

**National Institute of Open Schooling**  
**Secondary Course: Business Studies**  
**Lesson 8: Postal and Courier Services**  
**Worksheet-8**

1. You are facing a problem in paying the fees. You want to communicate this problem to the respective authority. How will you convey your problems?
2. Post Office serves a variety of functions, thereby making the nature of postal services divergent. In the light of this statement, explain the nature of postal services.
3. Suppose you want to gift a novel to your friend who is staying in the nearby town. Which means of postal services would you use and why?
4. Mr. Ankit wants to transfer money from one place to another. What are the various options available to him for transferring the money?
5. How is registered post different from insured post?
6. As we know the payment to the post office for the service of carrying mails is made through postal stamp. With reference to this, explain the various ways of paying postage while sending our mails through the post office.
7. How postal services can make an important contribution in business?
8. Explain the purpose of different colours of letterboxes available in Post Offices?
9. Are courier services also provided by the private operators? If yes, state the main feature of private courier operators.
10. Explain the various savings schemes offered by the post office to encourage savings and motivate people to save money for future.