

Code No. 05Y(A)

COMMERCE EXAMINATIONS

ENGLISH TYPEWRITING


JUNIOR GRADE - II

JULY, 2015

Time: 1½ Hours

Max. marks: 100

Instructions to Candidates:

- 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 all 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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Question-1

Typewrite the following Statement Properly.
Draw vertical line in Pen or Pencil
Punctuate figures.

SUSHMA BOOK BUREAU
Avenue Road, Bangalore.

Statement showing the no. of books distributed
to various places of the State dg. the
academic year 2008-09 to 2012-13.

A9460

| Name of The Books | 2008-09 | 2009-10 | 2010-11 | 2011-12 | 2012-13 |
|-------------------|---------|-----------------|---------|---------|---------|
| 1. Physics | 8,300 | 8,450 | 8,230 | 8,560 | 9,100 |
| 2. Chemistry | 7,400 | 7250 | 7120 | 7600 | 7900 |
| 3. Mathematics | 6800 | 6300 | 6960 | 7920 | 7600 |
| 4. Biology | 5900 | 5000 | 5400 | 5900 | 6120 |
| 5. Zoology | 5250 | 5610 | 5050 | 5500 | 5330 |
| 6. Botany | 4970 | 4980 | 5500 | 5230 | 5850 |
| 7. Economics | 7320 | 7690 | 7550 | 7410 | 7300 |
| 8. History | 6910 | 6930 | 6810 | 6510 | 6200 |
| 9. Geography | 5000 | 5390 | 5270 | 5300 | 5010 |
| 10. Accountancy | 8400 | 8200 | 8600 | 8910 | 9020 |
| 11. Law book | 9490 | 9310 | Δ | 9880 | 9600 |
| 12. Shorthand | 6500 | 6490 | 7520 | 7550 | 8600 |
| 13. Statistics | 5400 | 5150 | 5200 | 5300 | 5650 |
| 14. Electronics | 7700 | 7560 | 7400 | 7200 | 7300 |
| 15. Hydraulics | 6200 | 6500 | 6600 | 6400 | 6100 |

SECTION- II

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Q. NO. 2: Type the following business letter in proper form. Expand all abbreviations.

Correct all mis-spellings. Take ONE carbon copy.

— x —

From Nishmitha Leather Zone, No. 20, Park Road, Chitradurga, dated 20th Nov. 2010, to M/s. Vaxuni Leather Dealers, Chandan Complex, Hassan. Letter No. NMZ/02.

Dear madam,

We have great pleasure to inform you that

we are having a (Sale clearance) of our Leather Products, as it is crucial for us to dispose

some of our stocks as early as possible. We are sending here (with) a copy of our latest brochure as well as few posters, which we think you will

like to have. ←

(The) new booklet explains the special items completely. In order to enable you to make a (selection), we (are) also sending few samples of the different items through our messengers in the second week of the (month) next.

We have also to inform you that we propose to increase the prices of our items and the revised list will be sent to you shortly. The (hike) in the prices is because of the raise in the (prices) of (raw) materials, which we used

SECTION- II

Page 4

Q. No. 2 Contd

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N.P. to imPost. As you are one of our most important dealers, we think that it is not the fair step to revise our rates without giving any notice to you. [We hope you will take benefit of this spl. offer and favour us with your precious orders that will receive our prompt attention. our contact details are given in the new booklet for your reference.

with Δ regards

Δ Kind

☒ Director

Y/t

for Nismitha Leather Zone,

Sowmya,
managing ☒

MARKS : 30

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SECTION-II

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Q. No. 3

TYPE the following official letter in Proper form.
Expand all abbreviations, correct all mis-spellings
Take ONE Carbon copy.

Letter No. VAE KEP 10 dated 19.03.2010 from
Office of The Director, Department of Information,
Vaastha Soudha, Bangalore, to The President,
Karnataka Film Academy, Bangalore.

Sir,

Sub: Karnataka Film

with the good intention of Ensuring that
Kannada film industry should take firm roots
in Karnataka, the State Government as been
framing and implementing Programmes Constructive
The existing system of Entertainment tax Exemption,
subsidy etc. pertaining to Kannada and Regional
Films of Karnataka are revised and kept in tune
with current situation. The main object of the
Kannada film Policy is to encourage the films
based on stories and novels in Kannada.

2. with a view to encourage production
of best films in Kannada, Government has
instituted Karnataka State Annual Film Awards.

Q. No. 3 Contd..

The Information Department shall carry out activities pertaining to the selection of the awards and their presentation in accordance with the prescribed rules and regulations ←

Q
F.P
Kannada and regional language films completely produced ~~and~~ in Karnataka shall be eligible for complete entertainment exemption subject to certain concessions specified. [The Govt. has ordered after ²discussion with the concerned Departments regarding the new film Policy, to implement single ~~XX~~ agency system in relation to film shooting as per the attached list with immediate effect. It is also said that the new Policy shall be in force for the next 5 years or until further orders.

Annexure

~~XX~~ Window

Ylf
Director

MARKS: 30

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