

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE

Government Commercial Certificate Examination

2 JULY, 2018

[Time : 14-00]

(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 forms.**[Marks : 30]****VIJAY AND SONS****24/C. Dr. Ambedkar Road,
Pune-400 012**

Ref. No. : VAS/233/2016

Date : 3rd September, 2016

To,

The Sales Officer,
Shardul Machinery Tools Ltd.,
Nilkanth Apartment,
Pune-411 050

Subject : Enquiry about computer

Reference : Your Letter No. 102, dated 23rd August, 2016

Dear Sir,

It is our pleasure to introduce ourselves as an Import Export Agency House. In view of the growing workload we propose to purchase a few computers. We came to know that you are a leading manufacturer of computers and hence the letter.

In our office typing work of various type is carried out. Therefore, we need 3 standard size computers for sending statements to various agencies and a portable computer for personal letters. We require excellent computers to maintain the image of our organisation.

Our correspondence is with the importers and exporters in various countries. So we request you to study our above requirements and send your quotations along with the printed catalogue and the price lists as early as possible. Your representative may also call on us preferably within two weeks.

Thanking you,

Yours faithfully,
for, VIJAY AND SONS,

Encl. : Nil

Purchase Officer

Q.2) Type the following statement with effective display. Rule the statement properly. Used leader dots also. **[Marks : 30]**

**STATEMENT SHOWING MONTHLY SALE OF
VARIOUS ELECTRONIC APPLIANCES**

Serial No.	Months	Cooler	A.C.	Fan
1.	January ..	2,890	2,670	2,780
2.	February ..	3,340	3,450	3,780
3.	March ..	4,890	4,560	4,770
4.	April ..	5,670	780	999
5.	May ..	6,670	4,540	7,920
6.	June ..	3,560	3,450	3,890
7.	July ..	2,450	3,340	3,380
8.	August ..	788	899	999