

Code No. 57(E)

COMMERCE EXAMINATIONS

ENGLISH TYPEWRITING JUNIOR GRADE

II PAPER

Time: $1\frac{1}{2}$ hours

Max. Mark: 100

January, 2019

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 mis-spellings and punctuate the figures wherever necessary.
4. Use pen or pencil to draw lines in Section-I
5. Arrange the answersheet according to the question serial number.
6. Special attention should be given to neatness and accuracy



Section - I

Code No. 057 (E)

Q. No. 1

Typewrite the following Statement in proper form, Punctuate the figures. Draw vertical line with pen or pencil.

Stt. showing the details of sales of silk sarees at different places of Karnataka during the month of August 2017.

Sr.No	Places	Ahmednagar Silk	Banarasi Silk	Chanderi Silk	Kota Silk	Mysore Silk	
1	Bangalore	14,332	43,535	15,510	65,435	12,222	
2	Belgaum	10,115	30,554	36,512	44,463	11112	stet
3	Chikmagalur	19,154	15,432	10,554	60,431	11182	19
4	Chitradurga	18137	50416	37496	19469	1112	
5	Davanagere	39127	31592	50519	20510	62187	
6	Dharmasani	61145	22195	95578	20147	68175	Trm
7	Gadag	59160	54584	51116	20174	28184	
8	Hassan	54115	55164	15192	64178	20	
9	Hubbli	32175	16187	67147	61650	58190	
10	Kolar	77121	74117	26,290	40316	50183	
11	Mysore	80212	12613	31289	91139	41172	
12	Mandya	91223	10692	42278	82127	52183	
13	Raichur	62123	31613	14191	27163	72185	
14	Shivamoga	42165	12442	54176	66124	53176	

Note: Above figures are avg. numbers taken during the year.

MARKS: 40

Typewrite the following BUSINESS LETTER in proper form in single line spacing, expanding all abbreviations and correcting mis-spelling. Take one Carbon copy.

- x - x - x -

Telegram: "LAVANVA", Telephone: 9449487918 from Lavanya Beauty Parlour, Lavang Enclave, Gulbarga, 30.6.2015 expand
 letter No. LBP/15/2015-16, addressed to M. K. Venk. Chougani Electronics, Sampige Road, Bangalore-560003.

λ
The manager

Dear Madam,

We are in receipt of your letter of fifteenth instant. We are sorry to learn that of five hair driers sent to us through Speedy Transport Corporation, are not working properly. Before packing hair driers I said your technician thoroughly λ you checked all hair driers, only after his certifying that all hair driers sent to us were in perfect condition, we sent you our letter dated 5E instant stating that hair driers requested by us were ready for dispatch and you may del informed us to send our technician to check the hair driers before packing for delivery to the Δ Transport Corporation for being delivered to us.

u.c.
u.p.

words

Δ
Speedy

It may be during transport hair driers might have slightly gone out of order. on receipt of hair driers complaint you have advised us to complain about

Continued....-Page 4

Section - II

Question No. 2 Continued.....

frmt: this to your Manager Branch at Mangalore, to whom we are also enclosing a copy of this letter, to repair / hair dress urgently. Hence we contacted your Branch Manager there who did not replied for us in the matter. We are very angry for the inconvenience caused to us in this behalf. ↵

R.D.

please do the needful in the matter urgently or else we will delink business with you in future.

o

stet

Y/F,
for Lavanya Beauty Parlour,

☒
Proprietrix.

☒ (Arna Parkash)

Mark: 30

Section-II

Code No. 05y (E)

Question - 3

Typewrite the following OFFICIAL LETTER in proper form in double line spacing, expanding all abbreviations and correcting mis-spellings. Take one carbon copy.

From the Under Secretary to Govt, Karnataka Government Secretariat, Multistoried Buildings, A dated 2.5.2016
 Women and Child Development Dept., Addressed to the Managing Director, Karnataka State Women Development Corporation, Bangalore. Letter No. WC/D/PCM/2016-17

Sir,
 Sub: Prohibition of child marriage act-2007

With ref. to the above subject, Govt, hereby issues the following guidelines for Prohibition of child marriage in the whole state, the child marriage prohibition officers are appointed all over the state of ~~Karnataka~~ u.c.

2. Child marriage prohibition officer sh. ensure that the organizer of mass marriage shall maintain registers and a list of the proposed eligible couples to be married and record details after verifying the photographs, birth certificate, school certificate,

Continued Page 6.....

Question No. 3 Continued....

- medical certificate as proof [age] of [] from a medical practitioner. [] 3. The child marriage prohibition officers shall prevent the child marriage by taking such acts as he deems fit. While doing so he may take the assistance of a # of respectable members of the locality with a record of a service.

social

4. Child marriage prohibition officers of [level] [] and at district level, shall report the statistics of the []

incidence of child marriage taken place in the state, periodically, that is quarterly as per [] to the Director, Women and child welfare development Department in form No. 6, at the earliest date without delay.

Y/F,

(V. YOGITHA BASAVA)
Under Secretary to Govt,
Women and child development
Department.

Mark: 30