

Code NO. 05YCD)

COMMERCE EXAMINATIONS

ENGLISH TYPEWRITING

JUNIOR GRADE

II PAPER

January, 2018

Time: 1 ½ Hrs

Max. Marks: 100

Instructions to the 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 misspellings and punctuate figures wherever necessary.
- 4) Special Attention should be paid to neatness and accuracy.
- 5) Use Pen or Pencil to draw vertical lines in Section I
- 6) Arrange answer sheets according to Question Sl. No.

Section I

Page 2

Code: OSY (D)

- Q. No. 1: Type the following statement in proper form.
Expand abbreviations, punctuate figures.
Draw Vertical Lines with Pen or Pencil

The following Stt. shows the distribution of Cashew Nuts from m/s. Mohith Traders, ~~...~~ Vijayapura to the several Taluks of Karnataka State from April to August in the year 2011.

Sl. No.	Name of the Taluk	April	May	June	July	August
1	Vijayapura	15,400	16,610	17,410	15,100	16,100
2	Bhalki	14,610	11,100	11,410	11,110	13,110
3	Haveri	13,110	11,160	13,130	11,150	11,410
4	Hospet	13,460	13,100	13,450	11,640	11,100
5	Aurad	14,140	13,611	13,110	13,140	13,010
6	Kittur	11,110	12,110	15,630	14,150	11,130
7	Hanur	14,130	14,110	11,030	11,460	11,470
8	Kadur	14,010	13,110	17,010	14,010	16,010
9	Koppa	14,000	14,060	14,100	14,410	14,650
10	Tarikere	13,330	14,010	15,140	16,460	16,040
11	Sringeri	13,110	13,170	13,050	13,140	13,540
12	Ajjampur	16,100	16,160	16,440	16,150	16,310
13	Talikota	18,450	18,710	18,450	18,000	18,200
14	Sindgi	15,100	15,100	15,110	15,330	15,550

Mark: 40

Q. No: 2 Type the following official letter in Double line spacing. Expand all abbreviations. Correct all mis-spellings. Take ONE carbon copy.

Letter No. DPAR 1 SDE 05 from the Chief Secretary to the Government of Karnataka, ^{Home Department} Vidhana Soudha, Bangalore to The Deputy General of Police, Newpathunga Road, Bangalore. dated 15.02.2005.

Sir,

Sub: Arrest of Govt. servants regarding,

The Guide lines issued regarding the above subject merely the incidents of Personal liberty guaranteed under the Constitution of India. Know arrest can be made because it is lawful for the Police officer without warrant to do so. The existence of the Power to arrest is one thing,

The reason for the Exercise of it is quite another. The Police officer must be able to justify the arrest apart from his Power to do so.

Arrest and detention in Police lock-up of a Person can cause incalculable harm to the reputation and ~~at~~ Self-Esteem of a Person. (No arrest can be made in a routine manner on a mere allegation of Commission of an offence

Section II
Q.No. 2 Contd

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made against a Person. It would be prudent for a Officer Police in the int. of writes of a citizen, no arrest should be made without a reason. A Person is not liable to arrest merely on the suspicion of complicity in an offence. Except in heinous offence, arrest an must be avoided if any notice is issued to him to attend the station house.

3. Suitable instructions may issue to all the concerned officers.

Yours faithfully

Chief Secretary to Govt.

Marks: 30

Q. NO-3 TYPE the following Business letter in Proper form. Expand all abbreviations. correct all misspellings. Take ONE Carbon copy

Letter NO. SVE 342/14-15 dated 29.07.2014.
to M/s. Rathmi Enterprises, Near metro
Station, Byappanahalli, Bangalore from
Sri Vinayaka Enterprises, 27, I main,
Railway Station Road, Nayandahalli, Bangalore
Telegram: "COPIER. Telephone: 56784302.

B/S

Sub: 

This refers to yr. letter of the fifth instant asking to deliver the plain Copier machine at your office premises on Mahatma Gandhi Road, Bangalore [In this connection, our manager called on you yesterday, and he reports that alterations to the room where the machine is to be installed, hv. not yet been completed, such as connection of the Sink etcetra. It is recommended that the new machine and equipment be kept in our stores. Pending After completion of the modifications to the room,

 Supply of Copiers.

Section - II

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Q. No. 3 Contd.

Re the delivery can be affected and intimation commenced without any difficulty. (we trust this will meet with our approval.)

As suggested our invoice relative is forwarded h.w. so that you may pass the same for payment before the financial year closes. The required quantity of special type of paper will also be supplied when the machine is installed and starts working. It is not advisable to store this paper ordinary under conditions for a maximum period as this is likely to affect the quality of the same. In the circumstances it is recommended that orders for this special paper be placed for quantities to one month's average requirements.

Thank you

Yours faithfully

for

Gopinath
Proprietor

Marks: 30