

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE

Government Commercial Certificate Examination

3 JULY, 2018

[Time : 9-00]

(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 letter in proper form carrying out all the corrections and typing all abbreviations in full, and carrying out the following instructions :

[Marks : 30]

- (a) Heading of the Company be in the centre of the line and in Block Capitals, with effective display.
- (b) The address of the addresses be in 'Block' form.
- (c) 'Block' style should be used for paragraphs.
- (d) 'Complementary Close' be to the right hand side.

RAJSHRI PAPER MARTS, 123-23D Gandhi Rd. Nagpur,
444 705. ----- Ref. NO. TFR/476 ----- (Insert to-days
date) ----- To, M/s. Patil Book Depot, 429 Sakkardara,
Amravati - 444 705. ----- Sub. : Transport charges ---
Payment of Ref. : Yt. order No. LFR/52 of 31th october,
2014. ----- D/Sirs,

del. We have recd. Yr letter ~~mentioned~~ above. We thank
N.P. you for the same. [We are, however, sorry to say th. We
cannot accept any more orders from you until we know th.
you intend to pay the ~~transport~~ transport charges and also us send
450 a cheque for Rs. 83/- wh. represents the transport charges
on the goods supplied to you earlier this yr.

del. You~~f~~ will no doubt remember th. We have written sf
serveral times abt. This matter, but assume our letters
have not recd. Yr. attention, as you have ~~continued to~~ state
deduct those charges when playing our accounts. /sf

If you will look rery carefully into this matter
r you wl. realize th. if we were to pay transport charges
on goods we send to you. we were to pay transport charges
l.c. on goods we send to you, we shd. have to do the same for #
all other customers in all parts of the country. runon

del. As in view of this, we are sure you will take the sf
opportunity to send us yr. cheque in settlement.

As soon as we receive Yr. cheque and we know th.
you agree to y^{our} terms, we will deal with your orders
with^{out} delay.

del. Thanking you in the mean^{while}, and assuring you of
our best attention ~~and services~~ at all times, we are, -----
Y. F. ----- For S Rajshri Paper Mart, ----- Sales Manager --
Encl. : Nil.

Q.2) Type the following statement vertically and rule it up on typewriter
 Heading should be in capital letters and with effective : **[Marks : 30]**

**STATEMENT SHOWING 2 MONTHS INCOME FROM
 REGULAR CLASSES**

(Figures in Rupees)

Serial No.	Course	2012-2013		2014-2015	
		March	April	March	April
1.	Tailoring ..	1,171.00	2,525.00	2,891.00	3,043.00
2.	Radio ..	2,425.00	3,340.00	1,543.00	832.00
3.	Data Entry ..	4,322.00	940.00	735.00	2,589.00
4.	T.V. ..	4,165.00	5,342.00	8,422.00	3,567.00
5.	Drawing ..	1,278.00	3,725.00	4,523.00	1,645.00
6.	Book Binding ..	5,101.00	4,230.00	3,320.00	2,724.00
7.	Computer ..	736.00	549.00	857.00	5,313.00
8.	Mobile ..	3,218.00	3,721.00	5,189.00	4,215.00
9.	Scooter ..	735.00	2,156.00	4,415.00	734.00
10.	Printing ..	1,234.00	2,345.00	3,456.00	4,567.00