

Code No. 5Y(A)

COMMERCE EXAMINATIONS  
ENGLISH TYPEWRITING, JUNIOR GRADE  
II PAPER

January, 2018

Time:  $1\frac{1}{2}$  hours  
Max. Mark: 100

Instructions to Candidates:-

1. Begin each answer on a separate sheet of paper.
2. Typewrite on only ONE SIDE of the paper.
3. Expand all abbreviations, correct all mis-spellings and punctuate the figures wherever necessary.
4. Use pen or pencil to draw lines in Section-I
5. Arrange the answer sheet according to the question serial number.
6. Special attention should be given to neatness and accuracy.



Q.No-1

Typewrite the following statement in proper form, punctuate the figures. Draw vertical lines with pen or pencil.

Stt. showing the details of sales of mobile phones at different places of Karnataka during the month of March 2015

Sl.No.	Place	Samsung	Vivo	Oppo	Realmi	Sony
1	Bangalore	35,435	35,654	33,143	22,100	10,055
2	Belgaum	54305	63964	15101	<del>62111</del>	12365
3	Chikmagalur	32154	39604	54199	82001	54105
4	Chitradurga	16504	69194	37281	12111	96394
5	Davanagere	92315	90205	27391	87621	19505
6	Dharwad	95221	45611	75681	47201	78955
7	Gadag	16511	74201	60591	84281	84545
8	Hassan	64551	78641	121402	15541	92051
9	HUBLI	$\frac{65611}{2}$	$\frac{47671}{3}$	$\frac{75321}{1}$	90521	89161
10	Kolhar	17941	66403	21791	83501	(X)
11	Mysore	13026	39911	12802	72411	89362
12	Mandya	92106	27821	23912	83521	78422
13	Raichur	13316	63221	23621	85921	92141
14	Shivamogga	42024	24661	65421	76531	76541

NOTE: Above figs., are average numbers on showrooms taken during year end.

MARKS: 40

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Question No. 2

Typewrite the following OFFICIAL LETTER in proper form expand all abbreviations & correct all misspellings. Take one carbon copy.

Q.1

From the Secretary to Government, Social Welfare Dept.,  
Vidhana Sabha, Bangalore, dated 24th September 2016. To  
All the District (in) Social Welfare Officers in the State  
letter No. 1234/2015-16.

Sir,

Sub: Educational schemes for SC/ST students Retain above.

U.C.

Education takes the top priority in the departmental programs of the Social Welfare department is implementing several education schemes which are enclosed herewith.

2. In rural areas students living in villages remote find it difficult to continue education as they have to travel long distances to attend schools and colleges.

C

Therefore, it results in dropouts. Majority of the SC/ST families are very poor and are unable to provide required facilities for the education of these children.

N.P.

J.C.

3. ∴, in order to extend good facilities to the students and to discourage dropouts and also in order to educate and empower SC/ST boys and girls the Government is running several premetric

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Question No. 2 continued....

and post metric hostels throughout the ~~state~~. 5

Run on 1

→ In addition to this several voluntary agencies are also encouraged to run hostels wherever necessary, by giving them only food charges, building, rent and honorarium to staff. These are called grant in aid hostels. Admissions to hostels are made through a selection committee at the A level.

Talent A

Government

4. Hence you are hereby informed to monitor the Government schemes and implement them fully and send monthly report about action taken.

A #

faithfully Yours,

t.s.,

Secretary to Government,  
Social Welfare Department.

Marks: 30

Section - II

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Question - 3

Typewrite the following BUSINESS LETTER in proper form in single line spacing, expanding all abbreviations and correcting misspellings. Take one carbon copy.

From Sanchita Fast Foods, 583, 4th Cross, Gandhi Nagar, Mysore, 1/11th September 2015. Addressed to The Proprietor,

Mandhata Bakers, 9658, 10th Cross, 1, Chikkamagaluru.

Letter No. 5678/2015-16, Telegrams: Fastfood, Telephone: 9972386319

Dear Sir,

With ref. to your advertisement in the news paper, we are glad to know that you are leading Manufacturers of fast foods of all kinds and that you are desirous of appointing an influential firm as your selling agents in Mysore. ↵

↵ We are therefore pleased to inform you that we are prepared to cooperate with you if you appoint us as your sole agents for Karnataka State and in particular for the city of Mysore. We have been established as wholesale dealers in fast food for the last twenty years and have built up extensive and valuable connections.

λ 24

R.O.

λ 8

Signature

λ Baban-  
gudi

λ #

Qn. No. 3 continued.....

Now we are in a position to give you excellent bank and trade references and would be able to give you any information you might desire about our standing and references. In case you approve of our co-operation in the sale of your items, please let us know the terms and conditions on which you grant us sole agency.

F.P.  We sh. be prepared, if you so desire to take up the selling agents guarantee responsibility also, and if you  $\lambda$  to grant us your agency we will undertake to look after your business to the best of our ability.

$\lambda$  agree

Thanking you,

faithfully yours, trb,  
for SANCHITHA FAST FOODS,

Sales Manager.

Mark: 30

