

Code No. 03Y (A)

COMMERCE EXAMINATIONS

ENGLISH TYPEWRITING

SENIOR GRADE

II PAPER

Time: $1\frac{1}{2}$ Hrs

max. marks: 100

January, 2018

Instructions to Candidates.

- 1) Begin each answer on a separate sheet of paper
 - 2) Type on only one side of the paper.
 - 3) Expand all abbreviations, correct mis-spellings and punctuate figures wherever necessary.
 - 4) Special attention should be paid to neatness & accuracy.
 - 5) Use pen or pencil to draw vertical lines in Section - I
 - 6) Arrange answer sheets according to Question. Sl. No.
-

Section - I

Q. No. 1: Type the following statement in Proper form. Expand all abbreviation. Correct misspellings. Punctuate wherever necessary.

Stat. Showing the sales of different types of Dry fruits in several districts of Karnataka for the year 2014 in terms of Kilograms.

Sl. No.	Name of the Dist.	Cashew nuts	Almond @ 43230	Pista	Walnut	Dates
1	Bangalore	49,600	48,850	47,650	49,500	48,200
2	Bagalkot	46,840	45,200	45,650	44,500	43,520
3	Belgaum	43,440	(X)	44,480	45,590	42,620
4	Raichur	43,680	43,500	43,690	44,860	45,200
5	Ramanagar	44,240	43,855	43,450	43,240	43,050
6	Dharwad	46,560	45,250	49,630	46,490	45,530
7	Mandya	46,530	46,450	45,030	45,680	45,670
8	Gulbarga	46,020	46,080	46,200	46,640	46,890
9	Haveri	43,330	44,220	45,680	45,260	45,050
10	Hassan	46,000	46,050	46,040	47,050	48,060
11	Bidar	43,440	43,270	43,090	42,560	43,060
12	Kolay	44,500	44,580	44,660	42,490	43,350
13	Kodagu	45,690	45,740	45,690	44,000	45,000
14	Tumkur	45,225	48,660	46,440	47,330	45,990
15	Mysore	46,660	45,890	49,290	46,630	45,575

Marks: 25

Section - I

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Q. No. 2: Type the following Balance sheet in Proper form. Expand abbreviations, Punctuate the figures. Draw vertical lines with Pen or Pencil.

ARPITHA CULTURAL ACADEMY

Mysore.

Receipts and Payments Account for The Yr.

Ended 31.03.2014.

Receipts	Rs.	Payments	Rs.
# By opening Bank/Balance	35,000	To Salary	60,000
" Admission @	60000	" Rates and Taxes	2500
" membership Subscription	20000	" Postage and Telephone	10500
" Sale of <u>(Instruments/sold)</u>	600	" Conveyance Charges Paid	6300
" Rent Received	9000	" Meeting Expenses	15000
" Interest on Fixed Deposits	1850	" Printing and Stationery	8150
" Int. on Savings Bank Account	4000	" Subscriptions to Periodicals	3250
@ fee		" Repairs and Maintenance	12500
		" Closing Bank Balance	12150
<u>Total</u>	<u>1,30,450</u>	<u>Total</u>	<u>1,30,450</u>

marks: 15

Section - II

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Q. No. 3: Type the following NOTIFICATION in Double line spacing. Expand all abbreviations correct all mis-spellings. Take TWO Carbon Copies.

Govt. of Karnataka Notification. NO: ED 21 MAHITI 2012 dated 16.09.2013 from unders Secretary to Govt.

K. G. S, multi-storied Buildings, Bangalore

Sub: Identification of Local Authority for the purpose of (9 Section) of the RTE Act 2009 regarding Q

Q Act 2009

Under the write of children to free and Compulsory Education (E), local authority as been defined as "local authority" means a ^{corporation, municipal council,} municipal Council or Zilla Parishad or Nagar Panchayat or Panchayat, but

(name whatever) called, and includes such other authority or body having administrative control over the school or empowered or under any law for the time being in force to function as a local authority in any city, town or village. (Under the Section 9 of the Ed. Act, The following duties are assigned to the local authority. Every

N.P.

Local authority shall:

a) Provide the free and compulsory elementary education and infrastructure including school building, teaching staff and learning material to every child.

Start

b) maintain records of children up to the age of 14 years residing within its jurisdiction, in such manner as may be prescribed and ensure availability of neighbourhood school as specified in section 81c and also ensure the good quality elementary education conforming to the standards and norms specified in the schedule.

2n words

clear up

in no.

c) Ensure that the child belonging to weaker section and the child belonging to disadvantaged group are not discriminated against and prevented from pursuing and Elementary completing education on any grounds. [In exercise of the powers conferred under the above said Act and Rules, The G.O.K hereby notify and declare the following authorities as "Local Authorities" at

HS

Expand

Q. No. 3 Contd.

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Various levels in the State, as per the annexure
to this notification, to be the authorities to
discharge the duties and functions assigned to
them under the right of children to free
and Education Compulsory Act 2009.

By order and in the name of the
Governor of Karnataka

Special officer and Ex-officio
Under Secretary to Govt.

To

The Compiler, Karnataka Gazette, Bangalore
for Publication

Marks : 30

Section - II

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- Q. No. 4: TYPE The following Business letter in $1\frac{1}{2}$ line spacing. Expand all abbreviations, correct all mis-spellings. Take Two carbon copies.

Letter No. KG 25, dated 10.04.2014 from
Keerthi Gift Centre, No. 205, Raj Colony,
Surathkal, to the manager, Crazy Enterprises,
Dealers in Gift items, Mangalore.

Telegram: "GIFT" Telephone: 65626458.

Madam,

Sub: Supply of damaged gift store
articles.

I invite your kind attention to the letters
which I have written last month in the matters
of settlement of the claim for the damages
sustained to our goods (transporting white)
You have not replied to our notice asking
you to pay a sum of Rupees fifty thousand
as mentioned in our notice. The goods
delivered in a very badly damaged condition
by the courier service. as the materials
are very delicate, we had informed you to
despatch the goods by rail service. But
you ignored our request and sent the
goods by road service. [Before opening the

uc

rf

Parcel we called your local agent here to give the goods on the demo. The Parcel was opened at his Presence only. # More than seventy-five Percent of the Goods were in damaged condition. We listed out all the damaged articles and the Estimation for the same is sent to your head office through agent your. In the same letter we asking to arrange a person for the inspection of the spoiled materials. Since today there is no response from yr. side. A letter was e-mailed to us last three days back to furnish estimate for repairs of the articles. R.O.

But we regret to say that

Items many are in irreparable condition.

NP
close
up

[It is to be noted that many of the goods are irreparable and constitute total loss. In this exl. instance we had insured the goods with your company, and ∴ it was up to your company responsibility to survey the damages and pay the loss. your company

Q.No. 4 Contd.

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has neglected its basic duty and allowed the matter to stay without any reply.

Thanking you and awaiting an Early
action from your End in the matter.

(x) Executive.

Y/b
for Keerthi Gift Centre,

Chaitra. P,
marketing (x)

————— X —————

marks: 30