

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE

Government Commercial Certificate Examination

6 JULY, 2018

[Time : 11-30]

(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. Ajinkya Abhuday Sales Service

378/1, Ghorpade Peth,

Pune - 411 002

Ref. No. : RIL/SH/243-08-09

Date : 11th December, 2014

To,

The Sales Manager,
Rathod Industries Ltd.,
Pune - Satara Road,
Katraj - 411 042

Subject : Sale of Secondhand Machinery

Reference : Your Letter No. ASS-II-776, Dt. 28th November, 2014

Dear Sir,

We are in receipt of your tender letter in response to our advertisement in Magazine 'Daily-Sakal', inviting tender for the sale of old air coolers.

We have appointed a sub-committee to scrutinise all the tender and approve a suitable one. All the rights are vested with the committee. All the tenders will be opened on 3rd December, with representatives. The tender of highest price will be accepted.

It, however, goes without saying that if your quotation is the highest one, it may be accepted. Decision in this regard will be intimated to you in due course of time. Till such time please bear with us in anticipation.

Thanking you,

Yours faithfully,

for, M/s. Ajinkya Abhuday Sales Service,

Secretary

Encl. : Nil

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

[Marks : 30]

STATEMENT SHOWING SUBJECTWISE BOOKS PURCHASED

[Fig. in Nos.]

Serial No.	Subject	2005	2006	2007
1.	Physics ..	3,050	8,150	2,970
2.	Chemistry ..	3,650	2,060	6,870
3.	Mathematics ..	8,230	5,840	2,320
4.	History ..	4,865	9,300	3,230
5.	English ..	2,120	1,280	4,550
6.	Sociology ..	540	940	790
7.	Politics ..	4,570	3,320	2,450
8.	Biology ..	460	480	270