

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE

Government Commercial Certificate Examination

6 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]**

GOODWILL PUBLISHERS

5, Marine Drive,
Varali, Mumbai

Ref. No. : GP/1250/06-07

Date : 5th December, 2011

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 documents for shipping the same to Mumbai, from your port, to our above address.

We are enclosing our cheque no. 173451 dated 4th December, 2011 for Rs. 50,000 as advance to cover 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 Loading and all other documents required by our Bankers, and as also those required for claiming cash incentive, REP Licence etc.

Please send us your bill in duplicate together with your receipt for our cheque. Thanking you and assuring you of our best services at all times.

Yours faithfully,

For, GOODWILL PUBLISHERS,

Encl. : As above

Office Incharge

Q.2) Type the following statement with effective display. Rule the statement properly. Use leader dots also : **[Marks : 30]**

INCOME FROM JOB WORK OF TYPING

(Figure in Rs.)

Serial No.	Months	English	Marathi	Hindi
1.	January ..	1,090	1,480	1,450
2.	February ..	1,110	1,820	1,350
3.	March ..	1,105	1,580	1,340
4.	April ..	1,570	1,630	1,320
5.	May ..	580	840	565
6.	June ..	1,420	1,245	1,770
7.	July ..	1,640	1,480	1,320
8.	August ..	980	860	790