

Code No 05Y (E)

COMMERCE EXAMINATIONS

ENGLISH TYPEWRITING JUNIOR GRADE

II PAPER

**January, 2018**

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

INSTRUCTIONS TO CANDIDATES

Max. Marks: 100

1. Begin each answer on a separate sheet of paper.
2. Type only on one side of the paper.
3. Expand all abbreviations and correct mis-spellings and punctuate 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 serial numbers.

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Qn: 1.

Typewrite the following statement in proper form. Draw vertical lines in pen or pencil. Expand all abbreviations punctuate figures.

Zenith furniture centre.

All caps

Stt. Showing the details of sales of furniture u.c  
from 01 March to July 2015. ΔΔ 6,500

Particulars	March	April	May	June	July	
1. Folding Table small	12,000	8,000	6,000	9,000	9,500	
2. T.V. stand	9,000	6,000	<del>8,000</del>	4,000	3,000	Stt
3. Sofa sets	8,000	3,000	4,000	9,000	3,600	
4. Steel cots	12,300	6,800	6,000	5,500	4,000	
5. <span style="border: 1px solid black; padding: 2px;">Chairs Folding</span>	7,000	6,500	4,200	4,000	3,500	
6. Folding Table	6,500	<del>6,000</del>	4,500	3,000	4,000	Del
7. Drawing Table	9,000	7,000	6,500	4,000	4,200	
8. Steel Almirah	8,000	6,000	4,000	4,500	<u>2,800</u>	Trx
9. Steel stools	3,900	4,100	5,200	5,000	<u>6,000</u>	
10. Steel Chairs	10,000	6,000	4,700	5,000	4,800	
11. Steel Dining Table	12,000	8,000	6,000	5,800	7,000	
12. Dressing Table	9,000	6,500	7,000	4,000	3,900	
13. Miscellaneous	4,000	6,000	4,800	5,200	<u>XX</u>	

XX 4,800 NOTE: The above figures are provisional only.

Marks: 40

Qn: 2. Typewrite the following Business letter in proper form. Correcting all mis-spellings and expanding all abbreviations. Take one carbon copy.

Telegrams: "DIVYA"

Telephone: 225743

DIVYA TRADING COMPANY

No. 435 Divya Nilaya,  
Saraswathiapuram,  
Mysore,

1st Dec. 2016 Expand

No. 377/125

M/S. Riviera Industries Ltd.,  
245, Bear born park Road,  
CHENNAI.

D/S,  
It was a pleasure meeting you briefly at least weeks board of trade event. It is amazing how small the world does seem sometimes considering that we both earned our undergraduate degrees at you of Karnataka, even overlapping for 1 year. I suppose we were destined eventually meet face to face. I was fascinated by your synopsis of the history of Riviera Industries over the past, almost half century. clearly yr. has a rich corporate heritage and tradition, at the same time is with a continuum of leaders of far sight and imagination who had the courage to change course at key points

Set  
stamp

Para  
As the company had  
been stressed.

along the way so that the company could  
remain and continue competitive to its  
1.0 Industry.

As I was mentioning to you final edition  
publications is a specially publisher that focuses  
on corporate publications including annual reports,  
corporate profiles and corporate histories. We hv.  
in words bn. in business for over 15 years and during  
that time have grown from a two person startup  
to a serious corporate publisher with over  
hundred employees. We have been contracted  
by a over dozen Fortune Five hundred L.C  
companies to produce both annual and  
special occasion publications on their behalf.

Thanking you,

4/7  
For DIVYA TRADING COMPANY,  
proprietor.

Marks: 30

Qn: 3. Typewrite the following official letter in proper form, expanding all abbreviations and correcting mis-spellings. Take one carbon copy.

Government of Karnataka

All caps

NO. FD 32/92-93

Karnataka Government Secretariat,  
Vidhana Soudha,

Bangalore dated 26<sup>th</sup> Oct. 1992.

From

The Secretary to Govt,  
Finance Department,  
BANGALORE.

To The Accountant General  
Govt of Karnataka,  
Audit and Accounts,  
BANGALORE.

Sir,

Subject: (XX)

(XX) Constitution of Ad-hoc  
Committee in the Secretariat,  
for expediting the clearance  
of outstanding inspection  
reports and audit objections.

The audit of the receipts and the expenditure of the State Government is conducted by the accountant general, Karnataka Bangalore on behalf of the Controller and <sup>2</sup>general <sup>1</sup>Auditor of India. The aim and purpose of the audit is among other things, to bring to the ~~notice~~ of legislature item of expenditure which are beyond the scope of the authorization made

by the legislature, cases of irregular expenditure  
loss of public caused money by default lack of  
supervision or <sup>2</sup> other causes as well as excess or  
short collection of taxes erroneous assessment  
of taxes etc. Such of the audit observations  
has have to be brought to the notice legislature  
are included in the annual reports of the comptroller  
and auditor general of India on the accounts of the  
State government. Seperate reports are prepared  
in respect of public undertaking. Under article 151  
of the constitution the reports of the comptroller  
and auditor general of India are submitted to  
the Governor who will cause them to be laid  
before the legislature of the state.

Yours faithfully,

Secretary to Government,  
Finance Department.

Marks: 30

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