

Code No. 034 (D)

COMMERCE EXAMINATION

ENGLISH TYPEWRITING

SENIOR Grade

II-paper

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

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 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. Nos.



Section: I

page: 2

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Qn:1. Typewrite the following statement properly.
Draw vertical lines in pen or pencil punctuate figures.

Varavi Co-operative Housing Society Ltd., All caps.
HOSADURGA.

Budget Sanctioned for 2014-15 and estimate for
2016-2017.

Particulars	Budget Sanctioned 2014-15	Actual Expenses during 2014-15	Savings	Budget to be Sanctioned for 2016-17.	
1. Advertisement	10,000	8,000	2,000	12,000	
Stk 2. Establishment charges	60,000	50,000	(XX)	65,000	
3. Printing and stationery	22,000	19,000	3,000	25,000	
4. Conveyance	16,000	10,000	6,000	20,000	set
5. Furniture and Fixture	12,000	18,000	6,000	25,000	
6. Library	9,000	8,000	1,000	15,000	
7. Contingent Expenses	20,000	15,000	AA	22,000	AA 5,000
8. General Body Meeting Expenses	30,000	22,000	8,000	40,000	
9. Postage & Telegram	8,000	4,000	4,000	10,000	
Trm 10. Legal charges	4,000	9,000	5,000	12,000	5,000
			(XX) 10,000		

NOTE: The above statement was furnished during
The Annual General Body meeting of the Society
for their approval.

Marks: 25

Section: I

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COOENO 037(D)

Qn: 2. Typewrite the following Receipts & payments proper form, centered to the page, expand all the abbreviations and punctuate the figures. Draw vertical lines with pen or pencil.

Vijayanagara House Building Co-operative Society. All caps
HAMPL. (XX) 2,564

Receipts and payments for the year ending 1999.

Receipts		payments	
To Share Capital	1,300	By Share Capital	1,095
" Misc.	4,055	" Loan House Building	8,6059
" Loan from members	40,929	" Co-operative society	1,974
" Society etc;	9,291 AA	" Scrutiny Fee	2,40,062
" Bank A/c	1,200	" Layout A/c	(XX)
" Group Group	162	" Misc.	11,282
" Layout A/c	2,00,240	" Closing Balance	51,220
" Interest	30,289		
" Opening Bl.	126		
Total	4,53,757	Total	4,53,757

AUDITOR REPORT

The above Balance Sheet is verified and found correct.

AA 50,220

Manjunath, caps

Auditor.

MARKS - 15

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Qn: : Typewrite The following Government Order proper form, correcting mis-spelling and expanding all abbreviations take two carbon copy.

Proceedings of The Government of Karnataka All Caps

Subject: Change of name of women Govt. Servants consequent upon their marriage simplification of procedure ~~regarding~~ Expand
Stet

READ:

1. G.O. NO. 6AD 1 DCN 66 dated 8th March 1967
2. G.O. NO. 6AD 1 DCN 76 dated 28th April 1976.

PREAMBLE:

Expnd
I.C

IN THE G.O. cited at (1) above, prescribing the procedure to be followed for change of name of Govt. in official records, a point has been raised whether the procedure set out in the above Government Order should or should not be made applicable to women employees in govt. service who change their names as a result of their marriage subsequent to entry in to government service. The change of name of ~~women~~ government servants after marriage normally involves the deletion of a portion of her ~~names~~ name relating to parentage i.e., Father's name or family name and adding on the name of the employee. #
u.c
u.c
stet
d.c

Order No. DPAR 3 DCN 1980 } All caps.
Bangalore dated 7th May 1980

After careful consideration of above facts, it is directed that the procedure prescribed in G.O. No. GRAD 65, dated 6th March 1967 need not be ~~insisted~~ ^{insisted} upon upon ~~unfavourable~~ ^{unfavourable} of women government servants for change of their name after marriage. The Head of the Dept. however fully satisfy himself/herself that the change sought to be effected is in pursuance of marriage and the name of husband with family name or surname if any is added on after the name of the Women Government servant vice the name of her father, her family or surname, if any. after ensuring this, the Head of Dept. or the appointing authority shall issue an order authorize the women Government servant to change the name and a copy of the said order shall be in the placed service register and other personnel records of the official in addition to supplying 3 copies to the Government concerned.

U.C
Expend
U.C
Expend.

U.C
U.C
U.C

in words

By order -----
Governor of Karnataka,
M. CHIKKABABA
U/S to Govt.
DPAR (Executive) - - - 6

Marks: 30

Section: (ii)

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Qn: A. Typewrite The Following Business Letter in proper form, correcting all misspellings and expanding all abbreviations. Take two Carbon Copies.

Telegrams: "PADMA" Telephone: 66996698 Letter No. SE/30/10, From the Manager Padma priya Enterprises, Kavana Enclave, Bus Stand Complex, Gadag, 2nd November 2010. to M/S. Moksha Agencies, Bangalore Road, Kalburgi. caps
D/S,

We are in receipt of your letter of Thirty First ultimo and thank you very much for the same. We are very glad to note that you have gone through the ~~brochure~~ and leaflet sent to you and that our new items has impressed you and your clients. P We are sending herewith samples of the same and trust that will reach you safely. We also take the choice of ~~sending~~ you samples of our new product which will be in the market

Para

Stet.

... 7

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next month. The test production has been fruitfully completed and the industrial production will commence shortly. We would appreciate if you would distribute the samples to your customers and obtain their opinion so that any recovery or changes desired may be included before the it main started production
to be changed

We are happy to inform you that our concern have favourably deemed yr. request for a sole selling agency in your city. We very much be glad about your efforts in prop up our products and hope that the upcoming deal will be to our mutual benefit.

We are enclosing herewith a draft agreement. According to this you should place orders for at least supers 3 Lakhs, - in words
you should not represent our competitors, you should furnish a bank guarantee for

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intigures i.e. Rupees two lakhs and you will get a credit of ~~of~~ Thirty days for all purchases made. For all the orders received direct from yr. jurisdiction, ^{xxxx} by ~~either~~ either party by tendering ~~two~~ months notice or by mutual consent. If you agree for the above conditions, pl. let us know at the earliest so that the formalities can be finalized and sent to you for signature. We await your positive response at the earliest. . Set

y / Faithfully,
For PADMA-PRIYA ENTER....,
Manager.

xxxx We will pay you Commission of ten Percent. The agency & agreement can be terminated

MARKS: 30

— x —