

11E/QOI/W/Cf/JKI. N97

IXGOIING HAIL - QUESTIONS OR PAPERS 08. 09 and 019

1 List thrto dittornt way. of indioutzns that a letter has
an anclouurt. '

'3

How do you deal with a letter that indicate: an onolncuro
but does not has. onn?

Whn\$ 1 a an "intornnl .nwolopc'?

Haw many tilnl can an iniornal envelop. b0 ulna?

Why arc tune. hole- on an internal Invclopo?

m 1. than an mmuuan on tho top ofm internal
cnvnlopo?

7 How can you arrangn and central ho circulation of Iagasinnn
being or intornnt to the staff?

8 wh33'1nforI331on'nhou1d appcar on u ciruulation 11.3?

It filo hy lubaoota. haw do you thtn bandit n latter
a with nor. than on. cubicct? .

10 what 1- th. udvnn3ast of using a lotto: nortch
GWOU

f 1. k/VDA ,Qam ,9an m, Wadi ark?
2 CNN, 'IVLQ aAUam-Paae, 07L4W Shndard(%d PQWVQEQQ
; 3 m4 an. m; oiqwenca WWW w EWW 0M
(7
WW?! 1 9 4m C(s7L7lemeo Ibzfudem Q5\$0vb56 D
' VPU
P641)Q n / , ' -
V C/I/VLJ Nan Q&Savbavm/ D ' ,
210- ZW