

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE

Government Commercial Certificate Examination

4 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]**PRAGATI CO-OPERATIVE HOUSING SOCIETY**315/23 Hours Road,
Somwar Peth,
Nagpur

Ref. No. : PCHS/03-04/55

Date : 24th May, 2011

To,
The Chairman,
Hindustan Steel Ltd.,
Wardha (MS)

Subject : Requirement of Steel

Reference : Your Letter of Introduction dt. 1st May, 2011

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 building 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 requirements of steel as certified by our engineers. Since the housing scheme co-operatives comes under priority sector, we request 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 to facilitate the continuation of our construction work.

Thanking you, and assuring you of our best services at all times.

Yours faithfully,
for, Pragati Co-operative Housing Society,

Mr. Anil Sable
(The Managing Director)

Encl. : NIL

Q.2) Type the following statement with effective display. Rule the statement properly. Use leader dots also :

[Marks : 30]

STATEMENT SHOWING SALE OF VARIOUS FURNITURE ITEMS

[Fig. in 000']

Serial No.	Items		1999	2000	2001
1.	Plastic Stools ..		1,200	1,500	2,000
2.	Writing Tables ..		1,250	1,600	2,200
3.	Zenith Tea Set ..		850	825	950
4.	Computer Tables ..		2,500	4,000	3,500
5.	Dressing Tables ..		1,560	1,280	3,200
6.	Sofa-cum-Bed ..		1,435	1,300	2,500
7.	Folding Chairs ..		850	750	660
8.	Dining Tables ..		2,530	1,675	3,000