

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 ಅಂಗ್ಲ ಬೆರಳಚ್ಚು - ಪತ್ರಿಕೆ-2 (ಕೈಬರಹ)

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

ವಿಷಯ ಸಂಕೇತ: 03Y C

ಗರಿಷ್ಠ ಅಂಕಗಳು : 100

Subject.Code: 03Y C

Maximum Marks : 100

ಸಮಯ : ಮಧ್ಯಾಹ್ನ : 1:00 ರಿಂದ 2:30

ಅವಧಿ : 1 ಗಂಟೆ 30 ನಿಮಿಷಗಳು

TIME : 1:00 PM to 02:30 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.

## SECTION - I

Page 2

Code No: 03Y(C)

Q. NO. 1 Type the following Statement in proper form.

Punctuate the figures. Draw vertical lines with Pen or Pencil

## SHREYA DIGITAL MOBILE ZONE

Statement Reg. the different brands of mobile phones distributed in Karnataka state from the Yrs. 2014 to 2018.

© 38960

Sl. No.	Name of the Phone	2014	2015	2016	2017	2018
1	Motorola	39,750	39,660	39,740	28,660	38,440
2	One Plus	27600	27230	27240	27410	35560
3	Micromax	42520	42560	43510	29520	0
4	SamSung	43100	43150	40200	37600	36660
5	OPPO	40320	40090	43630	33560	38200
6	Sony	39750	39660	39740	30080	35520
7	Panasonic	38560	38620	38950	38660	38760
8	Orange	27700	32960	32620	30300	33330
9	Nokia	27360	32870	32330	39580	38960
10	Apple	24630	29540	28850	27500	27620
11	Gionee	37460	32570	32250	32400	32950
12	Dell	35220	28890	28660	33020	34630
13	Lenova	30070	29550	29330	30350	30000
14	Vivo	32880	33000	33100	33660	33650
15	Realme	29600	29870	25550	26440	28330

MARKS: 25

## SECTION - I

Page 3

Code No: 03Y(C)

Q. NO: 2 Type the following Receipts and Payment Account in Proper form. Punctuate the figures. Draw vertical lines with Pen or Pencil.

SUKRUTHA HEALTH CLINIC, DAVANAGERE  
Receipts and Payment a/c. for the year ended  
31.03.2016

₹ 26000

Receipts	Rs.	Payments	Rs.
To Donations	40,000	By Salary	65,000
" Fees from Patients	36,700	" <u>Equipments and</u>	32,000
<sup>1 fees</sup> " Entrance <del>price</del>	16,000	<u>Instruments</u>	
" Subscriptions	20,000	" Diet expenses	15,000
<sup>stet</sup> " Endowment fund	35,000	" Government Securities	20,000
" Int. from bank	(16,800)	" Office expenses	18,000
" miscellaneous	(11,000)	" Furniture and	14,000
" Report charges	(14,000)	Fittings expense	
" Sale of medical wastage	25,700	" Purchase of medicines	12,000
		" Marketing and Advertisement	0
		" Taxes and licenses	13,200
Total	2,15,200		2,15,200

MARKS : 15

## SECTION - II

Page 4

Code No: 03Y(C)

Q. NO. 3: TYPE the following Business letter in single line spacing correct all mis-spellings. Expand all abbreviations. Take ONE Carbon copy.

# Letter No: RLC/14/2016, dated 15.01.2016 From Rohit Legal Consultants, Datta mandir Road, Nehruvihar, Belgaum, to m/s. Omkar Technologies, Bijapur Road, Sholapur.

DIS, Sub: Privacy in legal documents Stet

close  
up

w.r.t. the above we wish to state that certain communications bet solicitor and client or absolutely confidential. This secrecy is known has the solicitor and client privilege. Because of it, you can give us all the facts relevant to your matter without fear that those facts will become public. We cannot be

compelled by the (department, tax) Police or courts to divulge information furnished by you. This is your privilege, not ours, so only you can waive it.

NP

The Privilege only arises when a client reveals information in confidence to obtain legal advice or services. Your ethical tools define the limited situations in which we can disclose private information. Our charges include the time we spend on telephone calls, meetings, preparation, sending letters, receiving and reviewing messages drafting documents, travel, reviewing documents and files, research, court appearances and generally all time (providing) (spend) your legal services.

... 7 ...

SECTION-II

Page 5

Code No: 03Y (C)

Q. No. 3: Contd.

NP

retain  
abbreviation

Q

We record the time and services rendered and, where appropriate, will include that record in the bills we send you. We may have to increase the fee if the matter becomes significantly more complex or time consuming than we estimated early. [Regarding other charges for non-legal services, we will bill you only for photocopying, our fees or subject to GST, which will be added to your bill. Unless special arrangements are made, we require our clients to pay some ~~up~~ up-front money to cover the fees and payments for the next block of work to be done. We keep this retainer's money in a trust account and use it for expenses as they are incurred. If you desire to get into the agreement, we send our manager to your place. He will help you to finish the formalities and you can get more information about our service.

Senior Advocate

Yours faithfully  
for Rohit Legal Consultants

MAND GOWDA



MARKS: 30

SECTION - II

Page 6

Code No: 03Y(C)

Q. NO: 04. TYPE the following NOTIFICATION in Proper form:  
in Double line spacing. Correct all mis-spellings.  
Correct all mis-spellings. Take ONE carbon copy.

Notification No. SAMYA 22 SHASANA 2007 dated 10.12.2014  
from Secretary to Government, Department of  
Parliamentary Affairs, Vidhana Soudha, Bangalore

## NOTIFICATION

Sub: The Karnataka Land Grabbing  
Prohibition Act.

close  
up  
MP  
An act to provide for measures to curb lands  
whether belonging to the Govt, Wakfs or the Hindu  
religious institutions and charitable ~~trust~~ or  
endowments, local authorities or other statutory  
or non-statutory bodies owned or controlled managed  
by the Government. [And whereas such land  
grabbers or forming bogus cooperative housing  
societies of setting up untrue claims and  
indulging in large scale, unusual and fake  
sale of such lands thro. unfair real estate  
dealers or otherwise in favour of certain sections  
of the people resulting in large accumulation of  
unaccounted wealth and quick money to land  
grabbers and thereby adversely affecting  
(order) Public]

And whereas, having regard to the resources  
and influence of the persons by whom, the  
large scale, on which and the manner in which,

SECTION-II

Q. No. 4 Contd.

Page 7

Code No. 03Y(C)

le  
NP

the unlawful activity of land grabbing ~~was~~ has been, is being organised and carried on in violation of law, as land grabbers in our state, it is nee and expedient to curb immediately such (activity) (unlawful) of land grabbing. Hence, the State Government of Karnataka with a view to prohibit the activities of land grabbing and to provide the matters connected herewith has Proposed to bring the Act into force. ←

R.D.

← Apart from declaring land grabbing as illegal, the Government desire to protect it. ∴, it is Proposed to Provide for (offences) for (penalty) to implement the Act. According to that know Person shall commit land grabbing by himself or through any other Person. whoever break the provisions shall on purpose, be punished with imprisonment for a term of which shall not be less than one year but which may extend to three years with fine may extend to 25 thousand rupees.

in  
words

By order and in the name of the  
Governor of Karnataka.

Secretary to Government  
Dept. of (Affairs) (Parliamentary).

TO  
The Compiler for Publication

MARKS: 30

Do not write on this area

SEAL