TIME ALLOWED: 3 hours

M A X I M U M M A R K S: 30

INSTRUCTIONS:

Answer all questions.

PART I

Answer the following questions in not more than 20 words each:

1. Which type of carbon paper should be used for typing six copies of a letter and how many carbon sheets will you use for this purpose?

2. Explain the meaning of ‘Ends’ written at the end of a letter on left margin.

3. Give proof correction signs for the following:
   (i) Let it stand as it is
   (ii) Do not begin a new paragraph

4. Give the meaning of the following proof correction signs:
   (i) ctr
   (ii) d/

5. Name the part of the typewriter used to stop the functioning of ribbon. When is it used?

6. Why are Public Notices pasted on the Notice Boards?
7. **Give standard abbreviations for the following:**
   (i) Signed  (ii) Please Turn Over

8. **Give full forms of the following abbreviations:**
   (i) O.I.G.S.  (ii) V.P.

9. **Write the words of salutation in a business letter.**

10. **Explain the meaning of Vertical Margins.**

**Part II**

*Answer the following questions in not more than 50 words each:*

11. **Explain the method of typing a tabular statement.**

12. **Differentiate between a business letter and a personal letter.**

13. **Give suggestions for developing speed in typewriting.**

14. **Explain the meaning and use of DO. letter and explain how is it different from a personal letter.**

15. **What is U.O. Note?**

16. **Differentiate between an indented and a blocked paragraph.**

**Part III**

*Answer the following questions in not more than 150 words each:*

17. **Explain the meaning of Carbon Manifolding and explain its various methods giving their comparative advantages.**

   **Or**

   What is a Stencil Paper? Explain the process of cutting stencil on a typewriter.

18. **What is an Official Correspondence? What are the various types of letters used for official communications?**

   **Or**

   Name and explain the essential parts of a business letter.