

CODE NO: 03Y ( C )

COMMERCE EXAMINATIONS  
SENIOR GRADE  
II PAPER  
ENGLISH TYPEWRITING

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
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Section-I

Page 2

Code No: 03Y(C)

Q. No. 1: Type the following Invoice in Proper form. Punctuate figures. Draw vertical lines with Pen or Pencil.

Telegram: "ELECTRONICS"

INVOICE

Telephone: 64901235

No. 120, Bendre Road,  
near New Shanthi Sagar,  
Dharwad.  
2nd May 2008.

No. HTE 80 2008

M/s. Karanth Electronics Ltd.,  
Dealers in Electronics items.  
Chennamma Road,  
Hubli

Bt. of High Tech Electronics Accessories

ster

Sl. No.	Qty	Particulars	Rate	Amount
			Rs.	Rs.
1	5	128 Card memory GB with adapter	900	4,500
2	8	Screen Protector Glass	425	3400
3	12	Wireless charger compatible for iPhone <del>series</del>	980	5100
4	6	Stereo gaming Headset	850	2940
5	10	Apple (Pod) ear with connector	1200	12000
6	9	Logitech webcam	2500	22500
7	2	HP ink cartridge	3200	6400
8	3	Waterproof Portable bluetooth	600	1800
			61572	58,640
		ADD: output Tax at 5%		2932
				61

29

cartridge

uc

(Rupees Sixty one thousand five hundred Seventy two only)

E. & O. E.

for High Tech Electronics Accessories,  
manager.

MARKS: 25

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## Section - I

Q. No: 2: Type the following statement centering to the page. Punctuate figures. Draw vertical lines with Pen or Pencil.

Stt. showing the sales of different types of milk supplied by messrs. Divya marketing Agencies, Bellary during the yr. 2014 in terms of litres.

Sl. No.	Types of milk	△ 18250			
		Shops	Hotels	Homes	Functions
1	Nandini	26,000	28,000	26,050	32,200
2	Heritage	24,000	24,300	24,330	23,150
3	Nilgiris	20030	20080	19500	19700
4	Indus	17600	17390	17350	16350
5	Doodla	15100	14550	14360	14425
6	Tisumala	18200	△	18300	18400
7	Amul	16870	16980	16550	16490
8	Asokya	12470	12550	12320	11320
9	Vrindavam	11440	11550	11240	11540
10	Good Life	10200	10300	10010	10030

Note: The figures are not actual.

MARKS: 15

## Section-II

Q NO: 3: Type the following Business letter in proper form. Expand all abbreviations, correct all mis-spellings. → -

Letter no. TLI/42/2014 dated 1.04.2014 from Tejas Leather International, Kalghatagi Road, Dharwad, to M/S. Susaksha Exports Limited, Gadag Road, Belagavi.  $\Delta$ Leather Goods.

DLs, Sub: Export of  $\Delta$

As you are aware, we are won of the largest producers of leather products, mainly with a view to export from this country. During the past few years, our exports of these goods hv. exceeded rupees one crore each year. While we have been confining our selves till now to sum of the European and middle east countries, we are anxious that we should take advantage full of the vast latent of the markets in Asia and Africa. we have  $\therefore$  been planning the expansion of our factory to meet the ~~pressing~~ demands. In this context, you will kindly appreciate that we would need the co-operation from you. Unfill and unleft, therefore, we are given the full quota of Leather Goods which we have applied for on a priority basis. We are afraid, our export trade will be greatly affected, one of the most important issue in the export trade, you will kindly realize, is that we should keep to the

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Section - II

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Q. No: 3 contd.

schedule. It is unfortunate that last year, due to a variety of factors, we could not get the full quota of allotment in time which had very much damaged our status in the foreign market. we have to work in unison in the field of export trade to make it a for success the benefit of the country as a whole, and we, on our part are prepared to do our best in the manner.

Matter

FP

(We therefore request you to see that our full quota is granted on a top priority basis enable us to not only fulfill our existing goods, but also to plan out for future production on an expanded basis. we are now making a copy of this letter to the Director General of Shipping for making nec. arrangements for Shipping space.

Clear up

Thanking you

Y/b

for Tejas Leather International

Export manager.

MARKS: 30

Q. NO 4.

TYPE the following official memorandum in proper form  
Expand all abbreviations. Correct all mis-spellings  
Take ONE Carbon Copy.

OM NO: PCCP: BHO: CR: 2017-18 from Karnataka  
Forest Department, dated 15th September 2017.  
Office of the Principal Chief Conservator of  
Forests, Aranya Bhavan, Bangalore.

Sub: Execution of e-office in  
Karnataka Forest Department

The Govt. have initiated e-office, a  
mission mode project under the national  
e-Governance programme to enable simple,  
responsive, effective and clear way of  
carrying out office procedures in all Government  
offices. The Project as been regulated to make  
it reusable and mended for replication across  
Governments and local bodies. E-office boosts  
the capacity and quality of service offered,  
and also clarity nutrity in the functioning  
of the government and its agencies. overtime,  
it will help department offices clear off all  
the old paper files. ←

the online files can be released,  
consulted and archived in the system without  
loss of information [The system as been time  
tested and developed in a manner robust to

...7...

Q. No. 4 Contd.

assist the demand and modify as sought by the firm. Various depts. are migrating to e-office platform in the State. This system will be employed in a phased manner and transition from the existing less Paper office system to a completely electronic paperless system will be the final outcome. This will ensure a faster, smoother and logical process which is very crucial and vital to achieve efficient and clear administration. To bring about process change and effective control in the offices the system is being implemented for the day to day work at the head office.

uc

NP

of  
retain  
abbreviation

lc

[The Personnel and recruitment wing of the ~~KFD~~ KFD shall be responsible for the execution of the project as well as provide requisite hand holding support. Additionally a committee including senior officers has been constituted to oversee monitor and guide the work. The migration shall commence from November in the offices of Aranya Bhavan, subsequently it will be rolled out across the unit offices in a phased manner.

Principal Chief Conservator of Forests  
Karnataka Forest Dept

To  
All the Conservator of Forests.

MARKS: 30