

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE

Government Commercial Certificate Examination

5 JULY, 2018

[Time : 09-00]

(Total Marks for Sections I and II : 100)

ENGLISH SHORTHAND

(60 Words Per Minute)

SECTION - II**(Time allowed for Transcription of (A) and (B) passages : 1 Hr. and 15 Min.)**

[A]**[Marks : 35 + 5 for note taking]**

Do not worry be happy. Take out all the worries from you mind. So always / be happy. Worry makes you tense and affects the nerves. Whereas laughing and being happy // will keep the whole body fit. Life is like a bicycle, when it is not /// moving it falls. A smile creates happiness . It costs nothing but gives a lot. It //1// enriches those who give.

We must live and enjoy every minute, every second of life. / Where there are sorrows in our life, there is also happiness. A life of sacrifice // is the art and is full of true joy. Until we taste the sorrow, we /// will not be able to know the meaning of true happiness. Life is a bundle //2// of events which may be pleasant or unpleasant. Have courage for the great sorrowS of / life and patience for a small one. Sleep in peace, God is awake. Face all // the problems of your life with a smiling face because sorrows and happiness are the /// two main things of life. So, always be cheerful and be bold, because without these //3// things there is no meaning of life. When we have not what we like, we / must like what we have.

Be cheerful and make everyone around you happy. You smile // an inch but it gives the pleasures of miles. It takes a moment, but the /// memory of it, sometimes lasts for long.

Always remember that smiling brings happiness in life. //4//

(An interval of two minutes)

[B]

[Marks : 35 + 5 for note taking]

Dear Sir,

In accordance with the promise made by our representative when he called upon / you last week we have today sent to you, under separate cover, a print of // the latest model of our machine, together with full details relating to it. The machine /// embraces all the ideas and suggestions which you have put forward from time to time ///1// and we are confident that it will meet your requirements in every way. There is / certainly no other machine of its kind in the market at the present time. We // have had this latest model thoroughly tested by a large firm in Bombay and they /// report that it has given satisfaction in every way, doing everything that we have claimed //2// for it. They say that the new driving system which has been fitted is a / great improvement, working very smoothly, and with hardly any noise, which is a very great // consideration where there are a number of other machines working.

We shall be pleased if /// you could see this latest model working in our show rooms on any working day. //3// The price is Rupees ten thousand only. Carriage paid to your works. Our man would / be sent to erect the Machine, the only charge being in respect of its Railway // Fare. We regret, however, that as we have already received several large orders for this /// popular model we cannot promise delivery within the next three months.

Thanking you,

Yours faithfully, //4//