Draftstack
TEMPLATES · EBOOKS · TOOLS

COURSE

Typing Course: English & Hindi in 60 Days

A day-by-day plan from the home row to exam speed, with practice passages in English and Hindi and a log to track your speed and accuracy.

MADE FOR

Candidates for SSC, court, railway, bank and state government posts with a typing test, data entry job seekers and students who type with two fingers.

draftstack.in

How to use this course

Typing tests in government recruitment usually ask for a set speed in English or Hindi on a computer, with a limit on mistakes. The required speed, time and error rules differ by exam; always read the official notice. This course gets you there step by step.

The plan in one line

Weeks 1 and 2: correct fingers on every key, no looking. Weeks 3 to 6: build speed on words and sentences. Weeks 7 and 8: exam-style passages with the clock.

How to measure speed

Gross WPM = (characters typed ÷ 5) ÷ minutes. **Net WPM** subtracts mistakes; each exam has its own rule. The *Typing_60_Day_Log.xlsx* file calculates both from what you type in.

FREE PRACTICE TOOLS

Use any typing tutor software or website for drills. For Hindi, choose the layout your exam uses (Inscript or Remington Gail / Krutidev) and practise only that layout.

Contents

Weeks 1 and 2: correct fingers

1 Posture and the home row

2 Top row, bottom row and shift

3 Hindi layouts: pick one and stay with it

Weeks 3 to 6: speed

4 Words, then sentences

5 Accuracy habits

Weeks 7 and 8: exam practice

6 Timed passages

7 The day before and on the day

60-day plan at a glance

Draftstack
TEMPLATES · EBOOKS · TOOLS

You have read the free preview of Typing Course English & Hindi

A 60-day plan to type without looking and reach exam speed in English and Hindi, with practice passages and a log that calculates your gross and net WPM.

- Course book: 60-day plan in 3 stages, PDF
- Practice passages: 8 English and 6 Hindi passages
- Speed log: Excel log with WPM and accuracy
- Exam day tips: What to check before the timer starts

draftstack.in/product/typing-course-english-hindi