

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE

Government Commercial Certificate Examination

5 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]**

ISPAT INDUSTRIES LIMITED

Plot No. 342, Chinchwad, M.I.D.C.

Pune - 411 009

Ref. No. : IIL/567/09-10

Date : 28th March, 2010

To,

Mr. Shantanu Mule,
45, Gokulnagar Second,
Behind Munot School,
Pune - 411 030

Sub. : Purchase of New Washing Machine

Ref. : Your Letter No. IIL/PO-345, Dt. 12th March, 2010

Dear Sir,

We thank you for your letter of 12th instant. We have also great pleasure in forwarding the catalogue.

We have instructed our representative to communicate with you and arrange a trial run on one of our Washing Machine at your convenience. If you will be good enough to do this, we have not doubt that you will be pleased with the same and desire to purchase.

For flexibility, there is no better Washing Machine in Market. Our prices compared favourably with other firm, considering that the materials, design and workmanship are of the best.

We cannot guarantee delivery before 15 days from the date of order.

Thanking you and awaiting your esteemed favour.

Yours faithfully,
for, Ispat Industries Ltd.,

Encl : Catalogue

Manager

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

[Marks : 30]

**STATEMENT SHOWING DISTRICTWISE
SALE OF ICE-CREAMS**

(Fig. in Ltrs.)

Serial No.	District	Katraj	Vadilal	Kawre
1.	Mumbai ..	3,890	4,547	3,678
2.	Thane ..	2,675	8,970	4,880
3.	Pune ..	8,450	6,668	9,325
4.	Solapur ..	2,780	4,118	3,760
5.	Latur ..	4,487	5,297	1,453
6.	Beed ..	864	650	547
7.	Nashik ..	912	671	756
8.	Jalgaon ..	2,008	4,884	5,789