

Code No. 05Y [C.]

COMMERCE EXAMINATION

English Typewriting Junior Grade

II Paper

TIME: 1 1/2 Hours

MAX. MARKS: 100

January/February, 2020

- 1) Begin each answer on a separate sheet of paper.
- 2) Typewrite only on one side of the paper.
- 3) Expand all abbreviations correct all misspelling 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
Question - 1

code no. 05Y [C]

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

List of forest area with Panchargath wise in Vanavasapuram taluk in 2019-20.
(in Mtrs.)

Sl. No.	Panchargath Name	Dryed Area	Wet Area	State forest Area	Central forest Area
1	Arikante	32,563	25,634	52,375	31,563
2	Nambihally	36,123	78,961	19,463	28,132
3	Mudige ^M odaga	61,563	64,235	21,632	34,253
4	Rogalpad	28,132	17,567	81,357	36,123
5	Gownipally	31,563	82,465	35,698	61,563
6	Yeldur	34,253	91,635	61,653	31,563
7	Ronky Taluk	19,463	36,123	31,563	37,967
8	Muthakapally	21,632	61,563	54,563	84,632
9	Lakshmi Sagara	61,235	31,563	24,563	42,563
10	Dalasaribbi	84, A	81,657	25,634	64,235
11	Thimmasandra	42,563	34,985	78,961	17,567
12	Hodali	54,256	58,364	24,354	82,465
13	Somayajalohally	31,563	37,967	36,123	32,563
14	Kuresepally	17,567	36,123	84,632	61,563
15	Thadigol	82,465	45,878	42,563	31,563
16	Pulagarakote	61,563	31,563	17,567	17,567
17	Pathanelavemki	31,563	28,132	82,465	42,563
18	Addagal	61,563	34,253	91,635	54,256

Marks-40

Section: II
Question: 2

Code No. 05Y [C]

Typewrite the following business letter in proper form in single line spacing. Expanding all abbreviations and correcting mis-spellings, take one Carbon Copy.

— * —

From Sri Varn Granites Company,
77, 7th Cross, Bangalore to Mr. Vishwas R. Bhatkar,
No. 77, 7th Cross, Lalbhadar Nagar, Bangalore,
No. 777/SVGC/19-20, Date: 7th October 2019.

Dear Sir, Subject: Supply of granite and marble.

We came to know that you are building a new house at Bangalore. We are happy to know that you have started to build a new house.

in
words

From the past 25 years we are distributing granites and marbles throughout the State. What is the total number of squares of your new house which you are ^{at} now constructing. And how many floors, this is to know how much granites we have to supply and keep it in stock. We ^{stet} have various types of granites which are beautiful and durable. It can withstand any type of weather condition. If U

Contd... 4

Section: II

Question: 2 Contd.

Code No. 05Y (C)

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about

accept to receive our staff to your home and they will explain which granites will be suitable for your home. They will show you the granites which are not suitable for the Pooja room, hall, kitchen, bedroom, △ and passage. They will show it with the sample of the granites. [Our company has four branches. If you try to visit any of our branches and speak about the granites with our staff. If everything is alright our transport service will deliver the granites △△. If you accept we will send even the workers to fix the granites. △△ to your house

Thanking you,

y/f.
For Sri Varu Granites
Company.

Marles-30

Section: II
Question: 3

Page - 5

Code No. 05Y [C]

Typewrite the following official letter in proper form in double line spacing. Expanding all abbreviations and correct misspellings. A ~~take~~ one copy copy.

G. O. K

Dept. of Public Instruction

No. CE/CEVDA/24/2019-20

O. O. the
Joint Director,
Nrapatunga Road,

from The Joint Director Bangalore, dt. 7/09/2019

Nrapatunga Road,
BANGALORE.

To ~~xxx~~

Subject: Commerce examination evaluation of July 2019.

Reference: Letter No. 51/CEEVA/34/2019-20 dated: 29.08.2019

Sir,

with ref to the above subject, the evaluation of Commerce examinations of July 2019 has started on 27.08.2019 in DIET, Bangalore rural district, Rajaraj Nagar, Bangalore. 300 evaluators has registered in the examination board for evaluation, and we have sent the order copy for all the 300 evaluators. out of 300 evaluators, only 75 of the ~~evaluators~~ have attended.

~~xxx~~ The PRINCIPALS of all Commerce Institutes, Bangalore division.
Contd. --- 6

close up

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Section: II Page 6
Question: 2 Contd.

Code No. 05/[C]

2. Due to this reason the results for Com. examinations will be delayed. Pl. Send the letters for the evaluators who did not attend for the evaluation. please give them a Δ warning to be present for the evaluation or else take a strict action against (him) them. The Director, Secondary Education Examination Board has given this letter.

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3. Because for this, all the principals of Commerce institutes of Bangalore division who did not attend the Evaluation work, come to the immediately evaluation and fulfill your duty or else we'll take severe action against u. The names of the evaluators who did not attend for the evaluation is attached with this letter.

Δ Strict

Yours faithfully,
Joint Director
Bangalore Division.

MARKS: 30

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