

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE

Government Commercial Certificate Examination

2 JULY, 2018

[Time : 09-00]

(Total Marks for Sections I and II : 100)

ENGLISH TYPEWRITING

(30 Words Per Minute)

SECTION - I

[Time Allowed : 1 Hour]

Q.1) Type the following Business Letter in proper form :

[Marks : 30]

AMAR AGENCIES

Anjansingi Road,
Pulgaon

Ref. No. : 1249/R A/2015-16

Date : 12th May, 2015

To,
New Tip Top Furnitures,
Old Market,
Pulgaon

Subject : Regarding Steel Furniture

Dear Sir,

We have recently received a number of enquiries from customers for steel furniture to be used in offices and homes. We understand that you have recently brought out some new designs in steel furnitures. You should surely be interested in securing some handsome business. So, let us know all about the items of steel furniture you are dealing in. Please write all in detail about the cost of each item and the concession and commission allowed on it. This will enable us to give you some early business. If illustrated brochures or pamphlets are available, it would be helpful if you could send us copies.

We would also like to be advised about the mode of payment you accept and the credit facilities given by you. In case your terms are found suitable. We would be in a position to place with you an initial order for the supply of steel furniture.

Yours faithfully,
for, Amar Agencies,

Proprietor

Encl. : Nil

Q.2) Type the following statement with effective display :

[Marks : 30]

STATEMENT SHOWING SALE OF FRUITS

(Fig. in kgs.)

Serial No.	Name of Fruits	April	May	June
1.	Mango ..	8,740	8,880	6,400
2.	Pineapple ..	400	300	1,100
3.	Apple ..	3,000	2,000	2,400
4.	Chickoo ..	740	870	650
5.	Pomegranate ..	1,000	1,400	1,400
6.	Watermelon ..	2,700	5,100	1,150
7.	Orange ..	5,400	1,100	800
8.	Sweet Lime ..	1,700	3,400	1,380