

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE

Government Commercial Certificate Examination

5 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 Letter carrying out all the corrections and typing the abbreviations in full observing the following instructions : **[Marks : 30]**

- (a) Type the heading of the Company in the centre and in Block Capitals with effective display.
- (b) To address of the addressee should be in Block form.
- (c) Use Block style for paragraphs.
- (d) Complementary Close be to the left hand side.

Sunrise & Company---Chemists & Drugists--435 Bhavani Peth,
Solapur---Ref.No.435/15---Date (Insert today's date)--

To, M/s Ajay & Company, Mahadwar Road, Kolhapur--- Sub.:

new products---Ref.: Yr. letter No.75/15---D/Sir,----

Thank you (the for) receipt of your letter noted above.

We hv. much pleasure in inform(ing) you that our Agent, #

Mr. Anil Chavan will come to you on Monday next at 11-00 Cap.

a.m. ~~sun~~ on

He will bring with him several samples of (various) our
products wh. we feel sure you will find very much superior

of any to those now on the market. They are specially

^{3 2 1} prepared by our ~~exp~~ experts and are very Popular. [We are N.P.

confident that once people have gi ven them a trial, they

will not use any others. All the big Chemists are now

stocking our products and we are happy to say that a

steady flow of orders is coming in almost in every week ~~from~~ d

from most of them. These products hv. only been on the market for

6 9 months and we can hardly keep a supply equal to the

demand. It will be necessary, therefore, for you to place

your firm order with us early to ensure ~~prompt~~ immediate del.

delivery. Some time back we wrote (you) to)abt. our patent

'Kalyanam'. We should like you to become our agents for

them in your district. It is superior than any other

brand and the price of the some is very competitive.

Thanking you,---Y.F.,---Manager---Encl.Nil.

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

Use leader dots. :

[Marks : 30]

STATEMENT SHOWING FINANCIAL POSITION OF THE COMPANY

(Rs. in thousands)

Serial No.	Particulars	1st Half Year		2nd Half Year	
		31-3-13	31-3-14	31-3-13	31-3-14
1.	Expenditure ..	3,107.67	3,332.11	2,426.90	3,272.73
2.	Interest ..	270.16	430.09	213.66	156.45
3.	Not Sales ..	3,428.25	4,106.38	3,324.67	4,267.42
4.	Other Income ..	201.15	185.57	70.39	112.76
5.	Gross Profit ..	1,603.15	1,505.07	1,612.13	1,188.40
6.	Depreciation ..	378.25	403.11	182.99	237.50
7.	Net Profit ..	1,168.15	1,101.96	1,059.17	1,170.90
8.	Provisions ..	390.00	440.00	175.00	325.00
9.	Reserves ..	1,088.00	1,142.03	1,042.05	1,169.10
10.	EPS ..	7.28	7.86	6.75	10.85