

Code NO: 05Y [A]

COMMERCE EXAMINATIONS
ENGLISH TYPEWRITING - JUNIOR GRADE
II - PAPER

TIME : $1\frac{1}{2}$ Hours

Max. Marks: 100

January, 2019

INSTRUCTIONS TO CANDIDATES

1. Begin each answer on a separate sheet of paper.
2. Typewrite only 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-I
5. Arrange the Answer sheets according to question serial number.
6. Special attention should be paid to neatness and accuracy.

—x—

SECTION-I

Q. NO. 1

Type the following statement in papers from draw vertical lines in pen or pencil

Statement showing sale of different fabrics for clothing outfits and dresses from Vaishnavi Enterprises during 2013-2017.

Sl. No.	Types of fabrics	2013	2014	2015	2016	2017	
1	Cotton	12,236	11,013	15,236	17,069	18,230	
2	Silk	19,200	11,500	12,1	13,970	19,220	19,950
3	Linen	62,000	82,000	10,050	11,880	13,250	
4	Wool	11,000	12,000	13,850	14,250	15,330	
5	Leather	10,600	10,300	11,500	11,850	13,330	
6	Jute	12,100	10,100	11,000	13,000	16,550	
7	Georgette	10,666	13,215	14,200	15,850	17,550	
8	Denim	13,656	14,185	15,950	16,870	18,775	
9	Nylon	10,666	11,100	16,550	13,000	13,000	
10	Polyester	10,465	11,800	13,850	16,500	18,280	
11	Velvet	14,564	15,800	16,850	17,000	17,200	
12	Chiffon	11,500	14,500	15,800	16,600	18,300	
13	Rayon	14,444	15,500	16,200	16,600	18,700	
14	Viscose	11,365	12,400	13,600	15,400	16,700	
15	Satin	10,300	15,500	14,300	15,700	16,900	
16	Leather	13,465	12,100	12,800	15,500	20,700	

Marks-40

Section-II

Question - NO-2

Typewrite the following Business letter in proper form correct Mis-spellings and expand all abbreviations. TAKE ONE carbon copy in SINGLE LINE space.

Letter from Power Company of Karnataka Ltd No. 24/1,
Mylasandra Village, Mysore Road, Bangalore dt: 18/11/16
Letter No: 235/VVGA/15-16 Telegram "PKKL" Telephone:
223531104 To Bangalore Electricity Supply Company,
13th Main Rd, Nandini Lt, Bangalore. D/S
Sub: Details of the Power Purchase agreement entered by
ESCOM's of Karnataka and Power requirement
for next 10 years - Reg.
A [Dealers in electricity generation and supply]

Planning and procurement are two fundamental-
stat activities essential to fulfill service obligation by
Companies Supply Electricity to provide reliable and
affordable electricity supply to the consumers.

Existing In general, resource integrated planning is imperative
to formulate power purchase to meet the h
load as well as to meet future load Requirement l.c
N.P. in advance. [The Electricity Supply Companies are
required to conduct an annual basis, the forecast

Contd. . . . 4

Section-I
CS. NO. 1

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of the demand for electricity in the area of U.C
Supply commensurate with the load growth envisaged.
The long term powers

- procurement plan for a period of 10 years
is to be carried out by the Electricity supply U.C
Companies and same needs to be fine tuned
every year after the completion of the financial
financial year to incorporate the variations
occurred during the year.

∴, it was requested to nominate Nodal
Officers and for further correspondence on
demand supply projections, which is yet to be
furnished. A copy of the letter is enclosed
for immediate reference and needful.

Thanking you,

Δ
Director

Y/f
for _____,
(Balaji)
Δ
Mooky 30

Section - II

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Question No. 3

Type the following O/L in proper form in DOUBLE LINE spacing expanding abbreviations and correcting mis-spellings. TAKE ONE carbon copy.

From The Secretary Govt, Forest Department, Bangalore
to The Chief Conservator of forest in Karnataka,
v.c. wild Life Preservation Preservation Circle, Bengaluru ☺
No: 265 / FD / 15-16 dt: 3rd Dec. 2017 Sir, △

△ Sub: Formation of a Wild Life Conservation in
Bengaluru - Sanction of estimates.

With reference to the above, I write to v.c. state that civil works relating to formation of Wild Life Conservation in National Banerghatta Park for preservation of wild animals have already been taken up by the Bruhat Bengaluru Mahanagara Palike As per orders of L.C. Government dated 1st Oct. 2017. ↗

↖ A major portion of work has been completed and the expenditure debited to the budget head "20 Nature Conservancy" N.R. during the year 2016-17. [2. This project should

have been completed by the end of 2018 as per
directions ^① India of ^② Government. On account of
sit ~~the~~ slight alteration suggested by the ^{Chief} L. Prasad ^{Chief} Officers, there was some delay in receiving estimates
for balance works from the Bruhat Bengaluru
Mahanagara Palike and it could not be submitted
to you earlier.

3. According to revised estimates, an amount
of Rs. 5 Lakhs is required to complete the
civil works of the project. The expenditure
will have to be met out of the funds allotted
to the Forest Department during the current
financial year. ∴, accordingly requirement
of project should be submitted to Government.

△
Principal Secretary to Govt.
Forest Department

Yours faithfully
(Arvind Shrivastav)

△
Marks - 30