

Code No. 05 Y (A)

COMMERCE EXAMINATIONS
ENGLISH TYPE WRITING

JUNIOR GRADE

II Paper.

JUNE, 2016

Time: 1½ 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 wherever necessary.
4. Use pen or pencil to draw lines in Sec-I
5. Arrange the answer sheet according to the question sl. no.
6. Special attention be given to neatness and accuracy.

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Section-I

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Q. No. 1

Type the following statement in proper form  
Punctuate the figures. Draw vertical lines with  
pen or pencil.

— x —

Q. Stt. showing the details of Four wheelers on  
road at different places of ~~the~~ Karnataka state  
during the month of March 2012.

| Sl. No. | Places         | Maruthi | Fiat   | Tata              | Honda             | Mahindra |
|---------|----------------|---------|--------|-------------------|-------------------|----------|
| 1       | Bangalore      | 35,435  | 35,654 | 22,679            | 27,456            | 18,654   |
| 2       | Belgaum        | 16,435  | 10,453 | 11,092            | 14,765            | 13,546   |
| 3       | Chikka Magalur | 19,564  | 11,432 | 12,450            | 12,654            | 19,098   |
| 4       | Chitradurga    | 14,657  | 13,654 | 14,657            | 13,657            | 14,765   |
| 5       | Davanagere     | 11,543  | 12,546 | 10,897            | 14,657            | 15,564   |
| 6       | Dharwad        | (X)     | 14,834 | 12,464            | 16,876            | 13,840   |
| 7       | Gadag          | 11,759  | 11,358 | <del>12,605</del> | 13,359            | 11,659   |
| 8       | Hassan         | 22,798  | 23,657 | 24,660            | 25,131            | 16,136   |
| 9       | Hubli          | 11,468  | 11,498 | 18,785            | 12,757            | (XX)     |
| 10      | Kolar          | 26,310  | 11,002 | 26,980            | <del>27,441</del> | 62,706   |
| 11      | Mysore         | 19,080  | 20,944 | 18,823            | 11,649            | 19,108   |
| 12      | Mandya         | 11,906  | 12,454 | 25,657            | 13,658            | 19,068   |
| 13      | Raichur        | 16,331  | 17,236 | 12,236            | 11,069            | 15,230   |
| 14      | Shimoga        | 24,013  | 15,531 | 10,001            | 18,779            | 20,884   |

Note: Above figs. reflects the average numbers on road  
taken during peak period.

(X) 12,259 (XX) 10,648

MARKS - 40

Section - II

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Q. No. 2

Type the following official letter in double line spacing. Expand all abbreviations and correct all Mis-spellings. Take ONE carbon copy.

Letter NO. TRD 02 SG 2006 dated 29<sup>th</sup> November 2006 by the Under Secretary to Government, Transport Department, Bangalore to the Inspector General of Police, Nirupathunga Road, Bangalore.

Sir,

Sub:  $\Delta\Delta$

l.c. The Time limit prescribed to fix speed governors is extended upto 30<sup>th</sup> June 2005. Since the speed governors are available in the market, action has to be taken in phased manner according to the demands of vehicle owners.

R/o

(Fixing the speed governors has been made compulsory to maxicab, school vehicles, Vehicle private service and private carriages which were newly registered. [The speed governors are to be made compulsory to all India tourist vehicles including contract and goods vehicles. while presenting the vehicles for renewal of eligibility certificate and it has

N.P.

$\Delta\Delta$  Time limit to fix speed governor.

Q. NO. 2 contd...

Vehicles h

been made mandatory to all the h to fix speed governors within 12 months from the date of their expiry of the certificate.

l.c.

3. If speed governors are not available in the market above for the mentioned vehicles,

stet

Q

the commissioner is empowered to give relaxation of certain time to such vehicles from fixing the speed governor. No person l.c. shall open tamper or otherwise interfere with the official seal on the speed governor.

#

In case the official seal is broken or damaged to any reason whatsoever, the vehicle shall not be used in any public place.

(xx)

Transport Dept.

Y/F

Under Secretary to Govt.,

(xx)

Marks - 30

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Q. No. 3

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

Letter NO. 234/ME/13-14 Δ Dealers in Paper  
Items and Stationery Articles, 100 feet Road,  
Annapurneshwari Nagar, Tumkur, 20th October 2013  
addressed to M/s. Nishmith Enterprises, Wholesale  
Paper Manufacturers, Kalyana Layout, Nagrabhavi  
Road, Bangalore. Telegram: Mooka Telephone: 2345689

Dear Sirs,

Sub: xxx

we are in receipt of your letter dated 2nd  
september offering us sole selling agency for the  
different varieties of your paper in Tumkur  
~~District~~. we are generally agreeable to the terms  
and conditions in the draft agreement enclosed  
with your letter. →

Q But with regard to the condition you have  
mentioned in your letter asking us to give  
you ~~max~~ minimum guarantee of sales every  
month, we cannot accept it for the following reasons.

Δ MOOKAMBIKA ENTERPRISES

u.c. xxx Agency = allotment of

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i.c. You must be aware that we are in  
of mills in Country. we have our depots  
in important towns and cities and we have  
also efficient salesmen and representatives.  
we have therefore no doubt that we will  
be in a position to sell your paper in these  
parts in large h. your products being new  
it will require some more time for us to  
them familiarise to the customers in the  
local market. We assure you that we will  
do our best to increase there sales in  
all the Taluks of our district and also with  
your Permission in neighbouring districts also.

L quantities

N.P #

Thanking you,

△△  
SUNANGALA

y/f  
for Mookambika Enterprises,

(△△)  
Manager.

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