

CODE NO. 054 (E)

COMMERCE EXAMINATIONS  
ENGLISH TYPEWRITING  
JUNIOR GRADE

II - Paper

**JULY, 2015**

Time  $1\frac{1}{2}$  Hrs.

max. marks: 100

Instructions to Candidates

1. Begin each answer in a separate sheet of Paper.
2. Typewrite only on ONE side of the Paper.
3. Expand all abbreviations, correct all misspellings and punctuate the figures where ever necessary.
4. Use Pen or Pencil to draw lines in Sec. I.
5. Arrange the answer sheets according to question sl. no.
6. Special attention be given to neatness and accuracy.

Q. No. 1

Type the following Receipts and Payments account in proper form. Punctuate the figures. Draw vertical lines in Pen or Pencil.

Arunodaya Institute of Commerce and  
Computer Education  
MANDYA

Receipts and Payment a/c. for The year Ended  
31st March 2011.

Receipts	Payments
Rs.	Rs.
To opening Bk. Balance 2,000	By Salary 26,400
" Admission Fee 7500	" Postage and Telephone 500
" <u>Computer</u> and <u>Typewriting</u> Tuition fees 60000	" Local conveyance charges 1000
" Sale of Typing books 5000	" Purchase of Computers 2500
" Computer books 5400	" Stationery and xerox expenses 28500
" Application for Admission 1500	" Software installation charges 800
" Computer Education Brochures 3500	" Printing of bill books 750
" Interest on Savings Bank account 450	" Furniture and Δ 8500
" Sale of <u>Computers (old)</u> and Typewriters 14500	" Rent and taxes 16500
	" Electricity bill 4600
	" Internet charges 5200
	" Subscription to magazines 1600
	" Repairs and maintenance 3000
Total 99850	Total 99850

Δ Fixtures


marks: 40

Q. NO 2

Type the following Official Letters in Proper form  
Expand all abbreviations. Correct all mis-spellings  
Take ONE Carbon copy.

Letter NO. 14051/14A/2011-F.VI dated 03.05.2012.  
Written by the Secretary to the Govt. of Karnataka  
Home Department, Vidhana Soudha, Bangalore to  
The Inspector General of Police, Nrupathunga Road,  
Bangalore.

Sir,

Sub: 

According to the gen. instructions of the Govt. of India  
it seen that in general, the foreign victims of  
human trafficking or found without valid Passport  
or visa. After investigation, if the woman or child  
is found to be a victim, she should not be  
Prosecuted under The Foreigners Act. If the  
investigation reveals that she did not come to  
India or did not indulge in crime out of her  
own free will, The State Government Administration  
may not file a charge sheet.

2. If the charge sheet is already filed  
under Foreigners Act and other relevant laws of  
the land, steps may be taken to withdraw  
the case from Prosecution as far as the victims  
to the is concerned. ←

Immediate action may be taken to  
furnish the details of such victims to  
Ministry of External Affairs (Consular  
Patiala House, New Delhi to ensure that  
the person concerned is send back to the  
country of her origin through diplomatic  
channels. [During the interim pd. the victim

▽ against  
the victim

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N.P.

Section II

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Q. No. 2 Contd.

retain  
abbreviation

may take care of in any NGO aided  
by the Government of India, or State  
Government

lc

Prevention of  
Human Trafficking  
in India

Yours faithfully,

Deputy Secretary to Govt.  
Home Department

Marks: 30

Q. No. 3

Type the following Business letter in single line spacing... Expand all abbreviations. Correct all mis-spellings. Take ONE carbon copy

Letter No. MGC/52/2012, dated 5<sup>th</sup> Jan. 2012  
 received by The General manager, Indian Plastic  
 Industries, Hairport Road, Bangalore from  
 Meghana Plastic Company Private Limited,  
 Shed No. 40, Near Manju Cafe, Peenya Industrial  
 Area, Bangalore. Telegrams: "FILE"  
 Telephone: 65601212.

Dear sir

sub: Supplying of Files and folders,  
~~Plastic items~~ - regarding.

We are counted as 1 of the distinguished  
 manufacturers and traders of files and  
 folders, plastic items ~~and sweets~~. These products  
 are made using the finest quality plastic and  
 other raw material under the supervision of  
 our technician skilled. Available in various  
 colours and sizes, these products are offered to  
 meet the diverse requirements of our customers.

Moreover, our plastic products are tested  
 on various parameters to ensure international  
 quality standards. [The main objective of our  
 firm is to offer low quality products to our  
 valued clients. In order to maintain this, our  
 products are manufactured following the  
 prevailing standards industry and guidelines.

△ The samples are  
 sent to you at  
 the earliest.

Stat.  
 in words

Q

cheap

uc

NP

high

Q. NO. 3 Contd

Moreover, we have recruited a team of Expert Professionals, which conducts a series of tests right from the procurement of the raw material till the manufacturing of finished products. They also follow quality control and ensure that the supplied products are free from any defects. Further, we provide proper packaging to our products to avoid any damage to the products.

Thanking you and awaiting for your favourable orders from you at the earliest.

Marketing Executive

Your faithfully  
for - - - -

C.S. Sundar

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Marks: 30