

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE

Government Commercial Certificate Examination

6 JULY, 2018

[Time : 09-00]

(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 carrying out the following

instructions :

[Marks : 30]

- (a) Heading of the publications be in the Centre of the line and in 'Block Capitals' with effective display.
- (b) The address of the addressee, paragraphs should be in 'INDENT' style.
- (c) 'Complementary Close' should be at the right hand side.

Samarth Publications, ---Navi Peth, Near Paras Estate, Solapur
---No.SP/4539---(Insert Today's Date)---To,--M/s.Guru Datta
Book Sellers & Publishers, Appa Balwant Chowk, Pune 411 030--
Subject: ~~annual~~ Exhibition of Children's Books---Ref.:-
Yr. letter No. GD/657 of 8th March 2012---D/S--- we are
pleased to be able you to inform th. we sh. be holding
our "Annual Exhibition of children's books/ from 11th to 20th May 2013 and we are writing to inquire whether
will be you taking a stand the at exhibition this yr.
as you hv. always in done the past.

At the movement yr. usual stand position is still vacant
and so if you would let us know by return th. you wish ^(be to)
present at the exhibition, we wl. reserve the ^(for stand)
you. [In addition to the usual range of children's ^(fiction, non-fiction, annuals)
non-fiction and annuals we intend to give a separate
display of educational-books-suitable-for pre-school age
Children. If you wish to take part of this specific feature in
of the exhibition wd. you please the complete enclosed
from wh. requires you to give details of yr. publications
in this ^(category). Full details of the exhibition will be
circulated to all booksellers in the state ^(Karnatak and Maharashtra)
advertisements for it will appear in the newspapers of ^(Goa) and
Maharashtra state.

Further information concerning the exhibition wl. be
sent to you immediately on ^(receipt) of your request for a stand.--
Y.F.---For Samarth Publications---Gen.Mgr.---
Encl.: leaflets.

Q.2) Type the following statement and rule it on the typewriter. Heading should be in BLOCK CAPITAL Letters, with underline and effective display. **[Marks : 30]**

STATEMENT SHOWING STATEWISE SALE OF TWO WHEELERS

Serial No.	Name of State	Name of the Two Wheeler			
		Bajaj	Hero	Honda	Suzuki
1.	Maharashtra ..	98,500	87,567	96,543	56,879
2.	Karnatak ..	76,780	74,760	68,900	45,890
3.	Tamilnadu ..	46,870	67,870	72,650	58,860
4.	Andhra Pradesh ..	75,876	72,543	72,540	52,543
5.	Gujarat ..	65,890	57,540	68,123	72,234
6.	Rajasthan ..	34,567	45,890	45,789	46,345
7.	Bihar ..	21,657	34,564	52,432	42,345
8.	Punjab ..	43,768	54,675	67,432	65,789
9.	Orissa ..	21,768	34,657	45,543	21,435
10.	Uttar Pradesh ..	45,789	56,456	67,890	42,543