CBSE Class 12 Typography and Computer Application 2007 - Set 197/1

Question Paper

Conducted by the Central Board of Secondary Education (CBSE)

Time Allowed: 3 Hours **Maximum Marks: 30**

General Instructions

(i) Answer all questions.

(ii) Part I: Answer Questions 1–10 in not more than 20 words each.

(iii) Part II: Answer Questions 11–16 in not more than 50 words each.

(iv) Part III: Answer Questions 17–18 in not more than 150 words each.

Part I

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) VP.P.

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

10. Explain the meaning of Vertical Margins.

Part II

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

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

OR

17. 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

18. Name and explain the essential parts of a business letter.

- End of Question Paper -