

Code NO. 05Y(D)

COMMERCE EXAMINATIONS

ENGLISH TYPEWRITING

Paper II  
JUNIOR GRADE

**JUNE, 2016**

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

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~~~~~

Q. NO. 1.

Typewrite the following statement properly. Draw vertical lines in pen or pencil, punctuate figures.

Niharika Book Palace Limited

Gandhi Nagar, Bangalore.

Stt. Showing the number of books distributed to various places of the Karnataka State during the academic yr. 2000-01.

xx 7,000

| Name of the Places | Medical | Law   | Typing | Diploma | PUC   |
|--------------------|---------|-------|--------|---------|-------|
| 1. Bangalore       | 9,500   | 7,650 | 5,260  | 8,840   | 8,450 |
| 2. Tumkur          | 8660    | 6450  | 5210   | 6300    | 7500  |
| 3. Hassan          | 6200    | 6470  | 5490   | 7020    | 7410  |
| 4. Arasikere       | 7190    | 5260  | 4680   | 6510    | 6870  |
| 5. Tiptur          | 6630    | 5850  | 4520   | 6920    | 5980  |
| 6. Mandya          | 5500    | 5050  | 7400   | 6880    | 5630  |
| 7. Kolar           | 8530    | xx    | 6890   | 5000    | 6885  |
| 8. Bellary         | 7460    | 7530  | 7660   | 7580    | 7230  |
| 9. Mysore          | 8890    | 6680  | 6250   | 6850    | 6580  |
| 10. Haveri         | 2850    | 2400  | 2630   | 2400    | 2750  |
| 11. Kodagu         | 5210    | 5680  | 5740   | 4600    | 4840  |
| 12. Mangalore      | 9370    | 8500  | 5025   | 7500    | 6365  |
| 13. Ramanagar      | 3900    | 3590  | 3520   | 3410    | 3700  |
| 14. Belgaum        | 4890    | 4900  | 4520   | 4150    | 4400  |
| 15. Chickmagalur   | 6400    | 6690  | 5990   | 6560    | 6850  |

class  
up

MARKS: 40

Q.No. 2

Typewrite the following Business letter in proper form. Expand all abbreviations. Correct all mis-spelling. Take ONE Carbon copy.

Letter No. SEPL/25 dated 6<sup>th</sup> November 2008 to  
 Mrs. Jalavahini Waters Plants, Maya Tech Park,  
 Tumkur. from Smart Equipments Private Limited,  
 Industrial Estate, Mysore

Dear Sirs,

Subject: Consultancy (for Services)

Establishing mineral water Project. regarding

W.r.t the above, we wish to inform you that we offer consultancy services for establishing mineral water plant. We advise client on minute details involved in the designing, Engineering and Commissioning of the Project. The source water is analysed on certain Parameters and according to the quality of water and level of toxic waste, we come up with the required treatment plant. Other than Engineering and (consultancy installation), our consultants also offer alternatives for cost cutting in the Project. We are specialised in offering End to End solution for your mineral water treatment plant. NP [We also provide detail market survey report with current demand and supply of packaged drinking water. The Company undertakes identifying a site to set up the water Project

Project

Close up

SECTION - II

Page 4

Code No. 05Y (D)

Q. No. 2 contd

Run on

with Trade mark registration. our inspection department will take care of water testing and analysis reports

We have well experienced maintenance/staff to maintain and monitor of machines.

our mineral water treatment projects offers advices to many food and beverage industries and water plant industries. we are sending you a catalogue containing full details of our contact information and product details through post. we request you to study the report and right to us immediately.

Thanking you,

(x\*) Executive

yours faithfully  
for Smart Equipments Pvt. Ltd.

marketing (x\*)

MARKS - 30

Q. No: 3:

Typewrite the following official letter in proper form. Expand all abbreviations. Correct all mis-spellings. Take ONE carbon copy.

Letter No. HFW 0M2 2007 dated 2nd May 2008 to All District Treasury officers from office of the Joint Director, State Huzur Treasury, Bangalore

Sir, ☒ Clinics

Subj: Contracting out Mobile Health ☒

In view of the above, it is directed to inform you that Public Private Partnership is an important tool to be utilized by the Karnataka Health System Development and Reform Project for contracting out various services that will improve the health delivery system in the state. In this regard contracting out mobile Health clinics under the said firm as been envisaged. Accordingly, a model has been designed for forming the clinics. ←

The development of health indicators in tribal and forest areas is a principle in selection of Mobile Health Clinics. [The terms of Reference were designed in consultation with the World Bank and approval obtained from the Secretary, Department of Health and Family also. opinion of the dist. authorities are welfare obtained for introducing mobile

uc

N.P.

dc

close up

Health Clinics in areas suggested by them.

An expression of interest was invited for running mobile health clinics from individuals by giving wide publicity. The initial scrutiny was done for minimum eligibility as advertised. A Evaluation detailed was done ~~for~~ based on the Curriculum Vitae of doctors, nurses, previous experience of the firm in running health clinics. The guidelines from the World Bank on procurement of consultants were adopted.

☒ Joint Director

Yours faithfully

☒

MARKS: 30

← X →