

Code No. 05y(E)

COMMERCE EXAMINATIONS

English Typewriting - Junior Grade
II Paper

January/February, 2020 Time: 1½ hours

Marks: 100 marks

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 misspellings and punctuate wherever necessary.
4. Use Pen or Pencil to draw vertical lines.
5. Arrange answer sheets according to question serial
6. Special attention should be paid to accuracy and neatness

Section I

Typewrite the below given statement in proper form. Use pen or pencil to draw vertical lines. Punctuate the figures and expand abbreviations if any.

Statement showing the Sales of various models of cars at the Grandvi motors, Bangalore Chennai Highway, Kolar during the last five years.

make of the car	1991	1992	1993	1994	1995
maruti 800	1,200	1,250	1,300	1,300	1,280
maruti omni	1,868	2,901	1,101	1,234	1,800
maruti Este	1,800	1,898	1,701	1,800	1,666
maruti Ignis	1,565	1,470	1,871	1,517	1,777
maruti Celerio	1,777	2,888	1,999	1,898	1,898
maruti Alto	1,878	1,989	1,545	1,017	1,767
maruti Swift	1,767	1,878	1,263	1,425	1,234
Swift Dzire	1,989	1,234	4,567	1,872	1,243
maruti Breeza	1,242	1,876	1,273	2,368	1,896
maruti Ertiga	1,898	1,276	1,487	8,168	1,284
maruti Ciaz	1,687	4,819	8,468	9,182	6,897
maruti Baleno	1,687	6,819	8,648	4,182	6,423

NOTE: The above figures are taken only for the purpose of assessing the progress achieved by the company.

marks - 40

Section II

Page - 3

Code No 05Y (E)

Typewrite the below given letter in proper form
Expanding abbreviations, Correcting misspellings
Take one Carbon Copy
- 0 -

Letter from the Principal, Sri Ganesha Institute of
Commerce, Subbajpet main Road, Bangalore to Sri
D. Ramesh, Principal, Associated Institute of
Commerce, Avenue Road, Raymore Bank Circle
Bangalore. Letter No. GIC/Text/2019, dated 1st
January 2020.

Dear Sir,

Short Hand Text Books

Sub: Purchase of ~~Text Books~~ regarding.

close up
we
works
we
This is in continuation of the telephonic
discussions I had with you on the 28th ultimo
where in I had made a mention about the
availability of Short-hand and Typewriting Text
Books @ our institute. our institute was
established 5 decades ago and the founders
of our Institute have been the pioneers in the
preparation of Text Books of both Typewriting and
Short-hand. In this regard I wd. like to
bring to your notice that Text Books for both
Short-hand and Typewriting of all the subjects and
grades are available for sale at our premises.

- - - - 4

Page - 4

Code No 057 (E)

You are requested to visit our premises to review the Text Books before purchasing. You are welcome anytime during office hours. If after reviewing you place orders for any of / Text Books of any grade we will be so happy to supply the same at your place within two days from the date of confirmed order. We will allow a special discount of 25% for the fellow Commerce institutes. You can pay either in cash or through mobile banking.
Awaiting your visit to our institute.

Yours faithfully

fr - - - - -

Mark-30

(S.R. Siddaraju)
Principal

Typewrite the below given official letter in proper form
Expand all abbreviations, Correct all spelling mistakes
Take ONE Carbon Copy

Letter No. DPI/IE/Com. Text/2019, dated 14th April 2019
from the Director of Public Instructions, New
Public Offices, Bangalore to the Secretary to Govt.
Education Department, Vidhana Soudha, Bangalore.

Sir,

Sub: Typewriting text book for Commerce
Institutes in the State

With reference to the above, I would like to
draw your kind attention to the Text book authored
by S. R. Siddaraju, Founder Principal of Sri
Leinayaka Institute of Commerce, Cubbonpet-main
Road, Bangalore. This book is being penned by
him to enable the students to learn the
art of Typewriting easily and in a better way.
Siddaraju has been working in the field of
Commerce Education for the past four decades
and has abundant knowledge of Typewriting
and shorthand subjects. As he has been
in public service for quite a long period
he has got wide knowledge of various
official Correspondence

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2. The book as perceived by me is quiet good and has been written as per the syllabus prescribed by the Dept. This book will help the students to learn / subject easily and it will also help the teachers working in the ~~some~~ commerce institutions to teach the subject in a better way.

3. I would request you to kindly take suitable steps to recommend the text book as the approved reference book by the Dept. and direct all the Commerce Institutions in the state to prescribe the book to their students.

Marks: 30

Yours faithfully,

D. P. I

— x —