

CODE NO: 03 Y (A)

COMMERCE EXAMINATIONS
ENGLISH TYPEWRITING
SENIOR GRADE

II PAPER

Time: 1 ½ Hours

Max.Marks: 100

January, 2019

INSTRUCTIONS TO CANDIDATES

1. Begin each answer on a separate sheet of paper
2. Typewrite only on one side of the paper
3. Expand all abbreviations, correct all mis-spellings and punctuate wherever necessary
4. Use pen or pencil to draw vertical lines in section-1
5. Arrange the answer sheets according to question serial number
6. Special attention should be paid to neatness and accuracy

SECTION: I

Q. NO. 1. Type the following statement in proper form. Punctuate figures. Draw vertical lines with Pen or Pencil.

Set showing the supply of diff. kinds of Chillies to the market from the farmers of Havari District during the year 2012 to 2014 in terms of Kilo gram.

(x) 1355

Name of the villages	Red Chilli			Green Chilli		
	2012	2013	2014	2012	2013	2014
1. Attikatti	12,050	11,060	11,055	12,030	12,005	12,400
2. Belalesi	10000	10440	10335	10450	10870	10900
3. Chattrra	15000	16000	16800	17070	18900	17400
4. Dummihal	12500	12460	12440	12320	12440	12350
5. Kagimelli	14500	14340	14800	14560	14680	14970
6. Hisehalli	13455	13670	(x)	13230	13330	13660
7. Ghalapuji	16800	16750	16890	15970	15540	15760
8. Muttur	14000	14440	14800	14870	14700	14550
9. Nelli Koppa	12000	12350	12550	12540	12340	12400
10. Shidenur	18060	18600	18500	18400	18600	18430
11. Byadagi	20040	20060	20500	20800	20650	20990
12. Kalagonda	11100	11110	11010	11210	11330	11200

MARKS: 25

SECTION: I

Pages

Code No: 03YCA)

Q. NO. 2. TYPE the following Account Sales in Proper form. Punctual figures. Draw vertical lines with Pen or Pencil

Account Sales of two consignment of Pen Drive recd. per s.s. "SAGARVAHINI" from Messrs. Radhika Electronics, Mangalore on account and risk of the consignors vide bill of lading No. 350 dated 12th August 2015.

Terms: 3% discount
order No: PD/14/2015 dated 15th July 2015

	Rs.	Rs.
SHIPMENT NO. 14598		
Two cases containing Drive Pen of 32GB at Rs. 25,000 Per case		50,000.00
CHARGES		
Fire Insurance Premium	4500.00	
Warehouse rent	2800.00	
Landing, clearing, Coolie	1200.00	
Harbour fee	2000.00	10,500.00
Total		60,500.00
(Rupees Sixty thousand Five hundred only)		

E. & O. E.

for Sanman Trading Agencies,

Dubai

12.08.2015

officer

Purchase

MARKS: 15

--4--

SECTION-II

Q. NO. 3: TYPE the following Business letter in proper form

Expand all abbreviations. Correct all mis-spelling.

Take ONE Carbon Copy.

Letter from the Director, Natya Dance Academy,
No. 60, Kala Sindhu, Rajaji Nagar, Bangalore to
The Cultural Secretary, Vidya Education Society,
SSIT Road, Tumkur. dated: 15.04.2014.
Letter no. NDA 20 2014.

D/S,

Sub: Dance Program for

In reply to yr. letter we are pleased to give
8um information about us. The company formed in
1990 with a strong passion for dance along with
dedication, discipline and hard work from our
team members. over the last decade the
Director of our firm has put his mind, heart and
soul in developing a successful and popular
dance troupe. Having started has a group of
6 dancers. now we have a pledged bull
team of over fifty dancers of diff. groups.
Our goal is to ~~provide~~ students from beginners
to masters with the classes they deserve and
continue to stand as the leader in dance
training in Bangalore.

Silva's Jubilee function



date
T

in
words

train

SECTION - II

Q. NO: 3 Contd.

NP (A) Part from regular dance classes, the advanced courses for dancers looking to sharpen these skills or improve their performance will also be conducted. The one who enjoy teaching dance can also look at a career at our center. The masters are well trained and having vast experience in teaching. We conduct classes in Bollywood freestyle, Latin, HOP HIP and modern forms. ←

Run on

Star

It does not matter which style you prefer or what level you are, everyone can learn in a fun, friendly and safe environment.

3. We are proud to state th. we cater your costume needs for all age, event and numbers. we furnish dresses for fashion shows and all kind of parties. Dancing is the art of

designing chain of movements of physical bodies to musical beats or lyrics. We are able to allot dancers and models who can work alongside clients to assist with creative content, artist development and casting. we also provide production services including Directors and filmmakers. After Jubilee the confirmation from your end, the troupe will be arranged for your Silver function.

18

Director

Thanking you.

Your faithfully



MARKS: 30

Section - II

Q. No. 4: Type the following OFFICE MEMORANDUM in proper form. Expand all abbreviations. Correct all mis-spellings.

OM NO. 11013/6/2005, dated 27.06.2005, Govt. of India, Ministry of Personnel & Pensions, Department of Personnel and Training, New Delhi.

O.M

Sub: observance of proper procedure -
invitations to public functions.

Regarding:

The undersigned is directed to refer to this dept. letter dated 25.08.2000 on the subject mentioned above wherein ministries and Departments were requested to ensure that members of Parliament and Legislatures ^(State) of the area are invariably invited to public functions organized by a Government office and that proper and comfortable seating arrangements at public functions should be made for the members. These instructions also provide that intimations are invitations regarding public meetings and functions shd. be sent through speedier modes so that these are recd. by them in time. The receipt of the notice by the member was reqd. to be confirmed by the officers concerned.

...7..

NP [It is clarified that if a Constituency of any members of Parliament is spread over more than one district, then they should be invited to all the functions held in any districts which are part of their area. Where any meeting convened by the Govt. is to be attended by him, spl. care should be taken to see that notice is given to them in good time regarding the date, time meeting of the venue. It should also be ensured that there is no slip in any matter of detail, however minor it may be. ←

Close
up
Reason

Wherever any letter is in English and the reply is required to be given in Hindi, in terms of the official Act, 1963 and the rules framed there under, an English translation should also be sent along with the reply.

3. All ministries are again requested to ensure that the directions referred to above are strictly followed in letter and spirit by all concerned which should leave no room for complaints by the concerned ministers in future.

Harsha Kumar
Director
Dept. of P & T

MARKS: 30