

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

**January, 2019**

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 :

Bharath Earth Movers Ltd.,  
Bengaluru, a Government of India  
Undertaking, invites application for  
the post of Sales Engineer,  
minimum qualification : a degree  
in Engineering, Arts, Science or  
 $\frac{1}{4}$  Commerce./ Should have at least  
three years experience in case of

engineering graduates and six years  
in the case of general graduates in  
any Government or Commercial  
organizations : should be able//  $\frac{1}{2}$   
to plan the requirements for large  
projects, should be able to interpret  
tenders and requirements of  
equipment from customers and  
offer quotation. Salary in grade

$\frac{3}{4}$  Rs. 5,000-6,000/- /// plus dearness allowance and house rent allowance.

Application should be on plain paper, preferably type-written, furnishing particulars of full name, address, age, date of birth, educational qualification, 1 salary drawn, /1/ nature of work done etc., minimum salary and joining time required. Application to accompany crossed postal order for Rs. 50/- and addressed to  $\frac{1}{4}$  manager to reach him on or before/ 24th November.

PREPARE THE  
ADVERTISEMENT AND ALSO  
APPLY FOR THE SAID POST.

( Marks : 25 )

QUESTION TWO :

M/s. Sree Rama Co-operative  
Bank, Cubbon Pet Main Road,

Bengaluru decides to hold its 30th Annual // General Body Meeting  $\frac{1}{2}$  at the Seminar Hall, Karnataka Chamber of Commerce and Industry, Kempegowda Road Bengaluru on Sunday the 20th November 2018 at 3 P.M. to transact/// the following  $\frac{3}{4}$  business : to discuss the annual audited accounts and the auditor's report for the financial year 2017-18 ; consider and adopt the report of the Bank for /2/ the previous 2 year ; election of office bearers ; appointment of auditors and fix their remuneration ; declaration of dividend ; any other subject with the permission of the Chair. The share transfer books / of the  $\frac{1}{4}$  company remain company remain closed during the period 1st

November 2018 to 20th November 2018 ( both days inclusive ). Share holders are requested to be present  $\frac{1}{2}$  half // an hour before the meeting commences.

PREPARE MEETING NOTICE.

( Marks : 20 )

QUESTION THREE :

Bal Bhavan Society, under Ministry of Women and Child, Government of Karnataka, Cubbon Park, Bengaluru invites Technical and Financial /// Bid Tender by the eligible bidders for supplying Refreshment for a period of one year to the participating children, parents, guests, Jury etc., during the various activities, programs conducted by /3/ it throughout the year. Last date of obtaining tender from the Secretary, Bal Bhavan

Society is 30th October 2018 up to 5 p.m. Last date for submitting tender is / 15th November 2018,  $\frac{1}{4}$  up to 4 p.m. Tenders will be opened in the presence of the tenderers on the same day at 5 p.m. Further details may be had // from the  $\frac{1}{2}$  office of Bal Bhavan Society, Cubbon Park, Bengaluru.

PREPARE TENDER NOTICE.

( Marks : 20 )

QUESTION FOUR :

On account of heavy rains recently in Madikeri, the residents of Madikeri are suffering a /// lot.  $\frac{3}{4}$  Most of them have become homeless as their homes were washed away by the flooding of river on account of heavy rain. Tea and Coffee Estates are filled with /4/ mud water and they 4

cannot grow any crops. Their financial condition has become very deplorable. These people have to be rehabilitated and make them lead normal lives. The Government is / doing whatever, it could to mitigate the sufferings of these people. Government alone cannot meet the huge expenditure involved. Hence, the Chairman, Madikeri Flood Relief Committee makes an earnest appeal // to the people of Karnataka to donate liberally to the relief fund and thus,

help their brethren who are in distress.

ISSUE APPEAL FROM THE  
CHAIRMAN, MADIKERI, FLOOD  
RELIEF COMMITTEE ///

$\frac{3}{4}$

( Marks : 20 )

QUESTION FIVE :

Century Club, Bengaluru invites for Grand Cultural Show at 6 p.m. at their auditorium on Sunday, the 20th October, 2018.

ISSUE INVITATION TO ITS  
CLUB MEMBERS. /5/

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( Marks : 15 )