

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE

Government Commercial Certificate Examination

5 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 Letter in proper form carrying out all the corrections and typing all the 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 addressee be in 'Block' style.
- (c) Use 'Indent' form for paragraphs.
- (d) 'Complementary Close' should be at the left hand side.

Heading
All Cap

Royal & Royal Company ----126/B/Andheri, Mumbai.--- (Insert 127
to-day's date) ----- M/s. D. Kurup & Associates, Contractors & The

h3A

Promoters, 1532-3D, Dadar, Mumbai. ---- Subject: Additions and
alterations in the existing building.----- Dear Sirs, ----- We
recd. this morning your letter containing your plan and estimate
of the cost of making the additions and alterations for convert-

ing the 'Gold' House in Market Lane into four fairly larger flats.
We thank you for the same. [We think the plans have bn carefully ^{1/2 N.P}
and well thought out, and they undoubtedly provide for three
convenient very flats, but on further consideration we should
like to have your opinion on the following changes. ^{1/2 Stet}

First of all we are anxious to know whether the larger room
on the ground floor could be made into two rooms, one of which
could be a bath-room. ^{See on}

^{Stet} If so, the room at the back now containing a bath, but which
was not originally a bath-room, cd be turned into a kitchen. This
would mean that each tenant would have his own private bath-room.

2 Secondly, wd it be possible to have a passage from the Garden/L.C
room to the side door? Although even a narrow passage wd make
the room somewhat small, it wd give an entirely separate entrance
to Flat Number 3.

Sp Perhaps you wd let us know at once either by letter or on
telephone, if these plans could be carried out. ----- Y.f.-----
For Royal & Royal Company, ----- Partner. ----- Enclosures :-
Plan & estimate.

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

STATEMENT SHOWING ADMISSIONS OF EDUCATION BOARD

| Serial No. | Course .. | Rural Area | | Urban Area | |
|------------|---------------------|------------|----------|------------|----------|
| | | 2014 | 2015 | 2014 | 2015 |
| 1. | Medical Science .. | 465.00 | 2,456.00 | 2,557.00 | 2,564.00 |
| 2. | Science .. | 2,675.00 | 2,546.00 | 2,564.00 | 654.00 |
| 3. | Computer Science .. | 2,456.00 | 2,476.00 | 2,476.00 | 489.00 |
| 4. | Agriculture .. | 1,655.00 | 564.00 | 1,652.00 | 1,567.00 |
| 5. | Humanities .. | 1,567.00 | 1,897.00 | 875.00 | 1,854.00 |
| 6. | Arts .. | 1,206.00 | 209.00 | 1,210.00 | 1,218.00 |
| 7. | Commerce .. | 1,476.00 | 1,567.00 | 1,654.00 | 568.00 |
| 8. | Architecture .. | 203.00 | 1,206.00 | 1,243.00 | 1,256.00 |
| 9. | Nursing .. | 1,100.00 | 1,120.00 | 150.00 | 1,156.00 |
| 10. | Indian Languages .. | 2,108.00 | 2,115.00 | 119.00 | 224.00 |