

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE

Government Commercial Certificate Examination

3 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 form : **[Marks : 30]**

M/S. RAVI SHANKAR VARMA AND BROTHERS

New Mangalwar Peth,
Pandharpur

Ref. No. : RSB/2000

Date : 23rd November, 2016

To,

M/s. Jyoti Sales Corporation Ltd.,

1310, Shukrawar Peth,

Pune

Subject : Sole Agency

Reference : Your Letter No. of 20 November, 2016

Dear Sir,

We are in receipt of your letter on the subject mentioned above.

Agreeable to your suggestion, we shall charge all future purchases when requested. We wish to thank you for privilege of placing your name of our books, and very much appreciate this opportunity to render you more adequate service.

We are enclosing herewith a card number J-7725, which please use when you or your representative wishes to take goods from our Sales Depot.

You are also requested to get your letter heads printed bearing "SOLE DISTRIBUTORS OF MESSRS RAVI SHANKAR VARMA AND BROTHERS, PANDHARPUR". The cost of block bearing the emblem may be debited to us. We hope you will appreciate this.

Thanking you and looking forward to receive orders for our various products.

Your's faithfully,

for, Ravi Shankar Varma and Brothers,

Executive Manager

Encl. : J-Card

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

[Marks : 30]

STATEMENT SHOWING SALE OF SUITINGS

(Fig. in Mtrs.)

Serial No.	Month	Raymonds	Graviera	Goodluck
1.	January ..	5,875	7,570	5,175
2.	February ..	755	750	715
3.	March ..	7,506	5,875	8,550
4.	April ..	950	850	200
5.	May ..	3,500	4,500	5,900
6.	June ..	500	600	800
7.	July ..	2,900	6,950	5,980
8.	August ..	340	450	520