

Code No 054 [B]

COMMERCE EXAMINATION
ENGLISH TYPEWRITING JUNIOR GRADE
II. PAPER

January, 2019

Time: 1½ Hours
Max. marks: 100

INSTRUCTION TO CANDIDATE

- 1) Begin. Each answer on the Separate Sheet of paper
- 2) Type-write 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 line in Section I.
- 5) Arrange the Answer sheets according to Question serial number
- 6) Special Attention should be paid to neatness and accuracy.

Section - I

Page - 2

Code No. 05Y [15]

Question: 1

Type the following statement in proper form, and draw vertical line in pen or pencil.

Statement - showing literate population of different parts of Karnataka state during the year 2015. The age group ranges 6 years to 30

Sl. No.	District	6-12	13-16	17-21	22-25	above 25-30
1	Bijapur	16,587	17,369	17,961	18,359	19,123
2	Bidar	11,620	10,629	24,769	25,914	26,135
3	Gulbarga	20,967	19,623	18,204	17,423	16,921
4	Bellary	14,576	△	16,204	17,243	18,142
5	Raichur	21,670	20,389	19,342	17,162	15,758
6	Kopel	12,830	15,490	13,240	11,236	10,434
7	Shivamoga	19,858	18,765	17,454	11,367	15,962
8	Hasan	20,897	19,842	18,154	17,620	16,527
9	Chikmagalur	16,233	12,465	14,655	16,926	20,423
10	Chamarajnagar	10,579	12,468	11,357	13,135	14,792
11	Mysore	21,972	20,128	21,267	19,248	17,361
12	Mandya	11,468	12,076	12,875	13,234	14,073
13	Ramanagar	12,952	13,483	14,246	15,826	16,098

State

Note:- Above figures are provisional only. It has taken by the books which published by Government Education Department.

[Marks 40]

Section II

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Question: 2

Typewrite the following Business letter in proper form in single line spacing, expand all abbreviations and correct mis-spelling, Take one carbon copy

— 0 —

From principal GIRI COMPUTER INSTITUTE
M. G Road, Has^san, dt. 14-2-2013, No MCI/10/16-13
Address to Brians computer, S.P. Road, Bangalore
Telegram "GIRI" Telephone: 22805223, D/S

to word. Please refer to our letter dated 12-2-2010
for the supply of computer and other accessories
along with a good laser printer to our Institute

In this connection, we wish to inform you
that the required machineries have been
supplied by your firm after a delay of
nearly six months. Here, we would like to
mention that at the time of the installation
of the computer your Engineer have simply
assembled the different parts of the computer
and said this is in working condition.

After installation the computer was being
used regularly and it was working quite
satisfactorily. But, all of a sudden one day
it started giving problem. Since we have learnt

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only to operate the machine and not knowing the repair of the machine, we are put to lot of inconvenience. Due to this, we are not in a position to give the Training in practical to the Student of our Institution. In this regards, we have written a letter to you mentioning the problem we are facing at present and requested ~~the~~ you to send some of your service ^a to ¹ Engineers ³ rectify the problem of the machine and to make the repair

Hence we request you once again to kindly send your service engineer at the earliest

for Y/7.

Principal.

[Marks 30]

Section III

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Question: 3

Typewrite the following official letter in proper form in double line spacing, expand all abbreviations and correct mis-spelling. Take one carbon copy

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exp. From the Secretary to the Government of Karnataka Vidhan Soudha, Commerce and Industries Department Bangalore, Address to The Secretary to the Govt of India, Ministry of Industries New Delhi Dt. 1-11-2011. Letter no C-10-3-2011, Sir, Subject:- Extending the period of validity of Letter Intend granted

9 I am directed to invite reference to the Govt. of India Letter no. L1826 dated 15th September 2016 wherein Govt. of India are pleased to grant an Industrial licence of for the Sugar of manufacture to Sri Asha Laxmi Sugar mills at Indaibettu, Belthangadi taluk with a validity period of 12 months, the Director of Sugar, Bangalore has submitted his report stating that the management of the ¹preparation of the project report for obtaining loans.

⊗ proposed sugar factory has to comply with certain formalities such as

Contd- 6.

Question: 3 condn.

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from the financial Institution calling, quotations for supply of machinery which will take some time. He is of the opinion that it is Seek to necessary extension of the period of validity of Letter of Intent at least by another 24 months. [In the

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above circumstances explained above, I am to request you to please extend the validity period of Letter of Intent issued

Exp.

on 10-01-2016 for a further period of 24 months of Shri Asha Laxmi Sugar Mills, Indabetta, at Belthangadi Taluka.

y/z.

Under Secretary to Govt.
Commerce & Industries Dept

[Marks-30]

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