

SA-1005/0014/JS

ND

INCOMING MAIL - QUESTIONS ON PAPERS C8, C9 and C10

- 1 List three different ways of indicating that a letter has an enclosure.
- 2 How do you deal with a letter that indicates an enclosure but does not have one?
- 3 What is an "internal envelope"?
- 4 How many times can an internal envelope be used?
- 5 Why are there holes on an internal envelope?
- 6 Why is there an indentation on the top of an internal envelope?
- 7 How can you arrange and control the circulation of magazines being of interest to the Staff?
- 8 What information should appear on a circulation list?
- 9 If you file by subjects, how do you then handle a letter dealing with more than one subject?
- 10 What is the advantage of using a letter sorter?

1. What can paper be made of?
2. Give the advantage of the standardised paper sizes?
3. What is the difference between a Banker and Pocket envelop?
4. How do you handle the incoming mail?
5. What is a guillotine used in an office?
6. What is absorbent duplicating paper used for?
7. In what grades is paper divided?
8. ~~in what~~ How many categories is the mail sorted?
- * 9. What is a private mail
 - Registered "
 - Confidential "
 - Urgent "
 - Personally

WY

ENC ~~What sign is for the enclosures?~~

What is the difference between absorbent Dupli
Paper and Non absorbent Dup paper
measurement for A4

210-297