

Code No. **13 Y**

COMMERCE EXAMINATIONS
ENGLISH SHORTHAND
SENIOR GRADE – II Paper
(Elaboration of Notes)

January, 2018

Time : { Dictation : 5 Minutes
Transcription : 2 Hours

[Max. Marks : 100

Instructions to Readers :

1. The following matter should be dictated at the rate of 120 words per minute, as marked.
2. Question numbers also form part of the reading matter to be dictated and they should be read with special emphasis.
3. Marks allotted to questions DO NOT form part of the reading matter. Hence, marks allotted to questions may be mentioned to the candidates after the dictation is over.
4. Candidates should be instructed to take dictation in phonographic style and elaborate the same in 2 hours and be asked to begin their answer to each question on a separate page.

QUESTION ONE :

The Shorthand Writers' Association of Karnataka, Bangalore is completing its existence of one hundred years during 2019. The managing committee and the Governing council of the / Association in their joint meeting have decided to

celebrate the centenary of the association on a grand scale. It was decided to hold two days function to mark the occasion. // Group $\frac{1}{2}$ discussion under five groups will be held covering English and Kannada Shorthand. A Souvenir will be brought out to commemorate the centenary of the

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$\frac{3}{4}$ Association. It is also proposed///
to honour 30 Stenographers who
have done yeoman service in
the field of stenography. It is
estimated that a sum of Rs. 7 lakhs
is required to meet the
1 expenditure. /1/ Hence the
Associastion appeal to its members
to contribute liberally by registering
themselves to participate in the
function. The donation may be sent
by Demand Draft drawn in favour
 $\frac{1}{4}$ of / "The Shorthand Writers'
Association of Karnataka". Those
who wish to pay by cash may pay
at the Association during working
hours from 1 PM to 7 PM. Draft an
 $\frac{1}{2}$ appeal // from the Secretary of the
Association to its members.

QUESTION TWO :

Karnataka Power Corporation

Ltd. Race Course Road, Bangalore
invites item rate tenders from
eligible agencies having adequate
financial resources, ///
 $\frac{3}{4}$ state of Art
Technology, suitable construction
equipment and technical man
power with sufficient past
experience in executing similar
nature of work for development of
Garden behind its building at
Race /2/ Course Road. The 2
approximate value of the work is
Rs. 10 lakhs. Earnest money
deposit Rs. 25,000/-. Work should
be completed within three months.
Last date for receipt of / tenders $\frac{1}{4}$
30th November, 2017 up to 5 PM.
Tenders will be opened in the
presence of the tenderers at 6 PM.
The Executive engineer reserves the
right either // to accept or reject $\frac{1}{2}$

any or all the tenders without assigning any reasons. Further information can be had from the Executive Engineer's Office during workings hours.

$\frac{3}{4}$

PREPARE TENDER NOTICE FROM /// THE EXECUTIVE ENGINEER, KARNATAKA POWER CORPORATION LTD.

QUESTION THREE :

3

Keerthi Finance Corporation, Mysore decided to hold Fourth Annual General Body meeting on tenth October 2017 at 10 AM. /3/ to transact the following business : to receive and adopt Director's, report and audited Balance Sheet and Profit and Loss Account of previous year, to appoint auditors and fix their remuneration / to declare dividend to elect directors

$\frac{1}{4}$

in place of directors retiring by rotation who are also eligible for re-election, to approve profit allocation for the year, to approve budget estimates // and any other subject for which due notice has been given. Share transfer books to be closed up to the end of October 2017.

$\frac{1}{2}$

PREPARE NOTICE OF MEETING.///

$\frac{3}{4}$

QUESTION FOUR :

Bharatiya Janata Party president New Delhi, requests the voters to cast their votes in favour of their party in the ensuing Lok Sabha election party's symbol : Lotus. You /4/ have seen the performance of our Government during last five years. Our Govt. at the Centre took the bold step of

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de-monetizing the currency notes
 $\frac{1}{4}$ to check the black / money
hoarders, introduction of GST, a
uniform tax policy, a corruption
free Government. If re-elected, their
party gives clean administration,
removes unemployment, control of
 $\frac{1}{2}$ price rise, improve health //
facilities, control of population,
economic and industrial
development, reduction in Income
Tax, Wealth Tax,
PREPARE ELECTION
MANIFESTO FOR THE SIGNATURE
OF THE PRESIDENT.

QUESTION FIVE :

Positive Homeopathy. One
Hundred per /// cent natural $\frac{3}{4}$
Homeopathy. Are you suffering with
Asthma, Allergy, Gastric problem,
severe indigestion ? Meet our
Doctor. Call for Free Appointment.
Branches at Malleshwaram,
Basavana Gudi, Jayanagar,
Indiranagar.

PREPARE ATTRACTIVE
ADVERTISEMENT./5/ 5
