorate. Ramanna attended London University's King's College, a constitute college of London University, and enrolled in doctoral programme there. In 1954, Raja Ramanna obtained Ph.D. in Nuclear Physics and also did a L.R.S.M.from King's College

London. In United Kingdom, Ramanna was offered to do his research at Atomic Energy Research Establishment (AERE) where he gained expertise in nuclear fuel cycle and reactor designing. While in U.K., Ramanna enjoyed his interests in European music and Western philosophy, attending Opera and Orchestra performances every week.

Day 53 To 54 [2 Days]

Classical music is art music produced or rooted in the traditions of Western music (both liturgical and secular). It encompasses a broad span of time from roughly the 11th century to the present day. The central norms of this tradition became codified between 1550 and 1900, which is known as the common practice period. The major time divisions of classical music are as follows: the early music period, which includes the Medieval (500–1400) and the Renaissance (1400–1600) eras; the Common practice period, which includes the Baroque (1600–1750), Classical (1750–1830), and Romantic eras (1804– 1910); and the 20th century (1901–2000) which includes the modern (1890–1930) that overlaps from the late 19th-century, the high modern (mid 20thcentury), and contemporary or postmodern (1975–present) eras. European music is largely distinguished from many other non-European and popular musical forms by its system of staff notation, in use since about the 16th century. Western staff notation is used by composers to prescribe to the performer the pitch, speed, meter, individual rhythms and exact execution of a piece of music. This leaves less room for practices such as improvisation and *ad libitum* ornamentation, which are

frequently heard in non-European art music and in popular music. Another difference is that whereas most popular styles lend themselves to the song form, classical music has been noted for its development of highly sophisticated forms of instrumental music.

Day 55 To 56 [2 Days]

Gautama Buddha, also known as Siddhartha Gautama, Shakyamuni, or simply the Buddha, was as age on whose teachings Buddhism was founded. He is believed to have lived and taught mostly in eastern India sometime between the sixth and fourth centuries BCE. The word *Buddha* means "awakened one" or "the enlightened one". "Buddha" is also used as a title for the first awakened being in a Yuga era. In most Buddhist traditions, Siddhartha Gautama is regarded as the Supreme Buddha (Pali *sammāsam buddha*, Sanskrit *samyaksaṃ buddha*) of our age. Gautama taught a Middle Way between sensual indulgence and the severe asceticism found in the sramaṇa movement common in his region. He later taught throughout regions of eastern India such as Magadha and Kosala. Gautama ⋅ is the primary figure in Buddhism and accounts of his life, discourses, and monastic rules are believed by Buddhists to have been summarized after his death and memorized by his followers.The times of Gautama's birth and death are uncertain. Most historians in the early 20th century dated his lifetime as circa 563 BCE to 483 BCE. More recently his death is dated later, between 411 and 400 BCE, while at a symposium on this question held in 1988, the

majority of those who presented definite opinions gave dates
within 20 years either side of 400 BCE for the Buddha's death.

Lesson 13 : <u>Application / Letters Writing</u>

Day 57 To Days 58 [2 Days]

Dated: 12th march, 2021 To,

The Principal
Miranda House
Delhi University

Sub : Leave Application.

Dear Sir,

With due respect I beg to say that I HAIDER ALAM, who is a student
of 3rd Year, B.C.A (P) in your college was absent from 22nd Feb. to
2nd march 2021 due to extreme fever.

It will be grateful to you, if you grant my request for leave from date
mention above, as it was not possible to attend my classes due to my
chronic health sickness for which doctor suggested me to take bed rest.

Thank you for your concern. Doctor's Medical Report attached.

Yours Faithfully
HAIDER ALAM

Day 59 To Days 60
[2 Days]

OFFICE OF THE SUPDT. OF POLICE, DISTRICT – INDORE (M.P.)

NO. :- SP / IND /   /2015   Date:- / /15

To,
Receiver name,
Designation of receiver,
Address

Dear sir or madam,

I am writing this letter in response to that talk we had over phone last week regarding a new deal that will help to increase reputation among people.
I hope that the above mentioned deal will work better for us and looking forward for your reply.

Thanking you,

Yours sincerely,
Signature,
Name