

Subject Code No. 034 (D)

COMMERCE EXAMINATIONS

English Typewriting - SENIOR GRADE

II Paper - Manuscript.

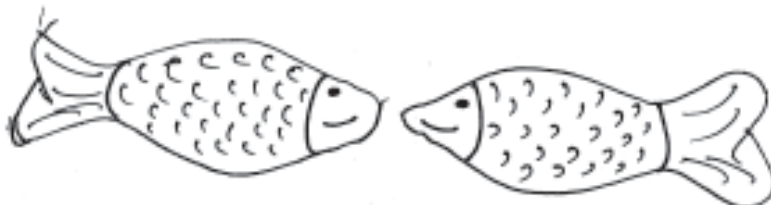
January, 2019

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

Max. marks:- 100.

-: INSTRUCTIONS TO CANDIDATE :-

01. Begin each answers on a SEPARATE SHEET OF PAPER.
02. Type only on ONE-SIDE of the Paper.
03. Expand all ABBREVIATIONS correct all MIS-SPELLINGS & PUNCTUATE FIGURES whenever necessary.
04. Special attention should be given to NEATNESS & ACCURACY.
05. Use PEN or PENCIL to draw a VERTICAL LINES, in section I Question I & II.
06. Arrange answer sheets according to QUESTION SERIAL NUMBER.



Section - I

Question - 1. - Type the following statement, correct, and correct into the page. Punctuate the Figures. wherever necessary & Expand all Abbreviations. Draw vertical lines with PEN or PENCIL.

- 7) Stt. showing the details of infrastructure sector dr. period of 1st plan of the years 2013 to 2017.

Nomenclature	2013	2014	2015	2016	2017
1. Refractory origin	5,966	5,834	2,244	9,027	18,546
2. Coal Production	2376	2890	5137	9211	28,445
3. Production at the Pit Head Stock	2457	3457	9841	5433	66,777
4. Despatches dg. the year	2004	2905	2006	8247	20,078
5. Hydel Electricity generated [million Tonnes]	2287	8915	8147	8638	35,670
6. Terminal Nuclear power	8534	8261	5987	8638	50,246
7. Crude oil petroleum production	6503	7042	6826	1751	38,364
8. Railway Revenue Goods Traffic	2365	8912	4138	2934	14,135
9. Cargo handled at major Ports	1094	1962	1980	3394	19,939
10. Exports at Cost of Goods	1457	9648	1234	2991	45,859
11. Irrigation Facilities	2367	8734	3470	1038	17,563
12. Around development of Drainages	1,536	9,870	2,355	9,175	76,890

25 marks

Section - I // Page - 03 //

Question - 2 :- Type the following B/S properly centring to the page. Punctuate figures wherever necessary & expand all Abbreviations. Draw vertical lines in PEN or PENCIL.

Retain Abbreviation

Y.S.K. Enterprises All
Copp
Gayithri Devi Temple Rd., Vemagal.

Income & Expenditure a/c for the yr.
u.c. ended 31st March 2016. u.c.

Income		Expenditure	
	Rs.		Rs.
Subscription and Donations	9,200	Rent Payable and Insurance	2,456
Rent Receivable	600	Ptg. & Stationery, postage	1,775
d.c. Annual Fare	465	Hire of Room	1,600
Gala day	375	Audit fee	150 u.c.
Rummage Sales	260	Misc. Expenses	450
Loan on Equipment	125	Excess of Income over Expenditure	4700
Excess of Income over Expenditure for the year	4600	Premises Rent	2570 #
Balance from last year	2438	Plant and Equipment	2140
		Balance carried to Bill	2228
u.c. <u>Total</u>	<u>18,063</u>	<u>Total</u>	<u>18,063</u>

15 marks

Section - II

Question - 3. :- Type the following SPECIFICATION in proper form. Expand all abbreviations, correct all mis-spellings and Take ONE C.COPY.

— 0 —

07 SPECIFICATION of sundry works proposed to be carried [for the protection of inmates against fire] at the work house Sark Rd. for the Golden City of the KOLAR.

N.V. Rathna,
Architect,
Near P.K. Cr. Bank,
Kuvempu Nagar,
KOLAR.

Expend.

26/04/2016.

NOTICES : Give to the Dist. Surveyor and the other authorities entitled their to and to pay all legal fees & charges.

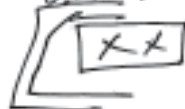
u.c.

FLUES : Main Building Caps. Examine the Brickwork of the Flues passing through the several floors and render the same in lime & hair mortar, make good all works disturbed or affected.

u.c

Render the brickwork on the Chimney greatest where required to the dormitories.

N.P.



contd.

Question. 3.

IRON GATES :

Properly rehang the several iron gates where required in corridors so th. they may open both ways, in order to provide from an emergency or ~~are~~ against panic.

⑨

BRICK UP DOORS :

Clear away the door & door-frame to the opening of rooms numbers 103 a and 119 to Men's wards and brick up the openings 9" thick and make gd. all works disturbed or affected.

NEW DOOR OPENING :

cut new door opening in main corridor for room No. 102 a re-using present door frames and door, with fire lintel and grick arch over opening as now and live all perfect and complete.

Lc

NARROW OPENING :

cut away the jumbys to narrow opening at foot of staircase [next to room No. 115] to widen as much as possible with all requisite wood lintels, make good the brickwork and leaving bare completed

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contd.....

Section - II // page .06 // Code No. 034 (D)
Question . 3.

GENERAL : The Architect follow draft
the Specification in carrying the
all work of building drawing
of the contractor detailed incorrect
u.c. of work.

u.c. PRINCIPAL DOORS : Take of principal doors
opening from corridors to
yards, out of steps, rehanging
doors with approved reversible
butt hinges, so as to allow
of the same being opened
outwards in case of panic
or emergency. Fit around each
of the doors stout India-rubber
draught excluders after removal
of steps, make good all works
disturbed are effected.

30 Marks

Section - II //page.07// Code No. 034 (D)

Question- 4:- Type the following B/L in proper form single line spacing, correct all misspellings, Expand all abbreviations Take ONE C.C.

— o — Δ.M.G. Road,

Letter written by The Manager, Shailaja Dress Hosiery Co., Ltd., [Manufacturing in Gents Dresses] No. 59/2, Kuvempurager, Δ Bagepalli, put today date.

Ltr. Received by m/s. Amara Jyothi Dress materials, No. 2574, Khadripura Extension, Kolar. Letter No. SDH/18/16-17 ESTD: 1970, Mobile No. 9741235433.

Sub: Supply of all dress materials. D/Ss.

We are in rec^t. of your letter of the 6th February 2016. In this connection, we may be permitted to express our surprise at the fact th^t you seem not to have read in the daily newspapers the accounts given of the Circus that attended the opening of our new shops for the supply of Kids & Gents Dresses at fixed and very low price. It will interest you to learn that all preparations had bn. so well made in advance that we were able to open not ~~less~~ less than 30 branches on the same day in Kolar Dist. alone, so that the effect upon the public was very marked.

It was strange to see how at first people hesitated about coming in and 100s hung about the doors and looked into the windows thinking that they must be

Contd.....

Section - II
Question - 4.

// page - 08 //

(code No 039 (D))

catch some where in our prices combined w.
the finest quality and fashion. They were
also wondered about the v. fine fittings and
high class decorations and general style of
our shops. What eventually brought delivered
in what we called Fashion Packers and the ^{All} ^{Cops.}
hope of getting same quite unused here
along with their purchases. The shops
or working well here and we are now
to open another set of shops in one
of the most busiest and popular localities
of Bengaluru City on the same lines.

#

[Thanking you and assuring you of our
best services at all times. we trust
you will kindly favour us with a firm bulk
order for the stems inquired and we
assure you of best and prompt attention

L.C.

Y / f
for SHAILAJA DRESS HOSIERY CO., LTD.,
[Kushwanta S. Kumar]
Manager.

Marks - 30