

Code No. 054 (A)

COMMERCE EXAMINATIONS

ENGLISH TYPEWRITING JUNIOR 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. Typewrite on only ONE SIDE of the paper.
3. Expand all abbreviations, correct all misspellings and punctuate the figures wherever necessary.
4. Use pen or pencil to draw vertical lines in Section - I.
5. Arrange the Answer sheet according to the Question Serial numbers.
6. Special attention should be given to neatness and accuracy.

Section-I page-2. Code No. 054(A)

Qn. No. 1.

Type the following statement in proper form draw vertical lines in pen or pencil.

Expand Stt. showing 1 different types of crops  
Expand yield in India during the yr. 2012 to 2016.

~~17,850~~

Sl. No.	Types of Crop	2012	2013	2014	2015	2016
1	Chilli pepper	14,563	15,004	16,300	17,300	16,550
2	Cashew	15,564	<del>16,400</del>	<del>17,800</del>	18,300	17,300 Stet
3	Sorghum	15,900	16,456	14,800	13,700	12,600
4	Jute and Mesta	12,400	12,300	12,200	12,100	12,000
5	Sugarcane	14,777	13,100	13,000	12,950	14,850
6	Food grains	10,000	11,000	12,000	13,000	14,000
7	<u>Rice</u>	16,300	16,350	16,400	16,450	16,500
8	<u>Wheat</u>	<del>24,300</del>	18,632	13,636	12,906	15,320
9	Coarse Cereals	9,000	10,000	10,250	11,500	12,250
10	Oilseeds	14,500	13,200	11,465	13,580	13,550
11	Cotton	16,100	12,300	18,550	14,300	15,560 Trn
12	Finger Millet	13,666	12,100	16,000	11,500	12,498
13	Corn	14,655	15,600	18,960	13,580	17,200
14	Coconut	15,555	16,560	17,700	17,800	18,855

NOTE: The figures shows average yield of crop.

Marks-40

Qn: 2.

Typewrite the following Business letter in proper form, Correct Mis-spellings and expand all abbreviations. TAKE ONE Carbon Copy in Single line spacing

Copy  
u.c  
Telegrams: "SAVITHRI" Telephone: 9900595234, From  
Savithri Fashions, Savithri Nilaya, Mugal Road,  
Narasipura, <sup>HS</sup> NO. 925/1, dt: 10th October 2019 To  
M/s, Mamatha Fancy Store, Near Triveni Bexary,  
Mysore. D/S, Sub:- Supply of Fashion and  
Fancy materials. Ref:- your Ltr NO. 125 dt: 5th Augt.  
2019.

In  
Expand  
in words  
In reply to yr. letter of the 3<sup>rd</sup> instant we are  
sending additional your quantity of printed fashion  
and designing new materials by courier service today. (stet  
and shall be glad to forward you a further supply  
at short notice. P your order for one thousand  
fashion materials and one 1000 other printed materials  
with your name and address is receiving our immediate  
attention and you hope to forward the one stone (stet  
size tomorrow. Owing to present shortage of this  
fashion and designing new materials, however we

--- R.

Section-II

Page - 4.

Code No. 054 (A)

Qn. No. 2.

Regret that we shall be unable to deliver the rest of your before order the early part of next week. With regard to the circular you require if you will kindly let us have full Quote particulars we shall be in a position to set U.C our price per 100. the details which you gave in your letter are not sufficient as a basis for a definite offer but as soon as you inform us of your exact requirement we will notify you Expand / of 1 price when we will send a circular. We / para shall be glad to hear order of the product from you.

Thanking you,

Yours faithfully,  
For SAVITHRI FASHIONS,  
Manager.

---  
MARKS - 30

Section-II page 5 code NO. 054 (A)

Question NO. 3.

Type the following O/L in proper form in double line spacing expand all abbreviations and correcting mis-spelling. TAKE ONE carbon copy.

Government of Karnataka / caps

NO. DPAR/20/2017-18

Karnataka Govt. Secretariat,  
V/Soudha,

B,lore dated 25<sup>th</sup> Jan. 2018 / expand

From  
The Chief Secretary to Govt.  
Department of personnel &  
Administrative Reforms,  
Vidhana Soudha,  
Bangalore.

Caps/

To All the Heads of Departments.

Sir, Sub:- power of the Additional Chief Secretary  
and Secretaries, Special Secretaries.

Expand/ Addl. Chief Secretary will be directly in charge of administrative reforms division of DP & AR } Retain Abbreviation  
responsibilities as those of Chief Secretary. He will be directly in charge of the administrative

--- 6.

reforms division of the DP & AR. He will give full <sup>Retain</sup> <sub>Abbrev.</sub> attention to the pending files (disposal of) in the Secretariat as well as in the field subordinate officers. [He will supervise the implementation of the arrears clearance drive, collect information / Set above clearance of arrears and issue such follow up instruction as are considered necessary to ensure that all old cases are disposed of and that matters are attended to expeditiously. Addl. Chief Secretary will also deal with such items of work Expand / as are entrusted to him by Govt. from time to time.

3. The Secretaries, Special Secretary is the head of the Secretariat department. A department Expand / having a principal Secretary and a Secy. or Spl. Secy. subject to the specific orders of the Government to the contrary, shall be fully responsible for the subject / Set of the department entrusted to each officers by the senior most officer among the three, two.

Yours faithfully,

Chief Secy. to Govt. / Expand

Marks-30