

Code No. 03Y(C)

COMMERCE EXAMINATIONS

ENGLISH TYPEWRITING

SENIOR GRADE

II PAPER

January/February, 2020

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

max. marks: 100

Instructions to Candidates:

1. Begin each answer on a separate sheet of paper
  2. Type on only ONE SIDE of the paper
  3. Expand all abbreviations and Punctuate wherever necessary.
  4. Use Pen or Pencil to draw vertical lines in section I
  5. Special attention should be paid to neatness and accuracy.
  6. Arrange answer sheet according to Question Serial number.
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Section - I Page 2 Code No: 034 (C)

Q. NO: 1 TYPE The following Statement in Proper form. Punctuate figures. Draw vertical lines with Pen or Pencil

Statement showing the sales of various types of Cadbury chocolates in diff. districts of Karnataka State for the month of April 2016 through Super markets, Cinema halls and provision stores.

24020

Sl No.	Name of the Districts	Nutties	Fuze	Perk	Silk
	1 Bagalkot	21,206	18,803	25,300	22,101
uc	2 Bangalore Urban	78179	73098	82862	77299
	3 Belgaum	35963	51863	30133	42998
	4 Bijapur	20148	18407	28860	26628
	5 Bidar	16850	14551	31401	27167
	6 Bellary	19109	16160	29598	25171
Stat	7 Dakshina Kannada	18377	16650	22119	19264
	8 Davana gere	15802	14986	17575	19787
	9 Dharwad	17856	16040	16946	17814
	10 Gulbarga	24911	22196	34207	29500
	11 Hassan	10743	10462	21205	13016
	12 Mysore	26035	28516	28516	26113
13	13 Shimoga	15964	14976	17627	16126
B	14 Tumkur	17673	16744	20708	19234
	15 Uttara Kannada	11252	13632	21761	10509

Note: The fig. are Provisional

MARKS: 25

## Section-I

Q. No. 2: Type the following Balance sheet in proper form.  
Punctuate the figures. Draw Vertical lines with  
Pen or Pencil

MANASWI HEALTH CARE, KODAGU

Receipts and Payment a/c. for the year ended

31.03.2017

△ 26800

Receipts	Rs.	Payments	Rs.
To Donations	60,000	By Salary	85,000
" Day Case bills	68700	" Expenses of Ambulance van	22000
" Admission Fees	20000	" Purchase of equipments	45000
" Subscriptions and Endowment fund	26000	" office expenses	18000
" Interest from Canara bank	35000	" Laundry charges	10000
" misc.	14000	" Furniture and Fittings	14000
" Refert charges	11,000	" (Purchase) (Drug)	52000
" Sale of medicines	△	" marketing and Publicity	36000
	44000	" Rent	23500
Total	3,05,500	Total	3,05,500

MARKS: 15

Section-II

Page 4

Code No: 034 (C)

Q. NO: 3: TYPE the following Business letter in Proper form. Expand all abbreviations. Correct all mis-spellings. Take ONE Carbon Copy.

Letter NO. EPL/29/2018 dated 14.05.2018 from EcoScapes Private Limited, M.S. Ramarah layout, Mathikere, Bangalore to M/S. Swastik Developers, International Airport Road, Devanahalli, Bangalore.

D/S,

Sub: Planning for a

w.r.t the above we are happy to know th. your company taking up a new project and you or looking for a nice outlook for the same. Here is a brief note about our company..

ours is a premier landscaping company as been quite liked buy one and all with its events towards creating a green effect on people that lasts for a lifetime. the firm is built on a strong vision of living wrapped up in greenery.

The concept goes beyond our own mental fulfill to wellness our duty to preserve the ecological balance of the nature. we have a team of Fifty expert who are driven by this vision and marshaled by challenge into opportunity and eventually a success thro. constant and ceaseless efforts. we also

--5--

in  
fig  
Knew Project

in  
fig  
copy

Q. NO. 3 Contd.

NP offers a small balcony gardens to the individual apartment owners that will completed within a week. [The company is a home to a highly Quality Experienced assurance team, which covering the entire course of the project from design to raw materials, execution and maintenance. We take Priors approval from the client, so that it never fails to match there desires. The clients are also enabled to book an appointment online and get the Site Survey done ←

NP  
 X  
 IC  
 UC  
 While celebrating a decade of its journey, the 1st step given to take care about a healthy future. We take pride in serving residential and commercial developers, including Educational transitions, Parks and Private residences in bangalore. And also we are planning to expand from Bangalore to other cities in the near future creating awareness about the importance of having a wrap of nature in and around of Citizens.

Thanking you.

Yours faithfully  
for Ecosopes Limited PrivateSuraj  
managing Director

MARKS: 30

Q. No: 4 Type the following Government order in proper form. expand all abbreviations. Correct all misspellings. Take one Carbon Copy.

PROCEEDINGS OF THE GOV. OF KARNATAKA

▷ Ananya  
Karnataka

Sub: Integration of Ayushman Bharath -  
△ scheme regarding

Read: Karnataka Integrated Public Policy (Health) 2017.

Preamble:

The Karnataka Integrated Public Health Policy 2017 read above envisages attainment of the highest possible level of good health and well being of all people in the state through a Preventive, Promotive, curative health care orientation, with universal access to the reasonable and quality health care services to all and inclusion of health in all the policies.

The policy also envisages that all the a parted social insurance schemes be merged into a single health assurance plan to improve efficiency and outreach. The Policy expects the State Government to develop robust and harnessing private services to ensure that public services of the highest quality or insisted, keeping the public health interest in mind whenever needed.

G. O. No. HFV 69 CGE 2018

Bangalore, dated 15.11.2018

and tenable financing system  
by improve the Public Sector

...7..

Administrative approval is hereby accorded for providing universal health coverage to all the residents of Karnataka by integrating the existing health scheme of the Government of Karnataka "Arogya Karnataka" and Government of India health scheme "Ayushman Bharath". Primary and Secondary education dept. will be encouraged to provide a student health module in the Students Achievement Tracking System for execution of the scheme in Govt. and Aided Schools. ←

The provision will not be applicable to the hospitals of the neighboring States shared border with Karnataka. [The scheme sh. be set up at the same time in all district level and taluk level hospitals maintained by the Health and Family Welfare Department and medical education Dept. in the State w.e.t. the date of the competent authority and concurrence of finance Department.

Issue of this order. This order issued with approval of the

By order and in the name of the Governor of Karnataka,

Under Secretary to Govt.  
Health and Family Welfare Department.

TO  
The Accountant General of Karnataka.

MARU: 30

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