

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**

Government Commercial Certificate Examination

**2 JULY, 2018**

[Time : 11-30]

(Total Marks for Sections I and II : 100)

**ENGLISH TYPEWRITING**

(30 Words Per Minute)

**SECTION - I**

[Time Allowed : 1 Hour]

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**Q.1)** Type the following Business Letter in proper forms : **[Marks : 30]**

**MADHULIKA CO-OPERATIVE HOUSING SOCIETY**

**(Regd. Office : Chander Nagar)**

**317, Hasur Road, Bangalore**

Ref. No. : MCHC/03-04/51

Date : 10th Sept., 2004

To,

The Chairman,

Hindustan Steel Ltd.,

Bangalore (Karnataka)

Subject : Requirement of Steel

Reference : Your letter of introduction dt. 1st September, 2004

Respected Sir,

Under the Housing Board Scheme of the State Government. Our housing society has been sanctioned loans for construction of residential buildings. The society has been constructing buildings since last January.

We hope to reach the state of laying the RCC slabs within the next fortnight. We are enclosing a detailed estimate of our requirement of steel as certified by our engineers. Since the housing scheme co-operatives comes under priority sector, we request to please consider our requirement of steel in priority over the individual requirements. We shall be thankful to you for an early release of the required quantity of facilitate the continuation of our construction work.

Thanking you. We remain.

Yours faithfully,  
for, Madhulika Co-operative Society,

Encl : Estimate

Chairman

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

[Marks : 30]

**STATEMENT SHOWING SALE OF MATERIALS  
DURING THREE MONTHS**

(In Kgs.)

Serial No.	Materials	May	June	July
1.	Rajashri Cement ..	2,500	2,000	1,000
2.	Vasavdatta ..	1,500	1,300	1,250
3.	Asian Paints ..	1,000	1,980	1,950
4.	Ultra Tech ..	750	500	450
5.	Birla White ..	250	200	175
6.	Berger ..	900	850	870
7.	Nerolac ..	500	450	430
8.	Delux 3-in-1 ..	1,500	1,200	1,000