CBSE Class 12 Typography and Computer Application 2010 - Set 197

Question Paper

Conducted by the Central Board of Secondary Education (CBSE)

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

General Instructions

(i) Answer all questions in English only.

(ii) Part I: Answer Questions 1–10 in less than 15 words each.

(iii) Part II: Answer Questions 11–16 in about 50 words each.

(iv) Part III: Answer Questions 17–18 in 75 to 200 words each.

Part I

1. Define a Blocked style of paragraph.

2. Which words of salutation are used in a D.O. letter ?

3. What do you mean by 'Public Notice' ?

4. Explain the meaning of horizontal centering in typing.

5. What is the speciality of a Personal Letter ?

6. State the use of Bichrome switch in a typewriter.

7. What do you mean by Machine Assembly in carbon manifolding ?

8. Write the full forms of (i) Sd. and (ii) Rs.

9. Name the two methods of centering a heading.

10. What is a Manuscript ?

Part II

11. How will you make corrections in original and carbon copies of a document ?

12. What is a stencil paper and how is it typed ?

13. Explain the meaning and purpose of a U.O. Note.

14. What do you mean by the following proof correction signs ?

(i) ⌒

(ii) //

(iii) #

(iv) stet

15. Identify and explain four qualities of a good typist.

16. Explain the steps for economy of carbon.

Part III

17. What are the essential parts of a business letter ? Explain them briefly.

OR

17. What is an official letter ? Explain the parts of an official letter.

18. Explain the meaning and purpose of O.M. and Office Order.

OR

18. What is a D.O. letter ? Differentiate between a D.O. letter and a Personal letter.

- End of Question Paper -