

Assignment

Typography & Computer Applications – Class XII

Based on Chapter 1: Correspondence and Chapter 2: Manuscript

One Word / One Line Answer Questions

1. What is correspondence?
2. Name the three styles of business letters.
3. Which style is called the American Style?
4. What is Business Correspondence?
5. What is Official Correspondence?
6. What does "Memo" stand for?
7. Which letter is written in first person style?
8. What is the full form of D.O. Letter?
9. Name any two types of official correspondence.
10. What is a manuscript?
11. What are Proof Correction Signs?
12. What does "SP" indicate in proofreading?
13. What does "stet" mean?
14. What is the meaning of "l.c."?
15. Why should a manuscript be read carefully before typing?

Short Answer Questions

16. Differentiate between Business Correspondence and Official Correspondence.
17. Explain Indented Style of letter writing.
18. Write any four features of a Memo.
19. Write any four features of a D.O. Letter.
20. Explain Semi-Block Style.
21. What is an Office Order?
22. What is an Office Note?
23. Explain any four Proof Correction Signs.
24. Write the procedure for preparing a fair copy from a manuscript.
25. Why are proof correction signs important?

Long Answer Questions

26. Explain the different styles of Business Correspondence in detail.
27. Describe the various types of Official Correspondence.
28. Explain the important features of Memorandum and Office Order.
29. Define Manuscript and explain the precautions to be taken while typewriting from manuscripts.
30. Explain any ten Proof Correction Signs with their meanings.

