

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE

Government Commercial Certificate Examination

4 JULY, 2018

[Time : 09-00]

(Total Marks for Sections I and II : 100)

ENGLISH SHORTHAND

(80 Words Per Minute)

SECTION - II**(Time allowed for Transcription of (A) and (B) passages : 1 Hr. and 40 Min.)**

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

Production means any sort of work which is done to meet the wants and needs of other people by means / of exchange. Manufacturers and retailers all have a part to play in the business of meeting the needs of the // consumer. The manufacturers of course, make the required goods and retailers buy them and make them more useful. They supply /// them at the times and the places at which they are needed. There are also many other people who work //1// to produce services as well as material goods which consumers need.

The needs of the consumer can be for two / kinds of goods; that is to say, goods which are used up in a single action, and those that go // on being used for considerable period of time. Coal and petrol and paper are examples of goods used up in /// a single action while houses and cars are examples of goods that go one being used. In this class //2// of goods, the amount of time for which the goods that can go on being used vary a good deal. A / pen may last only a few months or even a few weeks, if it is used very often but a // house on the other hand can be used for many years, so long as it is kept in good condition. /// Some of the goods bought by consumers belong to one of these two classes and some to the other. Most //3// of the goods which are needed for a single use have to be bought regularly. When a quantity of petrol / has been used it must be filled in again if the car in kept in use. In the same way, // food has to be bought regularly. However the kind of goods which last for a time may continue to be /// useful even long after they have been bought and so these goods do not need to be purchased very soon //4//

(An interval of two minutes)

[B]

[Marks : 35 + 5 for note taking]

Chairman,

I have very much pleasure in seconding the resolution which you have just submitted to the meeting. I should / also like to say how happy I am to think back on my relations with Board of the United // steel companies in the last twelve years. We have always been a most happy family. I believe I have had /// the confidence of the Board and on many occasions they have helped me in my responsibilities as chief executive officer //1// of the company in a way for which I can only thank them now. In addition to the pleasant relations / I have had with the Board of this company. I also have the happiest thoughts about my relations with the // staff. The bulk of the staff in important positions today have been appointed by me during my twelve years as /// managing director, and all these men have worked most loyally with me during that period. I should like publicly to //2// thank them all for what they have done.

I feel also in regard to our workers that the happiest relations / exist between them and the management what has been done by this company in the formation of a pension and // life assurance scheme not only for the staff but also the workers is evidence of how closely their interests and /// ours are bound up. We have a fine lot of workmen and they have always come up to scratch.

I //3// am very pleased that although I am not to be quite as busy in the future as I have tried / to be in the last few years, in my successor we have a man whom all those sitting at this // table know well. I have been a personal friend of his for a good many years and I feel that /// he is a man who will successfully carry on the work delegated to him as managing director of the company. //4//