

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE

Government Commercial Certificate Examination

4 JULY, 2018

[Time : 14-00]

(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 Business Letter carrying out all the corrections and typing all the abbreviations in full, observing the following instructions :

[Marks : 30]

- (a) Heading should be in the centre and in Block Capital Letters.
- (b) The paragraphs should be in 'Block Style'.
- (c) Address of the Addressee should be in 'Block Style'.
- (d) Complementary Close should be at the left hand side.

Swami Advertising Agency ----- Near Shindhunagar Bus Stop,
Besides Shade Hospital, Pune ----- Ref.NO. SAA-26, [Insert
today's Date,] To The Manager, Max Save solar Systems, Chinchwad
Gaon, Pune - 411 019----- subject : Advertisement of your
Products ----- Insertion of ----- Ref. Your ltr. No. IMX/450

N.P.

of 20th March, 2016 Dear sirs, [We are in receipt of
yr. ltr. mentioned above, requesting us to insert an advt. of
yr. goods in 5 of the daily newspapers whose advertising
space is controlled by us. Thank you for the same. It is a
matter of regret to us that for the time being we have been obliged
to postpone the insertion of yr. advertisements.

Five

As you see from the enclosed catalogue of advertise-
ments, our terms are strictly cash in advance. Unfortunately,
for this type of advt., it has become necy. for us to insist
on this type ~~of advt.~~ condition ~~except in those cases where~~ stet
we ~~have~~ have been given business references or where we
hv. already had the pleasure of doing business. sum on

del.

We did our best to get in touch with you on
telephone but found this to be quite impossible. May we
suggest th. in the future, any advertisement you wish us
to insert for you shd. be handed into our local office.
we are certain you wl. find this more much convenient. Joans

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If it is your intention to embark on a policy
of wide advt. of your products we wd. suggest that
you make formal application for us to grant you a

N.P.

credit a/c. ----- [Meanwhile, thanking yo. -----

S.P.

Yours faithfully, ----- For Swami Advertising Agency --
Manager ----- Encl. : Catalogue.

Q.2) Type the following statement and rule it on the typewriter. Use the paper vertically.

[Marks : 30]

**NUMBER OF STUDENTS ATTENDING NAGPUR UNIVERSITY
DURING 2014-15**

(Fig. in Thousands)

Serial No.	Subject	Whole Time		Part Time	
		Arts	Science	Arts	Science
1.	Marathi ..	6,345.00	4,768.00	3,654.00	3,876.00
2.	English ..	678.00	5,987.00	5,768.00	5,432.00
3.	Hindi ..	5,768.00	437.00	4,657.00	4,321.00
4.	Account ..	5,689.00	5,678.00	675.00	4,874.00
5.	Maths ..	4,765.00	4,789.00	3,765.00	421.00
6.	History ..	3,765.00	3,657.00	3,211.00	213.00
7.	Biology ..	6,768.00	6,897.00	548.00	5,553.00
8.	Economics ..	6,754.00	655.00	4,765.00	4,652.00
9.	Physics ..	759.00	6,784.00	4,897.00	4,786.00
10.	Marathi Lit. ..	6,547.00	6,897.00	4,786.00	4,765.00