PART I

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

1. Explain the meaning of tabulation.

2. Name the two methods of centering of a heading.

3. Name the different kinds of carbon papers. How many carbon sheets will be required to get five copies of a letter?

4. Give suggestions for economy of carbon papers.

5. What is carbon assembling method?

6. What is meant by ‘squeezing’ and ‘spreading’?

7. Give full forms of the following abbreviations:
   (i) P.T.O.
   (ii) c.i.f.
8. Give abbreviations for the following:
   (i) etcetera
   (ii) Messrs.

9. Give proof correction signs for the following:
   (i) Delete
   (ii) Start a new paragraph

10. Give the meaning of the following signs in proof correction:
    (i) stet
    (ii) 

PART II

Answer the following questions in not more than 50 words each.

11. What qualities should be possessed by a good typist?

12. Explain the essential steps for typing a tabular statement.

13. What is a business letter? Explain the differences between personal and business letters.

14. Explain the purpose of an Office Memorandum.

15. Explain the difference between a D.O. and a personal letter.

16. State the essential steps for typing a corrected manuscript.

PART III

Answer the following questions in not more than 150 words each.

17. What is the meaning and importance of Official Correspondence? What are its different types?

   OR

   Name and explain the essential parts of a business letter.

18. Explain the meaning and purpose of a Stencil Paper. State the essential steps for cutting a stencil. Also explain how corrections are made on a stencil paper.

   OR

   Explain the importance of making paragraphs. Distinguish between indented and blocked paragraphs.