

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ, ಮಲ್ಲೇಶ್ವರಂ, ಬೆಂಗಳೂರು-560003

KARNATAKA SECONDARY EDUCATION EXAMINATION BOARD
MALLESHWARAM, BENGALURU-560003

ವಾಣಿಜ್ಯ ಪರೀಕ್ಷೆ COMMERCE EXAMINATION

ಏಪ್ರಿಲ್ / ಮೇ -2021 APRIL / MAY -2021

ವಿಷಯ : ಪ್ರೌಢ ದರ್ಜೆ ಆಂಗ್ಲ ಬರಹ - ಪತ್ರಿಕೆ-2 (ಕೈಬರಹ)

Subject : SENIOR GRADE ENGLISH TYPEWRITING -II PAPER (MANUSCRIPT)

ವಿಷಯ ಸಂಕೇತ: 03Y D

ಗರಿಷ್ಠ ಅಂಕಗಳು : 100

Subject Code: 03Y D

Maximum Marks : 100

ಸಮಯ : ಮಧ್ಯಾಹ್ನ : 3:30 ರಿಂದ 5:00

ಅವಧಿ : 1 ಗಂಟೆ 30 ನಿಮಿಷಗಳು

TIME : 03:30 PM to 05:00 PM

DURATION : 1 Hour 30 Minutes

ಅಭ್ಯರ್ಥಿಗಳಿಗೆ ಸಾಮಾನ್ಯ ಸೂಚನೆಗಳು / General Instructions to Candidates

1. ಅಭ್ಯರ್ಥಿಗಳು ತಮ್ಮ ಪ್ರವೇಶಪತ್ರದಲ್ಲಿ ನೀಡಿರುವ ಸೂಚನೆಗಳನ್ನು ಕಡ್ಡಾಯವಾಗಿ ಓದಿಕೊಳ್ಳುವುದು ಹಾಗೂ ಅದರಂತೆ ಅನುಸರಿಸುವುದು.

Candidates must compulsorily read and follow the instructions given in their hall ticket.

2. ಅಭ್ಯರ್ಥಿಗಳು ತಮ್ಮ ನೋಂದಣಿ ಸಂಖ್ಯೆಯನ್ನು ಪ್ರವೇಶ ಪತ್ರದಲ್ಲಿರುವಂತೆ ತಮ್ಮ ಉತ್ತರ ಪತ್ರಿಕೆಯ ಮೇಲೆ ನಿಗದಿತ ಸ್ಥಳದಲ್ಲಿ ಸ್ಪಷ್ಟವಾಗಿ ಬರೆಯತಕ್ಕದ್ದು.

Candidates should write their register number in the space provided on the answer sheets as printed in the hall ticket.

3. ಅಭ್ಯರ್ಥಿಯು ಕೇಳಿರುವ ಮಾಹಿತಿಯನ್ನು ನಿಗದಿಗೊಳಿಸಲಾದ ಸ್ಥಳದಲ್ಲಿ ಮಾತ್ರವೇ ಬರೆಯತಕ್ಕದ್ದು. ಇದನ್ನು ಹೊರತು ಪಡಿಸಿ ಇನ್ಯಾವುದೇ ಪುಟಗಳಲ್ಲಿ ನೋಂದಣಿ ಸಂಖ್ಯೆ, ಗುರುತು, ಚಿಹ್ನೆ ಇತ್ಯಾದಿ ಮಾಹಿತಿಗಳನ್ನು ಬರೆದಿರುವುದು ಕಂಡುಬಂದಲ್ಲಿ ಅಂತಹ ಉತ್ತರ ಪತ್ರಿಕೆಯನ್ನು ಮೌಲ್ಯಮಾಪನಕ್ಕೆ ಪರಿಗಣಿಸುವುದಿಲ್ಲ.

Candidates should write the details only in the space provided. Do not write the register number, mark, sign etc., in any of the sheets. Violation of the instruction, such papers will not be considered for evaluation.

4. ಪರೀಕ್ಷಾ ಸಮಯದಲ್ಲಿ ಅಭ್ಯರ್ಥಿಯು ಪರೀಕ್ಷಾ ಅವ್ಯವಹಾರ ಮಾಡುವುದು ಕಂಡು ಬಂದಲ್ಲಿ ಅಂತಹ ಅಭ್ಯರ್ಥಿಗಳ ವಿರುದ್ಧ ಪರೀಕ್ಷಾ ನಿಯಮಾನುಸಾರ ಶಿಸ್ತು ಕ್ರಮಕ್ಕೆ ಗುರಿಪಡಿಸಲಾಗುವುದು.

If any candidate is found indulged in malpractice during examination, disciplinary action will be initiated against the candidate as per the examination rules.

SEAL

Page-2

CODE NO. 03Y [D]

SECTION - IQuestion No. 1

Type the following statement punctuating the figures. Draw vertical lines with PENCIL or PEN.

para type

Farmers Welfare Food & Fertilizers Co-operative Society

Vemagal, Kolar Taluk & District.

All crops

Stt. showing / average daily sales of all kinds of regular use in meet things & menus from April to march of Vemagal co-operative Society.

* 39708	2015-16		2016-17	
Months	Number of working Days	Average Daily Sales	Number of working Days	Average Daily Sales
April	20	Rs. 75,433	20	Rs. 98,027
May	28	57,235	28	15,625
June	26	45,497	26	56,378
July	27	47,516	27	47,540
August	24	43,820	24	55,447
October	⊗	55,667	⊗	41,586
November	28	31,412	29	30,009 48
September	23	52,132	23	54,651
December	25	50,661	25	38,612
January	27	*	27	52,686
Feb.	23	26,524	23	31,825
March	25	32,901	25	47,516

Caps. Note: Compiled for the 4th Annual report of the Kolar Dist. Federation of co-operative Society Limited. 4 words.


25 marks

Page - B
SECTION - I

CODE NO. 03Y [D]

Question No. 2

Type the following Balance Sheet in proper form. Punctuate the figures. Draw vertical lines with PENCIL or PEN.

Total


Shailaja Silk Emporium, Vemagal

B/S as at 31-03-2015 Expand

Liabilities		Assets	
	Rs.		Rs.
<u>Capital A/c.:</u>			
1. Manjunatha.N	18,000	Capn on Hand	2,674
2. Surekha Bai Bhandary	16,000	Capnat Bank	9,577
Sundry Creditors	7869	Sundry Debtors	10027
Rent outstanding	182	Furnad Fixture	5023
Bills Payable	5433	CLOSING STOCK:	
Postage Charges	1200	1. Sarees with Blouse	16130
Net Profit for the		2. Silk Sarees	30916
Year 2011-12	33,881	3. Pant & Ghrist	4218
		Investment in	
		National Savings	
		Kisan Vikas Patra	4,000
	82,565		82,565

Certified that the B/S is drawn up correctly.

Kolar,
30-04-2015

[SHAILAJA B.N.]
Auditor.

15 marks

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CODE NO. 03Y [D]

SECTION - II

Question No. 3

Type the following Business Letter in proper form
Expanding all abbreviation and correct spelling mistakes.
Take ONE carbon copy.

E-mail: kushwanth5433@gmail.com

mobile: 9164908027

Letter No. KEPL/1999/2018, dt. 29-10-2018 From,
Kushwanth Electricals Pvt. Ltd. [Dealers in modern
Electrical Equipments] No 59/1, Sular Road, Near
Anjaneya Swamy Temple, Andrahalli Addressed to
M/S. Thanmayee Dixit Electricals, Vibhuthipura,
Keelukote Extension Kolar-563 101. D/S,
Sub: Appointing of Agents in your area.

I hope th. our experience we have gained by
visiting your Taluk. We are convinced that a ready
market Business for our machines in that
area. our activity is mainly in Andrahalli area.
As this type of articles is best sold on personal
contact, we would like ^{to} place ourselves in touch
with a dealer in electrical Goods. We would like
to know whether you are prepared to handle our
products. [We are enclosing herewith a
book-let and would point out only its advantage.
When machine is working there will be no noise,

Contd.

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CODE NO. 03Y [D]

∴, all the working parts hv. bn. covered. This arrangement will prolong the life of the machine. As all the moving parts are made of special steel the life of machine is longer.

Run
on.2h

Further, our Technical Experts have introduced a device due to which the consumption of Electricity will be reduced by 30%.

our prices compare favorably with those of our competitors. ∴, we think you will agree that, commission we are prepared to allow, is extremely generous. In addition I have set apart a large

L.C.

District to you for will receive grants on a quota basis from these fund and thus obtain valuable profit.

##

You will note that, we are one of the older companies in this district with a good reputation. We are placing ~~all~~ disposal by your our excellent product are would like to have good market that would be prove profitable to both.

Thanking you,

y/t

for. K E P L td.,

Expanded

30 marks

[DHANVITH SAI DIXIT]
Proprietor.

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SECTION-II

CODE NO. 03Y [D]

Question No. 4

Type the following CIRCULAR letter in proper form.
Expand all abbreviations and correct all spelling mistakes.
Take ONE carbon copy.

Letter No. DPAA PLX 15/2015-16, dt. 18.08.2016, from
The Additional Secretary to Govt. V.S., Bengaluru,
Sub: Instructions issued in regard to the manner
in which the members of Parliament and Legislature
shd. be treated when they meet officers at
public functions.

In O.M. No. GAD 23 PLX 68 dt. 30-05-2015. Expand
Instruction h.v. bn. issued regarding the manner in
which members of Parliament and the State Legislature
should be treated when they meet the officers on
official Business.

h.c.

2. In O.M. No. GAD 15 PLX 72, dated 1st
December 2015 it has been further directed. Whenever
members of Parliament & members of the State
Legislature visit any officer of the Secretariat
Departments. The officer concerned should
make a note of their visit in register,
showing the date and time of the visit and the
action taken on request of the member, ##
which should also be indicated to the
incharge officer and also to be entered in
the register.

Contd...

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CODE NO. 03Y [D]

1. c 3. It has come to the notice of Government that due courtesy is not being shown to Legislators at public functions organised by Govt. servants. Government views this with concern the members of the Legislature hv. important constitutional functions and they should be given full assistance by Govt. servants in this respect. While \therefore , reiterating
- 01 the instructions issued earlier, all Heads of Departments are requested to ensure that due courtesy is shown to the members of $\#h$ Parliament and to the Legislators and others representatives of the public at all times, particularly at public functions, seats befitting their position shd. be reserved for
- $\#$ them. The heads of Departments are also requested to issue suitable instructions to their subordinates working under their administrative control in the behalf.
- u.c.

[Mrs. Mannur]

Addl. Sect. to Govt.

Dept. of P & A Reforms.

To

The Secretaries to Govt.

The Heads of Depts.

Copy of Weekly Gazette.

30 marks

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Do not write on this area

SEAL