

CODE NO. 05Y (D)

COMMERCE EXAMINATION
ENGLISH TYPEWRITING
JUNIOR GRADE II PAPER

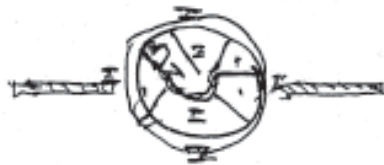
January, 2019

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 answersheets according to Question Serial numbers.



SECTION: I
QUESTION: 01

CODE NO. 05Y (D)

Stt. Showing the number of Agricultural Labourers in Southern and Northern States of India as per the Statistics of the Dept. of Agriculture, from 2015 to 2018. 8,788

Sl. No.	States	2015	2016	2017	2018
1	Karnataka	9,276	6,543	7,654	8,765
9 2	Kerala	4,234	5,789	1,789	3,279
3	Andhra Pradesh	3,123	4,345	5,434	8,789
4	ASSAM	4,321	6,456	7,889	5,432
st# 5	Madras	9,999	8,258	7,654	3,323
6	Maharashtra	8,321	7,789	6,768	2,321
7	Madhya Pradesh	6,768	8,888	9,070	7,678
8	Bihar	9,000	8,678	8,000	1,543
9	Bombay	8,867	4,512	9,008	7,786
10	Calcutta	2,354	3,354	6,000	3,000
11	Gujarat	7,867	9,777	8,687	5,435
12	Hyderabad	1,534	7,988	6,867	5,000
13	Rajasthan	4,554	5,454	6,768	7,680
14	Orissa	3,445	5,345	9,878	6,000
15	Utter Pradesh	2,545	2,989	7,657	5,123

NOTE:- States mentioned is not in order.

MARKS = 40

Page.... 03

SECTION: II

CODE NO. OSY [D]

QUESTION: 02

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

SADHANA TRADING CORPORATION

NO. STG-64-18-19

Brigade Road,
Bangalore,
16th June 2018.

The Manager,
Tumkur Branch,
B. H. Road,
TUMKUR.

Dear Sir,

We very much regret having to draw your attention to the fact that there has been a considerable reduction in the turnover of your Branch during last 4 years. The Head Office ~~has~~ ^{has} ~~received~~ ^{received} complaints from many of your customers,

This cannot, in any circumstances, be attributed to adverse trade condition for we all know that they are better than they have been for a long time. Nor ^{it can} be explained by local difficulties for we understand that our competitors in this particular district are making record profits. [We are, therefore forced come to the conclusion that there must be a real foundation for the complaints we have recently

Contd.....page.4

SECTION: II
QUESTION: 02

CODENO. 054 [D]

Received and th. the Service given to Customers is very much below the Standard which they have every right to expect.

We ask to do your utmost to eradicate these a faults and we or particularly anxious that all deliveries should be made promptly, and certainly C / onday promised. great care should be taken to avoid any damage in packing or transport. All # / delivery men must recognize that this company Inc insists on courtesy to all customers and we Inc wish you to forward immediately to the head office any complaints that you may have in this connection.

Yours faithfully,
for SADHANA TRADING CORPORATION,

Managers.

MARKS - 30

contd... 5

SECTION: II
QUESTION: 09

Page-05

CODE NO. 05y (D)

Typewrite the following Official Letter in proper form expanding abbreviations, correcting mis-spelling. take one carbon copy.

GOVERNMENT OF KARNATAKA

NO. 513/CFE/06/2018-19

Office of the
Commissioner,
Nrupathunga Road,
Bangalore, dated 21st March 2018.

From

The Commissioner,
Nrupathunga Road,
BANGALURU.

To

All the Principals of
Commerce Institutes
in Karnataka.

Sir,

Subject:- Grants to Institutes running
Commerce courses.

I am glad to state that the Commerce Institutes in Karnataka are imparting Job oriented Education among young Boys and girls. Secondly the has become basic means to earn one's livelihood. The person knowing both typewriting Computer, Shorthand can come up very easily and shine in his career. [It is a matter of gratification, th. in January 2018 examination,

Countd page. 06

SECTION: II
QUESTION: 01

Page-06.

CODE NO. 05Y [D]

the girls' performance have excelled over boys in securing ranks. The noble services rendered by principals and instructors in training the # | students are worth appreciable, with a view to encourage both teachers and taught, proposals have been sent to Government so as to release grants to such institutes, which knock good percentage of passes and ranks. Further, it is also requested to award suitably, both the teachers and the rank students of the institute in English or Kannada typewriting, computer, shorthand examinations conducted by the Board. Such institutes could be given grants as a matter of encouragement also with the permission to open new oriented Job Courses like Secretarial Practice which involves not only typewriting and L.c. | Stenography, Office Procedure and Accountancy.

Principals are ∴ required to furnish data in the prescribed proforma and send to this office within 30 days i.e; 01-04-2018 for taking need- u.c. | for action in the matter. The proforma is enclosed for your readfull.

Yours faithfully,

MARKS: 30



(sdh)
Commissioner.

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