Roll No. | | | | | | | |

Series SHC **Code No. 197**

- 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 in English only.*

PART I

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

1. Explain the meaning of tabulation. 1

2. Name the two methods of centering of a heading. 1

3. Name the different kinds of carbon papers. How many carbon sheets will be required to get five copies of a letter ? 1

4. Give suggestions for economy of carbon papers. 1

5. What is carbon assembling method ? 1

6. What is meant by 'squeezing' and 'spreading' ? 1

7. Give full forms of the following abbreviations : 1

(i) P.T.O.

(ii) c.i.f.

8. Give abbreviations for the following : 1

(i) etcetera

(ii) Messrs.

9. Give proof correction signs for the following : 1

(i) Delete

(ii) Start a new paragraph

10. Give the meaning of the following signs in proof correction : 1

(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 ? 2

12. Explain the essential steps for typing a tabular statement. 2

13. What is a business letter ? Explain the differences between personal and business letters. 2

14. Explain the purpose of an Office Memorandum. 2

15. Explain the difference between a D.O. and a personal letter. 2

16. State the essential steps for typing a corrected manuscript. 2

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 ? 4

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. 4

OR

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