

Code No. 05y [C]

COMMERCE EXAMINATIONS

ENGLISH TYPEWRITING

JUNIOR GRADE - II

JUNE, 2016

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

~~~~~ x ~~~~~

SECTION I

CODE NO 054 [C]

Qn. NO: 1 Type the following statement properly.  
 Draw vertical line in pen or pencil. Punctuate figures

U.C  
 Stt. showing the District wise no. of  
 Candidates passed in degree (B.A.) Examinations  
 during the yr. from 2005 to 2009

| No. District         | 2005  | 2006            | 2007  | 2008  | 2009  |
|----------------------|-------|-----------------|-------|-------|-------|
| 1 Bengaluru City     | 4,278 | 3,267           | 4,600 | 6,290 | 8,300 |
| 2 Bengaluru Rural    | △     | 4289            | 5278  | 3287  | 9380  |
| 3 Tumakuru           | 6,289 | 4289            | 6423  | 5479  | 7340  |
| 4 Kolar              | 3500  | 4238            | 6879  | 5289  | 7835  |
| 5 Chikka (Mangaluru) | 3567  | 4567            | 5432  | 7123  | 8234  |
| 6 Mysore             | 4598  | 5978            | 7287  | 8234  | 9876  |
| 7 Mandya             | 4321  | 5348            | 6712  | 6987  | 7869  |
| 8 Shivamogga         | 3976  | <del>4578</del> | 6729  | 8209  | 9491  |
| 9 Bidar (Dist)       | 3467  | 4567            | 5609  | 6701  | 7145  |
| 10 Raichur           | 3405  | 4967            | 6704  | 7139  | 8904  |
| 11 Belgavi           | 3467  | 4908            | xx    | 6789  | 9989  |
| 12 Mangaluru         | 4589  | 6100            | 8976  | 7123  | 9459  |
| 13 Gulbarga A        | 3451  | 4130            | 5100  | 6120  | 6900  |
| 14 Chitradurga       | 3458  | 4594            | 5908  | 6781  | 7658  |
| 15 Ballari           | 3300  | 4201            | 5501  | 6802  | 7081  |

Note: The figures are provisional only

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SECTION II

CODE NO: 057 [C]

Qn. NO. 2: Type the following Business letter in proper form. Expand all abbreviations. Correct all mis-spellings. Take ONE carbon copy.

From the Proprietor, Aprameya Flower Decorators, No. 13, 3<sup>rd</sup> Main, Panduranga Temple Street, K.R. Puram, Bangalore dated 12<sup>th</sup> Aug 2011, letter No AFD/49, Telegram "Aprameya", Telephone 224678. addressed to Rekha Associates, Bommenahally, Bannerugatta Road, Bangalore.

19/5

I am in rect. of your letter dated 15<sup>th</sup> July 2011 for Supply of large quantity of various flowers for the Inaugural function of your newly build constructed factory located in the outskirts of Bengaluru city. Del

run on

close up

N.P

I am happy that you have recognised our sincere and have sent letter for intimation available flowers with price list. [while enclosing h.w. the price list of different varieties of flowers. I write stet.

SECTION II

Qn. No. 2

CODE NO: 05y [C]

U.C  
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to inform you that our sales representative will visit factory your with samples on 10<sup>th</sup> Sept at 4 P.M. In the meantime I right to inform you that we supply garlands made of rose, Kidly flowers and other flowers of very good quality and it looks fresh for a weeks time.

In connection this I wish to say that we also <sup>2</sup>undertaken the <sup>1</sup>△ decorating work for marriages, functions, opening ceremonies etc., we are the ~~leading~~ <sup>leading</sup> suppliers of different kinds of flowers all over Karnataka. We supply only good fresh flowers. Our main office is situated at Bengaluru and we have branches at Mangaluru and Mysore. [Apart from this we can also take up the flower artificial decoration work at lesser rates. This gives a pleasant look to your new factory.

△  
flowers

or

N.P

Y/f  
for \_\_\_\_\_(Raju)  
Proprietor.

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SECTION III

Questions : 3

CODE NO: 05 Y [C]

Type the following Official letter in double line spacing, expand all abbreviations and correct mis-spellings. Take one carbon copy.

Letter from the Chief Secretary to Govt, Vidhana Soudha, Bengaluru dated 19<sup>th</sup> Nov 03 to the Deputy Commissioners of District NO GAD 12/SAL-65 → Sir, Subject: Local candidates working in various Govt. Departments.

On account of the appointments of Stet Public Service Commission selected candidates are being made, the local candidates working in various Depts. are being re-trenched the Government have under consideration a Proposal to give an opportunity to such of the local candidates who are willing and who satisfy the requirements regarding qualifications etc Under prescribed the cadre and Recruitment Rules for Accountants, which are being finalized, to apply these posts.

v.c  
Del  
close up

l.c

→ Village

#  
sd  
2. Government consider it desirable  
th. the Deputy Commissioners have the  
details of the candidates so retrenched,  
in order to be able to notify to them about  
the proposed require recruitment when  
it is undertaken

Run on  
close up

(As when the recruitment for  
Village Accountant is under taken, in  
addition to any other Advertisement  
are Register mentioned above, regarding  
Recruitment Proposed requesting him to  
apply <sup>1</sup> for the post <sup>2</sup> if so desired [N.p. The  
Heads of Offices located in the Districts.  
may kindly be requested to advise  
the local candidates working in  
these offices to get their names  
entered - in this Register

l.c

Y/f

△ △ △  
Chief Secretary to Govt.

△ △ △

MARKS-30

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