

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE

Government Commercial Certificate Examination

2 JULY, 2018

[Time : 11-30]

(Total Marks for Sections I and II : 100)

ENGLISH TYPEWRITING

(40 Words Per Minute)

SECTION - I

[Time Allowed : 1 Hour]

Q.1) Type the following Business Letter in proper form carrying out all the corrections and typing all the abbreviations in full and observing the

following instructions :

[Marks : 30]

- (a) Heading of the Company should be in centre and in Block Capitals Letters.
- (b) The address of the addressee should be in BLOCK STYLE and paragraphs should be Indent Style.
- (c) Complementary Close should be at the right hand side.

Shri sadhguru Automobiles (Wholesale dalers & Importers in
in Automobile spares), 297, M.G. Road, Nashik ---- date (Insert
today's date) ---- To ---- M/s. Swami Smrath Traders, 294/27

UC

Shivaji Rd., ---- Pune ---- De Sub.- supply of automobile spare
parts ---- Dear Sirs, ---- We accknowledge ~~tha~~ the receipt of
yr. order for the supply of automobile spares. Thank you for the
same. // It received our active consideration. We are very sorry
to say that the spares which we you have ordered is presently
out of stock.

SP

N.P.

Cap

Due to the closing of the manufacturers' work, we do do
expect to received the same in near future. As soon as we same
received the, we shl. be pleased to supply them immediately. We
enclosed herewith literature on the same for your choice if the
requirement, however, is urgent then we can supply form ready
stock al^{ternative}. Your early clarification on matter ~~this~~ is
required because we are not clear fr. yr. order regarding the mode
of dispatch. // Please also clearly mention whether the insurance
is to be taken out by us or not. Please note that our prices are
most competative, so there is no ~~anwer~~ question of the reduction
of the prices as referede by You.

LC
N.P.

from

d

SP

But keeping in mind our large Business transactions we
recommended a reduction of ~~two~~ % in the prices to our principal
~~purechessers customers~~ and ~~there~~ ^{their} final decision will be
communicated to you in a very short period.

2
stad

LC

LL

Assu ring you of our best and prompt services at ~~one~~ all
times and thanking you for your kind order. ---- very truly yours

UC
UC

UC

---- For shri Sadhguru automobiles ---- Manager ----
Encl. Nil.

Q.2) Type the following statement vertical and rule it properly. Heading should be in Block Capital Letters, with underline and with effective display. **[Marks : 30]**

STATEMENT SHOWING SALE OF TWO BRANCHES

(Rs. in thousands)

Serial No.	Name of the Products	June		July	
		Mumbai	Pune	Mumbai	Pune
1.	Raw Material ..	2,181.90	1,297.30	1,323.70	1,692.29
2.	Garden Equipments ..	829.70	780.10	540.05	656.90
3.	Spare Parts ..	8,515.20	7,649.20	8,516.50	9,520.30
4.	Tins and Plastic Caps ..	3,210.75	3,424.80	5,440.90	4,625.30
5.	Steel Hardwares ..	914.10	781.80	613.20	714.50
6.	Furniture ..	7,426.15	8,469.90	5,226.90	7,297.80
7.	Plumbing Articles ..	2,313.70	3,217.60	3,108.30	2,115.60
8.	Furniture ..	7,512.90	3,193.70	5,260.70	1,514.10
9.	Misc. Products ..	8,592.70	4,370.90	6,569.15	3,125.65
10.	Tools ..	2,616.80	3,193.70	5,246.80	4,306.90