

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**

Government Commercial Certificate Examination

**6 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]****NEW LEWIS AND SONS (P) LTD.**11, Central Plaza,  
Mumbai

Ref. No. : NIS/14/15

Date : 13th June, 2015

To,

S. H. Hinge,  
27, George's Avenue,  
Parmar Street,  
Mumbai - 400 056

Subject : Complaint regarding repairs

Dear Sir,

It is more than two and half years since we occupied your premises at 11, Central Plaza.

As per terms of our agreement, although we are entitled to full repairs and white-washing, in every 12 months, yet we regret, despite our several telephone calls, you have neither carried out the necessary repairs of the floor nor arranged for white-washing.

Now that the things are becoming too unhygienic, we have been forced to put the matter in writing.

Please do the needful immediately otherwise we shall get the job done at our expense and deduct the amount from rent payable to you. Even then you fail to cooperate then necessary legal action would be proposed. The legal charges would also be to your account which may please be noted.

Yours faithfully,  
for, NEW LEWIS AND SONS (P) LTD.,

Encl. : Nil

Director

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

[Marks : 30]

**STATEMENT SHOWING PRODUCTION OF  
DIFFERENT VEHICLES**

Serial No.	Name of Vehicle	April	May	June
1.	Tata Truck ..	3,770	4,550	3,345
2.	Maruti Van ..	2,775	2,890	2,876
3.	Ashok Leyland ..	2,470	3,890	2,876
4.	Scoda Aactiva ..	2,980	2,418	2,345
5.	Mahindra Pick-up ..	3,456	7,567	4,556
6.	Bajaj Pick-up ..	578	635	786
7.	Tata Sumo ..	680	789	678
8.	Tata Traveller ..	4,786	4,777	3,654