

CODE NO. 054 [B]

COMMERCE EXAMINATIONS
ENGLISH TYPEWRITING
JUNIOR GRADE - II PAPER

JULY, 2015

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

Max. Marks: 100

Instructions to the Candidates:

1. Begin each answer on a separate sheet of Paper.
2. Typewrite on only ONE-SIDE of the Paper
3. Use Pen or Pencil to draw vertical lines in Section - I
4. Expand all abbreviations, correct mis-spellings, and punctuate wherever necessary.
5. Arrange the answer sheets according to question serial numbers.
6. Special attention should be given to neatness and accuracy.

— X —

Section I

Question 1.

Typewrite the following statement neatly
Draw vertical lines with Pen or Pencil,
Punctuate the figures.

Statement showing the Agricultural Products
Market Yard, Yadgisi, Kalburgi District.

Year	Ragi	Coconut	Groundnut	Jaggery	Wheat	Toor Dhal
2000	2,500	3,000	4,500	5,000	5,500	6,000
2001	3,000	3,500	4,000	4,500	5,000	6,500
2002	4,000	4,500	5,000	5,500	6,000	6,500
2003	5,000	4,000	5,500	6,000	7,000	8,000
2004	6,000	6,500	7,000	7,500	7,000	8,000
2005	7,000	7,500	8,000	9,000	9,000	9,500
2006	7,500	8,000	8,500	8,500	9,000	9,000
2007	8,000	8,500	9,000	9,500	9,000	9,000
2008	9,000	7,000	7,500	8,000	8,500	8,500
2009	10,000	10,000	10,500	10,500	11,000	11,500
2010	11,000	9,000	10,000	10,000	12,000	12,500
2011	11,500	9,500	11,000	11,500	11,500	12,000
2012	12,000	9,000	11,000	11,000	11,500	12,000
2013	12,500	8,000	12,000	12,000	12,500	13,000
2014	10,000	10,500	11,000	12,500	13,000	14,000
						13,500

Note: The above figures are Provisional only.

Marks: 40

Section II
Question 2

Typewrite the following Business letter in proper form. Correct mis-spellings and expand all abbreviations
TAKE ONE Carbon Copy in single line space

Katta Ganesh Pumps Pvt, Ltd, No.10,
Bellary road, Hospet - 583201 write a letter
No. KGP/110 dt 29-10-2014 to M/s. Siddu and
Company, Main Bazar Hospet - 583201

Telegrams: "KATTA PUMPS" Phone: 9742533011
Subject: Distribute of Pumps

Dear Sirs,

with reference to above subject we
are in receipt of your letter of dated 12th
November 2014 placing order for 2 Pumping
machines, for which we thank you. You may
be assured we shall do our Best to
execute the order to your satisfaction.

figs

l.c

N.P

[[The mission of the customary guarantee in
your letter of 9th November 2014 was on
oversight on our part for which please
accept our apologies. We hereby guarantee
the two Pumping machines ordered will be

Section II
Question 2

Code No. 054 [B]

repaired, free of charge, during the guarantee period provided the defects are from the faulty material we likewise bind ourselves to deliver the two machines as agreed upon failing which to ~~pay~~ a compensation of ~~Rs. 301-~~ ^{Rs. 301-} for every succeeding day of delay. We also guarantee that the machines will reach your works the on ~~the~~ date 30th April 2015. ^{stet}

Should you have them removed immediately they can be executed and be ready for works on the evening of 1st April, as our two fitters leave for your works tomorrow to make the ~~requisite~~ requisite preparations, we trust you will definitely entrust to us the manufacture of the remaining machines also

Thanking you once again and assuring you of our prompt services,

Yours faithfully,
For KATTA GANESH Pvt Ltd,
(KATTA MOHAN)
Managing Director.

Marks: 30

Section II

Question 3

Type write the following official letter in DOUBLE LINE spacing expanding abbreviations and correcting mis-spellings. Take ONE carbon copy.

Letter No. GAD/SAL/12-13 from the Chief Secretary to the Government of Karnataka, Bangalore, to the Deputy Commissioners of Districts. → Sir - date 12-10-13

Subjects: Candidates working in various Govt. Departments.

U.C The appointments of Public service Commission selected candidates being made the candidates working in various departments or being stretched. ←

Run on

Q The Governments have under/consideration # a Proposal to give an opportunity to such of the candidates who are willing and who satisfy the ~~require~~ requirements regarding qualifications etc., Prescribed

Section II
Question 3

Under the cadre and Recruitment Rules for village Accountants, which are being finalised to apply for these Posts, Govt. Government considers it desirable that the Deputy Commissioners have the details of the candidates so retrenched, in order to be able to notify to them about the Proposed recruitment, when it is undertaken. [[as an when recruitment the for village Accountants is undertaken, in addition to any other advertisement or notifications issued inviting applications for these posts, Deputy Commissioners will kindly arrange to notify every candidates \otimes registered ... the ... gister mentioned above, regarding the Proposed recruitment, requesting to apply for the Post, if so desired.

N.P
1915.
close up!

\otimes
whose
name
is

N.P

3. The Heads of offices located in the District may kindly be requested to advise the candidates working in their respective offices to get their names entered in the Register

Yours faithfully,
Chief Secretary to Govt.

Marks: 30