

CODE NO.05Y [D]

COMMERCE EXAMINATIONS
ENGLISH TYPEWRITING
JUNIOR-GRADE II PAPER

January/February, 2020

TIME:- 01-30 HOURS
MAX. MARKS: 100

Instructions to Candidates:-

1. Begin each answer on a Separate Sheet.
2. Type on only one side of the paper.
3. Expand all abbreviations, correct all mistakes/mis-spellings and punctuate wherever necessary.
4. Use pen or pencil to draw vertical lines in Section - I.
5. Special attention should be paid for neatness and accuracy.
6. Arrange answer sheets according to question serial numbers.



SECTION: I

QUESTION: 01

Type the following statement in proper form
Draw vertical line in pen or pencil, expanding all
abbreviations properly and punctuate the figures
wherever necessary.

Stt. Showing the ^{no} different type of vehicles sold
in the districts of Karnataka State during the yr.
from 2013 to 2017

h a 8,625 ■ 7,667

| Districts | 2013 | 2014 | 2015 | 2016 | 2017 |
|-------------------------|-------|-------|------------------|------------------|-------|
| 1. Kolar | 5,554 | 4,535 | 3,545 | 4,354 | 8,974 |
| h set 2. Kodagu | 8,728 | 9,876 | 6,978 | 7,866 | 2,453 |
| 3. Mandya | 4,321 | 2,354 | 4,545 | 5,455 | 8,799 |
| h u 4. Mysuru | 6,789 | 8,097 | 6,978 | 7,987 | 8,786 |
| 5. Ramnagara | 4,455 | 5,342 | 2,554 | 3,544 | 2,876 |
| h t r o s 6. Raichur | 9,678 | 8,796 | 7,977 | ■ | 7,809 |
| 7. Tumakuru | 3,455 | 5,534 | 4,554 | 4,533 | 9,876 |
| 8. Shivamogga | 7,897 | 9,876 | 6,987 | 7,698 | 6,776 |
| 10. Dharwad | 8,977 | 7,679 | 9,678 | 8,737 | 9,869 |
| 9. Chitradurga | 2,345 | 5,432 | 4,325 | 1,555 | 5,431 |
| 11. Gulbarga | 4,325 | 5,432 | 3,543 | 2,555 | 2,543 |
| 12. Hassan | 7,689 | 8,967 | 6,882 | 9,786 | 7,896 |
| h a 13. Bengaluru | 9,967 | 7,967 | 6,605 | 8,788 | 5,784 |
| 14. Bidar | 5,434 | 4,443 | 3,542 | 2,345 | 3,245 |
| h s e t 15. Chikmagalur | 7,797 | 9,777 | 8,656 | 6,567 | 7,867 |

NOTE:- The above mentioned figures are not
actual.

MARKS: 40

Contd. page..... 03

SECTION-II
QUESTION-02

CODE NO. 05Y [D]

Type the following Business letter in proper form in single line spacing expanding all abbreviation and correcting mis-spellings, take one carbon copy.

Telegrams: "COCONUT"

Mobile No.: 9876543210

MYSORE COCONUT MERCHANT
(Dealers of Coconut Products)

NO. SALES/40

Near Busstand,
Chikkamagaluru,
20th February 2019.

M/s Maminunatha Coconut Merchant,
M. G. Road,
KADURU.

Dear Sirs,

Subject:- Supply of Coconuts.

h.c We are surprised to learn from your telegram and the subsequent letter both dated the 2nd instant that you refuse to accept the 300 coconut invoiced to you on the 4th of ultimo, alleging that the goods are not as per sample and unfit for consumption. We regret that we cannot accept your complaint but on the contrary insist upon the strict fulfillment of our contract and ask you to settle the amt. of the invoice for the following reasons.

h#

Contd. page.... 04

SECTION-II
QUESTION-02

We have selected the coconut in according with your order in best quality and for the sake of precaution we asked several impartial witnesses were present at the packing time. If your complaint is based upon the facts, it is evident that the damages occurred during transport we are not responsible. Your claims should be made to the transport company to whom you have asked us to handover the coconut. We are therefore decline any responsibility in this regard.

A.N.P. [If you carefully consider the matter we feel that you will agree that we are not responsible from the for damage.] Looking forward to your favourable reply. Kindly settle our bill at the earliest.

Thank you,

Yours faithfully,
for MYSORE COCONUT MERCHANT,

(RAMESH)
Sales Manager

MARKS: 30

Contd--page--05

SECTION: II
QUESTION: 03

CODE NO. 05Y [D]

— Type the following Official Letter in proper form expand all abbreviations, Correcting Mis-spelling & take one carbon copy.
—o—

GOVERNMENT OF KARNATAKA

NO. D.S./H3/9/2019

Karnataka Government Secretariat,
Vidhana Soudha,
Bengaluru, dated 19th ~~January~~ 2019.
March

FROM

The Deputy Secretary to the
Government of Karnataka,
Department of Tourism,
Vidhana Soudha,
BENGALURU.

TO

All the Heads of Departments.

Sir,

Subject:- Booking Air tickets.

lt
luc. Please refer to the communication dated 12th February
2019 on the above subject. In this regard I would like
to say that instances are still being brought to the
notice of the department that air tickets are being
booked through other airlines in preference to Air
India is the national flight. It is desirable that all
luc Air Tickets, especially those booked through Government
Departments as well as by public Sector Undertaking
and State Government are booked through Air India only.
This will not only increase Air India's revenues but also
result in saving in valuable foreign exchange.

Contd... page... 06

SECTION: II

CODE NO. 05Y [D]

QUESTION: 03

2. It is therefore requested that it may kindly be
 h_{state} impressed that booking of air ~~tickets~~ should be in all
 a_{Expand} case be made only through A.I. and in no case booking
 should be made through other airlines. In case booking
 through other airlines, become necessary prior per-
 h_a mission of this office should be to obtained giving
 full justification of the same. The proposals are
 h_# to be sent to this department in the prescribed
 proforma well in time.
- h_c 3. Suitable instructions in this regard may
 be issued to all concerned departments.

Yours faithfully,

Deputy Secretary
to Government.

~~~~~

MARKS: 30