

Code No. **13 Y**

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

**January, 2016**

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 :

The Superintending  
Engineer, Cuavery Neeravari  
Nigam Limited  
Channarayapatna Circle,  
Channarayapatna, Hassan  
District writes to Chief Engineer,  
Cuavery Neeravari Nigam  
Limited, Gorur Zone, Gorur,  
Hassan District regarding

construction of / overbridge  $\frac{1}{4}$   
starting from First Grade College  
to Gandhi Park in  
Channarayapatna, Hassan  
Road. As per sanction order  
dated Twenty Second September  
Two Thousand Fifteen,  
quotations were invited.  
Accordingly quotations received  $\frac{1}{2}$   
from // twenty two tenderers. A

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comparative statement of quotation enclosed. Out of these M/s. Sneha Constructions, Pvt. Limited, Mysore, were recommended for acceptance as they had quoted very low price.

$\frac{3}{4}$  Previously /// they have carried out construction work of Road bridges and Canal bridges satisfactorily near Bhadravathi in Shivamogga District. They assured to complete the work within Twenty eight months.

1 Approval of /1/ the Chief Engineer is requested to entrust work to M/s. Sneha Construction Pvt. Limited only after which necessary orders could be issued to the tenderer.

PREPARE AN OFFICIAL LETTER. ( 20 marks )

QUESTION / TWO :

$\frac{1}{4}$

From Theerthahalli Vidhana Sabha Constituency you wish to contest for a seat in Vidhana Sabha as Bharathiya Janatha Party candidate to be held on Twenty Second May Two

Thousand // Fifteen. To improve economic position, burden of taxation to be reduced, best use of natural resources, waste to be avoided your motto. Solve the unemployment problem, solve the drinking water /// supply problem in overall constituency, maximum freedom, minimum control, and intelligent planning. Theerthahalli Vidhana Sabha Constituency has Two lakh seventy five thousand voters. Physically impossible to meet

everyone personally. Support/2/ 2 solicited.

PREPARE AN ELECTION MANIFESTO. ( 20 marks )

## QUESTION THREE :

The Proprietor of Shilpa Silk Merchants Pvt. Ltd., Main Road, Kelgote Chitradurga writes to the Managing Director, Mysore Cotton Mills Pvt. Limited, Mysore./ In response to their letter dated Twenty Fifth November Two Thousand fifteen, the proprietor expresses his interest to take up agency. He agrees to all terms and conditions put forth // by the Tumkur and Kadur counterpart. States that his firm was established in Two Thousand Five and has gained considerable experience in cloth trade. Have numerous customers, both Government and /// private sectors, in all parts of Tumkur and Kadur area. Request five and half percent more as commission for all orders booked

through them. Hope for early favourable reply so /3/ that he could take up agency immediately for benefit of both.

PREPARE A BUSINESS LETTER. ( 20 marks )

## QUESTION FOUR :

Karnataka Milk Federation, B. H. Road, Machenahally, Shivamogga decides to hold its Twenty Second / Annual General Body Meeting at their registered office in Shivamogga, at Ten Thirty A.M. on Twenty Sixth March, Two Thousand Fifteen to transact the following business. To discuss the annual // audited accounts and auditors report and balance sheet, consider and adopt the report of the factory for the previous year, to declare dividends : to appoint Auditors for the current year and fix their

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remuneration ; elect a Director who retires by rotation but eligible for re-election ; any other subject of importance with the permission of the Chair. A member entitled to /4/ appoint proxy on his behalf ; Register of Member closed from first to tenth March. Payments of dividends made to members whose names appear on register before closure of books. Members / are requested to quote their bank account number.

PREPARE A NOTICE OF MEETING. ( 20 marks )

QUESTION FIVE :

Shilpa Shopping Centre near Radhika Complex, Sampige Road, Bangalore announces an unbeatable Fifty five per // cent discount sale on entire selection of latest Ladies and Kids wear. Also thirty five per cent discount for Gents. All varieties of readymade pants and shirts for men, sarees, /// kurtas and choodidars for ladies and other latest design dress materials for kids available. Sale is for one week from Twenty Fifth November Two Thousand Fifteen.

PREPARE AN ATTRACTIVE ADVERTISEMENT /5/ ( 20 marks )

