

CODE NO. 05Y [B]

COMMERCE EXAMINATIONS
ENGLISH TYPEWRITING
JUNIOR GRADE-II PAPER

January, 2018

TIME: $1\frac{1}{2}$ hours

Max. Marks: 100

Instructions to the candidates :

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

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Section - I

Code No. 05 Y (B)

Q.No. 1

Typewrite the following statement centering to the page. Punctuate figures where ever necessary Expand abbreviations draw vertical lines with Pen or Pencil and carryout all instructions.

Statement showing the different flavours of cakes U.C
supplied to the Krishna Bakery during the yr. 2010 to 14. (x) 12300

Sl. no.	Description	2010	2011	2012	2013	2014
1	Blacknut Cheese	24,013	17236	12236	11,069	15,230
2	Caramallow Chip	17200	15500	13950	13970	19220
3	Buttered Almond	16200	14200	11050	14880	13250
4	Banana Pudding	15000	14000	11850	15250	13330
5	Caramel Apple	14600	(x)	12500	11850	13550
6	German Chocolate	13666	12100	16000	13000	13330
7	Raspberry Cheese Cake	17100	13215	14200	15850	15550
8	Chocolate Cake	18656	14185	18950	16775	16870
9	Birthday Cake	13666	12100	16000	13000	13550
10	Peanut Butter	17564	15800	16850	17000	18280
11	Caramel Banana	16465	17800	13850	16500	17200
12	Peach Cheese Cake	14465	16500	17860	18600	16300
13	Carrot Cake	14444	17500	16200	16600	18700
14	Bubblegum Cake	13365	16400	13600	17400	16700

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MARKS: 40

Section - II

Q. No. 2

Code No. 05 Y (B)

Type the following Business letter in single line spacing. Expand all abbreviations and correct all mis-spellings. Take ONE carbon copy.

[xxx] From Vaishnavi Enterprises Limited, No. 24/1, Palace Rd, Bangalore dt: 10th Jan. 2016 addressed to M/s. Nandi Enterprises, Bangalore, [Channarayana] Telegram: "Vaishnavi" Telephone: 22033526

Dear Sirs,

Sub: Helping the homeless Campaign in Blore U.C

* * *

As Chairperson of the Vaishnavi Enterprises Limited - Helping the Homeless in Bangalore, I am writing this to thank you personally for your company's support in last month's fund raising effort. As I indicated when we spoke on the phone two weeks ago, the campaign I considered a resounding success. In fact, we couldn't have succeeded without the generous support of your company, both financially, and through your organizational and administrative assistance. Your Team Leader, Kanthraju was particularly impressive, going above and beyond what we could have expected of someone performing as a volunteer while continuing on their duties.

Please convey my special thanks to Kanthraju.

[xxx] letter No: 235/VE/14-15

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Section - II

Q. No. 2 continued...

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I would also ask you to convey my
 # sincere thanks and greetings to all of others
 people in your company who contributed in the
 v.c. helping the homeless Campaign. Please tell them
 that the some of their contributions resulted
 in a major success that they should all be proud
 N.P. of taking part in. [I thank the 27 companies that
 participated in this effort have set a new standard
 for social responsibility in this community, and have
 set a powerful example that will inspire other
 companies and organizations to do the same.

Thanking you,

△
 Chairperson

y/s,
 for Vaishnavi Enterprises Ltd,

(Narayana)

△

MARKS: 30

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Section-II

P.M. 3

Code No. DS Y (B)

Type the following official letter in DOUBLE line spacing. Expand all abbreviations and correct all mis-spellings. Take one carbon copy.

Sub: Constitution of Admission Overseeing Committee for regulation of admission of student to professional courses for the academic year 2007 - 2008.

Letter No: 265/ED/14-15 dated: 3rd December 2008 by the Secretary to Govt, Education Department, Vidhana Soudha, Bangalore-01 to the Registrar General, Hon'ble Court/High of Karnataka, Bangalore

Sir,

U.C
The government has decided to implement the Karnataka Professional Educational Institution Act, 2006 onwards. Government has requested the Registrar General, Hon'ble High Court of Karnataka through Principal Secretary to Government Higher Education Department for nomination of two retired Judges of the Hon'ble High Court of Karnataka one to head the fee regulatory committee and other to head the admission overseeing committee as per the provision of The Act.

2. The Hon'ble High Court of Karnataka in its letter has nominated Hon'ble Justice Shri. Byrreddy,

Q. No. 3 Contd . . .

former Hon'ble Judge of High Court of Karnataka for selection or appointment admission overseeing committee. It has ^h been decided to constitute the Admission Overseeing Committee under the Chairmanship of Hon'ble Justice Shri. Byrreddy.

N.P. } Government are please to constitute Admission Overseeing Committee under Section 5 of the Karnataka Professional Educational Institution Act, 2006. Overseeing Admission Committee shall work as per the provision of the Act. Separate Orders issued will be in respect of honorarium or allowances to the Chairperson and Members of the Admission Overseeing Committee.

☒ Education Department (Higher Education) Y/F

(Venkatesh Murthy)
Secretary to Govt.

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MARKS: 30

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