

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE

Government Commercial Certificate Examination

6 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 in proper form carrying out all the corrections and typing all the abbreviations in full and observing the following instructions :

[Marks : 30]

- (a) Take the name and address of the Company in centre with Block Capital Letters and underscore the same.
- (b) Use 'Block' Style for the paragraphs.
- (c) 'Complementary Close' should be typed at the left hand side.

All caps

Dnyaneshwari Hosiery Works -----Chewra Bazar, ~~Shejda~~ del.

Ludhiana ----- Ref. No. DHW/250-14-15 ----- Date : Insert

today's date----- To, ~~Mah~~ Krushna Kid's Wear, Laxmi Road,

Pune - 411 006 -----Sub.: Packet containing Fancy Items-----

Ref. : Yr. Ltr. dtd. 15th May, 2015-----R/Sir, // We

congratulate you on ^{your} opening a new retail shop in the ~~highly~~ ^{highly} busy area of the city & acknowledge with great pleasure yr. order for ladies and gents cardigans and pullovers. Para

tran. You hv. been a regular customer of ours for the last six years. Yr. order latest wh. is sizeable indeed, # indeed
bears sample testimony of the trust you have placed in us. # trust
We value this trust and sincerely thank you for your approval.

We hv. sent you, alongwith the woollens ordered by you, a packet containing fancy ladies handkerchieft SP
del. in different shades and designs and ~~del~~ gents handkerchiefs in checks. All customers buying ladies ~~cardigan~~ cardigans del.
could be given six ladies handkerchiefs each free of cost. Similarly all purchases of gents cardigans and pullovers
del. could be ~~also~~ allowed four gents handkerchiefs. This, we
Para are sure, wl. draw to you more customers. // You will notice th. this yr. we have introduced into our best some totally new designs. They are real mod and are sure to prove a range with yr. youthful customers.

We hope to serve you so well that whenever you need anything in woollens, you will immediately think of us. stet.

Pl. call on us at any time. It is a pleasure to serve you.

-----Thanking you, ----- Yours faithfully, ----- For Dnyaneshwari Hosiery Works ----Marketing officer ---- Encl. : As above

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

POONAM HOSIERY, SOLAPUR
STATEMENT SHOWING SALE OF SOLAPURI CHADDARS

(Fig. in Rupees)

Serial No.	Years	In Osmanabad		In Kolhapur	
		Single	Double	Single	Double
1.	May - 2006 ..	1,01,000	1,00,050	1,02,020	1,03,000
2.	May - 2007 ..	1,12,500	1,05,115	1,02,200	1,00,700
3.	May - 2008 ..	45,000	56,000	68,550	85,000
4.	May - 2009 ..	2,02,700	2,05,000	2,00,000	1,95,200
5.	May - 2010 ..	1,85,150	1,75,100	1,56,150	1,20,350
6.	May - 2011 ..	1,75,200	1,85,350	1,60,250	1,35,115
7.	May - 2012 ..	2,35,350	2,45,768	2,35,980	2,34,111
8.	May - 2013 ..	2,85,250	2,45,000	2,55,250	90,990
9.	May - 2014 ..	3,00,500	3,45,150	3,60,222	1,05,000
10.	May - 2015 ..	3,10,555	3,50,145	3,65,180	3,25,150