

Code No. 54 (B)

COMMERCE EXAMINATIONS
ENGLISH TYPEWRITING JUNIOR GRADE
II PAPER

January/February, 2020

Time: 1 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 mis-spellings and punctuate the figures wherever necessary.
4. Use pen or pencil to draw lines in section - I
5. Arrange the answers sheet according to the Question serial number.
6. Special attention should be given to neatness and accuracy.

"Wish you all the best"

Section - I

Code No. OSY (B)

Question No. 1

Typeset the following statement in proper form, punctuate the figures. Draw vertical lines with pen or pencil.

Stt. showing the sales of various fruits in different places of Karnataka during the month of October 2018

Sl. No.	Fruits	Hassan	Koppala	Mandya	Pylore	Bidar
1	Apple	4345	2,143	2,122	4055	3,435
2	Apricot	1234	5101	1111	2,365	1305
3	Blue berry	1567	1191	1800	1105	1154
4	Black berry	2133	1281	1111	6394	2
5	Banana	5545	7391	7621	9505	5221
6	Grapes	1345	4890	7201	7955	2315
7	Guava	7564	6060	4281	4545	6511
8	Goose berry	1654	7742	2142	2051	6551
9	Cherry	6211	8161	4200	9521	7321
10	Plum <u>cake</u>	6666	2121	3501	7203	1941
11	Passion fruit	3420	3620	7411	5312	3026
12	Pine <u>apple</u>	2564	8654	3521	1422	2106
13	Orange	6890	5789	8921	9141	3316
14	Watermelon	6455	2400	7231	6541	2024

NOTE: Above figures are ang., numbers taken at various fruits shops.

Marks: 40

Section - II

Code No. 05Y(B)

Question No. 2

Typewrite the following BUSINESS LETTER in proper form
 expand all abbreviations correct all miss-spellings.
 Take one Carbon copy. In single line spacing.

From Sushmita Furniture, Babaneshwara Road, Bickar-
 (85401) addressed to The Manager, Sreehari Wood
 Crafts, Bellary Road, Koppal, dated 1st January 2016.
 Letter No. SF/165/2016-17.

Dear Sir, Subject: Quality furniture at Competitive
~~rates~~

We are happy to inform you that we have recently
 established our factory for the manufacture of
 different kinds of steel and wooden furniture.

The high quality of the material produced by our
 company has impressed public and private sector
 companies and have placed orders with us.

Our company has established under small sector,
 our rates are competitive when compared to
 other companies. Many Government offices placed orders
 with us. Maintaining quality products, we have
 made principal to execute orders with care and
 orders to a time, this has enhanced our
 reputation in the market.

Continued Page 4.....

Question No. 2. Continued.....

[We are happy to know that you are going for large scale expansion of your office and ~~to~~ furnish with quality furniture. We feel it matter of pride to supply your office with our latest comfortable furniture. If you have any specific design or idea we will give shape to it. ←

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R-0

These office articles will be delivered at your office in time. We have a research wing which bring comfort at reasonable rate. As we hear from you our rep show u. the designs. we hope that we will be able to satisfy you. Anticipating early reply from you.

Thanking you,

Yours faithfully,
for SUSHMITHA FURNITURE,

(Suchitra Uro)
proprietrix.

(Marks : 30)

Section - II

Code No. 054(B)

Typewrite the following OFFICIAL LETTER in proper form, expand all abbreviations Correct all mis-spellings. Take one carbon copy.

From the Commissioner of public Instruction, Govt, of Karnataka, Department of Public Instruction, Nrupathunga Road, Bangalore, To All the Deputy Directors of Public Instructions in the State. dated 7th Nov. 2018 letter No. ADM/CIR/49/2018-19.

Sir,

Subject: Prohibition of plastic usage in schools - reg.

Honorable Prime Minister addressing the nation on the 73rd Independence Day has declared India multiple free from plastic. Chief Secretary of Government has by Order to reach this message to all schools throughout Karnataka.

1. By using plastic natures, animals, birds, human beings are facing health disorders and death. To prevent this Government has initiated plans to eradicate plastic. Awareness is provided to school students not to use plastics inside and outside the schools.

R.O.

To practice this good habit of not using plastics for school days will help future citizens and achieve desired result in future.

Continued Page.... 6.....

Section - II

Code No. 051 (B)

Question No. 3 Continued.....

u.c.

On the occasion of 150th birth anniversary of the father of [nation the] Mahatma Gandhi, a nation wide movement will be organised to create awareness among students throughout the yr.

N.P.

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this

[In this regard all school children are practised not to use plastic and also single use plastic. To implement a program schools can organise procession and street drama and exhibit name boards having "Plastic free school" around the school. Taking oath by the students "we don't use plastic". Encourage students to use alternative materials instead of plastic.

Yours faithfully,

Commissioner for Public Instruction.

Marks: 30

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