

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE

Government Commercial Certificate Examination

5 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 the abbreviations in full and carry in out the following instructions :

[Marks : 30]

- (a) Heading of the Company be in the centre of the line in Block Capitals with effective display.
- (b) The address of the addressee, paragraphs should be in 'Indent Style'.
- (c) 'Complementary Close' should be at right hand side.

Ad
copy Shivshakti Advertising Company, --- 413A-2, Jeevan Society,
Bhavani Nagar, Solapur. --- The Ideal Manufacturing Co.,
487, Mahatma Gandhi Road, Solapur. ---

Subject : Advertisement of your Products --- Insertion of ---
Ref.: your letter No. IMC/487 of 15th Oct., 2015. --- D/Sirs,

NP. [We are in receipt of your letter mentioned above, requesting
us to insert an advt. of your 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 *stet*
for the time being we have bn. obliged to postpone the
insertion of your advertise ments.

1-1

stet

As you see from the enclosed catalogue of advertisements
our terms are strictly ~~cash in advance~~. Unfortunately, for
this type of advertisement, it has become necy. for us to
insist on this condition except in those *cases* where we *U.C*
have been given business references or where we have already
had the pleasure of doing business. *Jun on*

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

space
U.C If it is your intention to embark on a policy of
wide advertisement of your products we would suggest that
you make formal/application for us to grant you a credit
account. Meanwhile, thanking you, --- yours faithfully, ---
for Shivshakti Advertising Company, --- Manager ---

Encl. : 1 Catalogue

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

STOCK OF MANUFACTURED GOODS

[Rs. in Lakhs]

Serial No.	Manufactured Goods	Stores		Goods	
		2011 - 12	2012 - 13	2013 - 14	2014 - 15
1.	Phenyl ..	1,234.50	1,234.90	2,243.00	34.00
2.	Gum ..	1,188.00	8,765.00	8,768.00	678.00
3.	Limetone ..	87.00	76.00	658.00	673.00
4.	Granite ..	1,890.00	7,875.00	6,548.00	7,678.00
5.	Nickel Chromium ..	99.00	2,345.00	1,234.00	1,234.00
6.	Furniture ..	2,345.00	3,456.00	7,654.00	2,345.00
7.	Toolkit ..	8,765.00	5,676.00	8,765.00	2,765.00
8.	Washing Machines ..	8,768.00	8,765.00	3,456.00	7,654.00
9.	Zinc Pipes ..	876.00	786.00	687.00	7,567.00
10.	Iron ..	8,777.00	856.00	8,987.00	9,789.00