

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE

Government Commercial Certificate Examination

6 JULY, 2018

[Time : 16-30]

(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]

L. G. INDUSTRIES LIMITED
Plot No. 242, Kurkumbh, M.I.D.C.
Kurkumbh, Tal. Daund,
Dist. Pune

Ref. : RD/FI/2632-07-08

Date : 27th January, 2008

To,

Mr. Rajkumar Desai,
387/1, Bhaumaharaj Bol,
Near Mahatma Phule Mandal,
Pune - 411 030

Sub. : Purchase of new Jumbo Refrigerator

Ref. : Your Letter No. LGI/R-JE/187 of 13th January, 2008

Dear Sir,

We thank you for your letter of 13th instant for your latest catalogue and also great pleasure in for forwarding.

We have instructed our representative to communicate with you and arrange a trial run on one of our Refrigerators at you convenience. If you will be good enough to do this, we have no doubt that you will be pleased with the same and desire to purchase.

For flexibility, there is no better Refrigerator in Market. Our prices compared favourable 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, L. G. INDUSTRIES LTD.,

Encl. : Catalogue

Manager

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

**STATEMENT SHOWING PRODUCTION OF
T.V. SETS IN VARIOUS STATES**

(Fig. in 000')

Sr. No.	Name of State	2009	2010	2011
1.	Maharashtra ..	1,289	289	1,398
2.	Gujarat ..	389	456	129
3.	Karnataka ..	1,300	1,700	1,200
4.	Assam ..	2,456	3,567	2,765
5.	Bihar ..	1,612	2,215	1,405
6.	Uttar Pradesh ..	4,617	5,650	812
7.	Andhra Pradesh ..	2,652	2,651	2,182
8.	Jharkhand ..	7,975	4,567	3,778