Series SHC/1

Code No. कोड नं. 197/1

Roll No. रोल नं. | | | | | | | |

Candidates must write the Code on the title page of the answer-book.

- Please check that this question paper contains **2** printed pages.
- Code number given on the right hand side of the question paper should be written on the title page of the answer-book by the candidate.
- Please check that this question paper contains **18** questions.
- **Please write down the serial number of the question before attempting it.**

TYPEWRITING (ENGLISH)

(Theory)

Time allowed : 3 hours] *[Maximum marks: 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 ? 1

2. Explain the meaning of 'Ends' written at the end of a letter on left margin. 1

3. Give proof correction signs for the following :
(i) Let it stand as it is (ii) Do not begin a new paragraph 1

4. Give the meaning of the following proof correction signs: 1
(i) ctr (ii) d/

5. Name the part of the typewriter used to stop the functioning of ribbon. When is it used ? 1

6. Why are Public Notices pasted on the Notice Boards ? 1

7. Give standard abbreviations for the following :
(i) Signed (ii) Please Turn Over 1

8. Give full forms of the following abbreviations :
(i) O.I.G.S. (ii) VP.P. 1

9. Write the words of salutation in a business letter. 1

10. Explain the meaning of Vertical Margins. 1

Part II

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

11. Explain the method of typing a tabular statement. 2

12. Differentiate between a business letter and a personal letter. 2

13. Give suggestions for developing speed in typewriting. 2

14. Explain the meaning and use of DO. letter and explain how is it different from a personal letter. 2

15. What is U.O. Note ? 2

16. Differentiate between an indented and a blocked paragraph. 2

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. 4

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 ? 4

Or

Name and explain the essential parts of a business letter.