

Code No. 054 (G)

COMMERCE EXAMINATIONS

ENGLISH TYPEWRITING

JUNIOR GRADE - II Paper.

January, 2018

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

Max. Marks: 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 misspellings and punctuate the figures wherever necessary.
4. Special attention should be given to accuracy and neatness.
5. Use pen or pencil to draw the vertical lines in Section - (i).
6. Arrange Answer sheets according to Question SL. No.

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Section (i)

Qn - 1 Typewrite The following statement in proper form, Centre to the page, punctuate, the figures wherever necessary.

St. showing the Typists and Stenographers in various Departments recruiting in J.P.S.C selection committee for the year 2009 to 2012. Δ 1,150

Sl. No.	Departments	2009	2010	2011	2012
1	Irrigation	1,340	1,410	1,635	1,710
2	D.P.A.R.	1,320	1,640	1,410	1,680
3	Excise	940	Δ	1,210	1,340
4	Education	2,600	2,800	3,400	3,600
5	Rural Development	1,900	2,600	2,800	2,850
6	Social Welfare	⊕	2,320	2,410	2,650
7	Electricity	3,100	3,200	3,400	3,500
8	Media	1,680	1,800	1,900	2,000
9	Postal	1,650	1,300	1,850	1,900
10	Fisheries	1,350	1,450	1,550	1,650
11	Agriculture	2,400	2,600	2,500	2,800
12	Home	3,000	3,100	3,200	3,400
13	Transport	1,500	1,200	1,300	1,250

NOTE: The above figures are provisional only. del
Stet

⊕ 2,100 ⊗

Marks: 40

Section: (ii)

page: 3.

Code no: OSY (C)

Qn: 2.

Typewrite the following official letter in proper form. Expand ^{all} abbreviations. Correct mis-spellings. if any. Take one carbon copy.

Government of Karnataka

All caps

No. ED-H35/16-17

Karnataka Government Secretariat,
Vidhana Soudha,
Bangalore, dated 25th Oct. 2016.

From

The Secretary
Public Works Department,
EL BANGALURU.

To

All the Heads of Departments.

Sir,

Subject: (X)

(X) Disposal of old
Furniture and unused
materials collected
from various
Departments.

With reference to the above subject there are old furniture and unused materials were ~~dumped~~ in your office such as wooden furniture old size stones generated due to various old building demolished which are to be disposed at the

Stet

para

Earliest. Those were interested they can submit their quotations through channel proper and T/s
 procedure. P 2. Those who are intended purchase

stet

These materials they have to pay Rs. 200/- to obtain form. I want to have a form through portal you have to pay extra Rs. 100/- towards portal charges while submitting the form you have to pay deposit of Rupees Thirty Five Thousand as advance and it should be a form of Demand Draft.

in words

3. The materials should be cleared within 20 days from the yards which is located at 123, Kalidasa marga Road, Industrial Town peenya II Stage Bangalore after issuing a letter from the Department in this regard no correspondence entertained and the Department has to right to accept the letter submitted by the concerned stet persons are authority for disposal of old

Section: (ii)

PRSE - 5

Code no: 054 (C)

Furniture and materials, unsized old stones
etc., which have been collected from the
Expend Various Depts.

Thanking you,

Yours Faithfully,

Secy. to Govt.
Public Works Department.

Expend

Marks: 30

Qn. 2.

Typewrite the following Business letter in proper form, expanding all abbreviations. Correcting Mis-spellings. Take one Carbon copy.

Telegrams: "SEEMA"

Telephone: 0821250828

SEEMA SILK EMPORIUM

(Dealers in All kinds of Silk materials)

No. 322, Ashoka Road,
Mysore,

26th July 1989.

No. 925/1-88-89

M/s. Suvarna & Company,
No. 3489, St. Mary's Road,
CHIKRAMAGALLUR.

D/S,

Subject: (XX)

We are very sorry to note from your letter of yesterday that you have not yet received the silk and sarees wanted in exchange of these returned by you during the previous week. Our

town Branch, situated in Sayyagirao Road,

Supply of your requirements -
(XX)

Section: (ii)

PAGE-7

Colm: 05 y (e)

I.C U.C Mysore was instructed to attend to your Requirements, The very day you had called on here. we are accordingly taking up the matter again with our town Branch at once with a view to have the Silk and Sarees you require and will be supplied at your residence before the end of this month.

I.C Expand U.C Meanwhile as you happen to reside near by you may perhaps like to visit our Branch Town Tra Tomorrow morning in order to make the selections yourself. U will doubtless remember that we do not usually take back goods once sold. But as we would like to go as far as we can assist our customers, we shall be delighted to know that you have received the required articles in exchange and they are in good condition.

Assuring you always of our best attention and
Thanking you.

Yours faithfully,
For SEEMA SILK EMPORIUM,

SEEMA,
proprietor.

MARKS: 30