

**Q-3 B. Rearrange the following parts in their Logistic sequence. (5)**

1. Enclosure    2. Complementary Close    3. Signature    4. Body of the latter  
5. Salutation    6. Writers address    7. Respondents name and address    8. Heading

**Q-4. Do as directed (Any Ten) (10)**

1. Which is input devices.  
a. Mouse b. Scanner c. Bare-code reader d. all
2. Which type of information add in computer through key board.  
a. Alphabetical b. Numeritical c. symbol d. all
3. \_\_\_\_\_ is mind of computer (monitor, key board, C.P.U)
4. \_\_\_\_\_ is effective communication (written, oral, none)
5. \_\_\_\_\_ is fast communication (none, oral, written)
6. There should be a comma or a colon after salutation. A. True B. False
7. Enclosure are mentioned at the end of a latter on the left hand side.  
A. True B. False
8. Data processing is do in \_\_\_\_\_ (Word, Excel, power point)
9. Manager gives order to clerk is download communication .  
A. True B. False
10. Production manager give report about production, to general manager is upward communication. A. True B. False
11. Scanner is output devices. A. True B. False
12. Speaker is output device. A. True B. False
13. A letter without signature is like a cheque without drawer's signature.  
A. True. B. False
14. Salutation must have it own line . A. True B. False
15. Enclosure are mentioned at the end of a latter on the left hand side.  
A. True B. False