

**Series OSS**

**Code No. 197**

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

Roll No.

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- Please check that this question paper contains **3** 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.**
- 15 minutes time has been allotted to read this question paper. The question paper will be distributed at 10.15 a.m. From 10.15 a.m. to 10.30 a.m., the student will read the question paper only and will not write any answer on the answer script during this period.

## **TYPEWRITING (ENGLISH)**

### **(Theory)**

*Time allowed : 3 hours*

*Maximum Marks : 30*

#### **Instructions :**

*Answer **all** questions in English only.*

#### **PART I**

*Answer the following questions in less than 25 words each.*

1. Define a Blocked style of paragraph. 1
2. Which words of salutation are used in a D.O. letter ? 1
3. What do you mean by 'Public Notice' ? 1

4. Explain the meaning of horizontal centering in typing. 1
5. What is the speciality of a Personal Letter ? 1
6. State the use of Bichrome switch in a typewriter. 1
7. What do you mean by Machine Assembly in carbon manifolding ? 1
8. Write the full forms of (i) Sd. and (ii) Rs. 1
9. Name the two methods of centering a heading. 1
10. What is a Manuscript ? 1

## PART II

*Answer the following questions in about 50 words each.*

11. How will you make corrections in original and carbon copies of a document ? 2
12. What is a stencil paper and how is it typed ? 2
13. Explain the meaning and purpose of a U.O. Note. 2
14. What do you mean by the following proof correction signs ? 2
  - (i)  $\subset$
  - (ii) //
  - (iii) #
  - (iv) stet
15. Identify and explain four qualities of a good typist. 2
16. Explain the steps for economy of carbon. 2

### **PART III**

*Answer the following questions in 75 to 200 words each.*

17. What are the essential parts of a business letter ? Explain them briefly. 4

**OR**

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

18. Explain the meaning and purpose of O.M. and Office Order. 4

**OR**

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