

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE

Government Commercial Certificate Examination

5 JULY, 2018

[Time : 09-00]

(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]

SURAJ TILES FACTORY

S.T. Stand Road, Sharda Chowk,
CHANDUR Rly., Dist. Amravati

Ref. No : STF/61

Date : 10th March, 2016

To,

The Manager,
State Bank of India,
Regional Office,
Pune - 411 010

Sub : Regarding facility of overdraft.

Reference : Your Letter No. SBI/415, dt. 15 Feb., 2016

Dear Sir,

We have many bulk orders on our hands from Government as well as private sectors. And now we are in need of above facility urgently to overcome the financial crisis which has resulted in the shortage of working capital.

So we request you kindly to consider an overdraft on our current account. We desire to overdraw the approximate amount which extends to Rs. 75,000 and which is required for a period of eight months.

So we shall be happy if you consider our request and make arrangements to sanction the above overdraft facility. We shall be pleased to provide any further information about credit worthiness, if needed.

Thanking you,

Yours faithfully,
for, SURAJ TILES FACTORY,

Encl : NIL

Secretary

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

[Marks : 30]

STATEMENT SHOWING SALE OF COSMETICS

(Fig. in Rs.)

Serial No.	Particulars	June	July	August
1.	Talcum Powder ..	4,536	3,256	3,234
2.	Lipstick ..	5,123	4,367	5,813
3.	Nail Enamel ..	4,867	3,598	6,362
4.	Mehendi Cones ..	728	518	925
5.	Bindi ..	815	815	529
6.	Eye Shades ..	715	924	314
7.	Perfumes ..	2,345	3,567	823
8.	Bangles ..	6,524	425	3,777