

Seat No. : _____

FA-86

March-2007

Office Management & Secretarial Practice (F.S.)

Paper-I

(Typing Theory)

(New Course)

Time : 3 Hours]

[Max. Marks : 70

- Instructions :** (1) Figures on the right indicate marks.
(2) Write answer number as given in the question paper.
(3) Use charts and diagrams wherever necessary.

1. (a) What things you keep in mind while selecting a good typewriter ? Name the different types of typewriters available in the market. **(08)**

OR

- (b) Write down the additional advantages of an electronic typewriter compared to other types of typewriter. **(08)**

2. (a) Explain in detail the parts of carriage section. **(08)**

OR

- (b) Give details of keyboard section with explanation of adjustment keys. **(08)**

3. (a) "Touch system is more advantageous to the typist than sight system." Prove this statement. **(08)**

OR

- (b) "Proficiency demands a correct sitting position." Explain. **(08)**

4. (a) Give the description of the rules regarding spacing before and after the punctuation signs. **(08)**

OR

- (b) Is it advisable for the typist to break the words at the end of the line ? State the cases where the words should not be broken. **(08)**

5. Write Short note on any **two**. **(08)**

(1) Method of typing address on envelope.

(2) Use of hyphen and underscorer.

(3) Centralisation of headings.

(4) Insertion and removal of paper from Typewriter.

★ Type-writing practical will be conducted separately after the written exam, as per schedule. **(30)**
