

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**

Government Commercial Certificate Examination

**4 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]

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

**[Marks : 30]**

- (a) Type the heading of Company in Block Capital Letters.
- (b) Type the address of the addressee in 'Block Style'.
- (c) Use 'Block Style' for paragraphs.
- (d) 'Complementary Close' at the left hand side.

UNITED FURNITURES, 1127 Karve Road, Pune - 411006 --

-- date ( Insert today's date ) ---Ref. No. UF/315 -- The

Mgr. Manager, 'Rajsheswari' Decorators Interior, 674 Royal Gymkhana, 'Shree' Building, Pune- 411004. --- Sub : Supply

of goods of inferior quality --- Ref : Our telephonic talk with yr. representative --- ~~As~~ D/Sirs, we recd. ~~by~~ d

from you today a parcel containing wall paper ordered on the 25th of last month. No doubt you wi. remember th. the wallpaper was for a spl. customer and shd. have bn. delivered to us some ten days ago. Another point to wh.

# of the same ~~desig~~ design as that ordered, the quality is much below the std. of the sample, yr. representative left with us when he called two months ago. S del

It is possible th. you have sent to us some of your old stock. Run on

You will understand th. this error on you part could have been the means of our losing some valued custome. However, we have spoken to the person concerned and he has stated th. will he accept the prder, providing it is delevered according to sample

stet ~~not later than the twenty~~ third of this month.

We will settle yr. A/c properly when the correct order is delivered and accepted. S Run on

The paper has bn. returned to your Store today with a person having your address and we hope to hear from you by return th. you will do your best to put this matter right.

Meanwhile, thanking you, -- Y.F.---For United Furnishers ---Sales manager --- Engl. : Nil.

**Q.2)** Type the following statement vertically with effective display and rule it on typewriter. Heading should be in Block Capital Letters with underline. Use leader dots wherever necessary : **[Marks : 30]**

**STATEMENT SHOWING THE PURCHASED  
MATERIAL OF STATIONERY**

[Fig. in Nos.]

Serial No.	Name of Item	School		College	
		English	Marathi	Commerce	Arts
1.	Folder ..	1,23,890	1,67,670	1,23,700	1,12,670
2.	Diary ..	1,25,865	1,23,450	1,12,240	1,81,000
3.	Glue ..	3,34,560	2,43,450	1,34,540	1,34,890
4.	File ..	3,34,980	2,45,980	2,45,450	2,45,670
5.	Scissors ..	3,45,670	2,45,560	2,56,670	2,45,570
6.	Scale ..	3,45,670	3,56,670	5,46,780	3,56,790
7.	Eraser ..	4,56,780	4,35,780	5,46,500	5,67,890
8.	Foolscape Paper ..	9,89,000	7,67,400	5,56,900	9,98,000
9.	Envelope ..	4,56,670	45,000	67,000	98,900
10.	Stapler ..	7,89,000	67,900	78,890	56,800