

**COMMERCE EXAMINATIONS**  
**ENGLISH SHORTHAND**  
**SENIOR GRADE – II Paper**  
**( Elaboration of Notes )**

**January/February, 2020**

Time : { Dictation : 5 Minutes  
 { Transcription : 2 Hours

[ Max. Marks : 100

*Instructions to Readers :*

1. The following matter should be dictated at the rate of 120 words per minute, as marked.
2. Question numbers also form part of the reading matter to be dictated and they should be read with special emphasis.
3. Marks allotted to questions DO NOT form part of the reading matter. Hence, marks allotted to questions may be mentioned to the candidates after the dictation is over.
4. Candidates should be instructed to take dictation in phonographic style and elaborate the same in 2 hours and be asked to begin their answer to each question on a separate page.

QUESTION ONE :

Smt. Anitha N. Maddur  
 candidate from Maddur contesting  
 elections to Legislative Council from  
 South-West Teachers constituency.  
 Introducing herself to voters.  
 Served five years as a member of  
 $\frac{1}{4}$  Legislative Council. Herself / a  
 lecturer in a private college. Earlier

served as Journalist for about four  
 years. Have had close association  
 with teachers movement in the  
 State. Familiar with problems of  
 teachers. Her// record of  $\frac{1}{2}$   
 achievements as Legislator were  
 before teachers. Thanks for their  
 co-operation.

Teachers problems that are

before Government can be solved taking only the present situation into consideration. Confident, with/// unity, she can meet any challenge. Appeals to all voters for their kind support giving first preference vote in her favour.

PREPARE AN APPEAL FOR THE SIGNATURE OF THE ANITHA.

1 N. MADDUR./1/ ( Marks : 20 )

QUESTION TWO :

Director, Vishweshwaraya University of Technology, Government of Karnataka, Belgaum invites tenders for supply of electronic measuring instruments and equipments. Last date for receiving blank tender forms Twenty fifth/ January two thousand nineteen. Cost of the tender forms rupees Five thousand. Last date for receipt of sealed

tenders 4.00 p.m. on 20th February Two thousand nineteen. Tenders received// after the last date will not be considered. Tenders account. Earnest money deposit rupees Two Lakhs should be sent by Demand Draft along with the tender form. The Director reserves/// right to accept or reject any tender.

PREPARE A TENDER NOTICE FOR THE SIGNATURE OF THE DIRECTOR VISHWESHWARAYA UNIVERSITY OF TECHNOLOGY.

( Marks : 20 )

QUESTION THREE :

Sri Karthik Finance Corporation Ltd., Gubbalal, Bombay/2/ decided to hold its Fifth Annual General Body meeting on 20th March Two Thousand Nineteen at its registered office at

11.00 a.m. to transact the following  
 $\frac{1}{4}$  business ; to receive / and adopt  
 directors report and audited  
 balance sheet and profit and loss  
 account for the previous year ;  
 Statement of Accounts for the year  
 Two thousand eighteen-nineteen, to  
 $\frac{1}{2}$  declare dividend, election // of new  
 directors in place of directors  
 retiring by rotation who are also  
 eligible for re-election ; to approve  
 profit allocation for the year 2018-  
 19 ; to approve budget estimates  
 $\frac{3}{4}$  and any /// other subject for  
 which due notice has been given.  
 Share holders are requested to be  
 3 present in /3/ the meeting before  
 five minutes of the scheduled time.  
 Members may appoint proxy to  
 attend the meeting.

PREPARE A MEETING  
 NOTICE. ( Marks : 20 )

QUESTION FOUR :

MARUTHI Leather Industries,  
 Kuvempu Road, Mysore writes /  $\frac{1}{4}$   
 letter to the Managing Director,  
 Karnataka State Road Transport  
 Corporation, Mahatma Gandhi Road,  
 Chickamagalur. Everyone likes to  
 wear a shoe that gives real comfort  
 and style. A man or woman // can  $\frac{1}{2}$   
 spend whole day wearing Maruthi  
 shoes during work, shopping,  
 travelling and yet return home  
 cheerfully and smilingly, because  
 it keeps the feet comfortable.  
 Prepared from good quality leather  
 under /// expert management.  $\frac{3}{4}$   
 Produces no irritation, longer utility  
 for the price paid, retains perfect  
 shape till it is thrown away. Good  
 appearance is its biggest value.  
 Suitable to wear on all /4/ social 4

functions and parties. Industrial and transport workers love Ruby shoes in view of its light weight and durability. Supply this year Maruthi shoes to your running staff and note / the difference in their performance.

PREPARE A BUSINESS LETTER. ( Marks : 20 )

QUESTION FIVE :

ISHWARYA Silk & Sarees Centre, Chaithanya Road, Ananth Rao Circle, Mangalore announces an unbeatable Twenty percent

discount sale on// entire selection of latest Ladies and kids wear. Also Twenty five per cent discount for gents on all varieties of readymade pants and shirts for men, sarees, kurtas, choovidars and other // ladies wears for ladies and other latest design dress materials for kids available. Sale is for two weeks start from twenty fourth November two thousand Nineteen.

PREPARE AN ATTRACTIVE ADVERTISEMENT./5/ ( Marks : 20 )