

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE

Government Commercial Certificate Examination

3 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]

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

GOODWILL PUBLISHERS

5, Marine Drive,
Varali, Mumbai

Ref. No. : GP/1250/80-90

Date : 5th December, 2009

To,

M/s. Jenifer and Company,

10, Race Course Road,

Chennai

Subject : Requesting letter to collect goods...

Dear Sir,

Please arrange to collect 150 boxes of printed books together with relevant document for shipping the same to Mumbai, from your port, to our above address.

We are enclosing our cheque No. 451173 dated 4th December, 2009 for Rs. 50,000 as advance to cover to the expenses of local freight, ship freight etc.

The goods have been insured by our clients at Manila and no further insurance is needed in Chennai.

As soon as the goods are shipped, please forward us copies of Bill of Lading and all other documents required by our Bankers, our clients as a also those required for claiming cash Incentive. REP Licence and Draw Back etc.

Please send us your bill in duplicate together with your receipt for our cheque.

Thanking you, and assuming you our best serving.

Yours faithfully,

for, GOODWILL PUBLISHERS,

Office Incharge

Encl. : As above

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

[Marks : 30]

STATEMENT SHOWING SUBJECTWISE BOOKS IN UNIVERSITY

(Fig. in Nos.)

Serial No.	Subject	2001	2002	2003
1.	Biology ..	500	650	740
2.	Politics ..	720	780	810
3.	Sociology ..	850	900	930
4.	English ..	1,500	1,200	1,400
5.	History ..	100	300	200
6.	Physics ..	3,050	3,010	2,950
7.	Chemistry ..	4,010	4,150	4,800
8.	Mathematics ..	2,950	2,800	2,500