

MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION EXAMINATIONS, MUMBAI

Examination—July, 2017

CERTIFICATE COURSE IN TYPEWRITING ENGLISH

[TIME ALLOWED — 6 HOURS]

(MARKS — 200)

APPLICATION ON TYPING SPEED (45 W.P.M.) (PRACTICAL-II)

Marks

1. Type the following passage in SEVEN MINUTES. Use DOUBLE or ONE and HALF LINE SPACING and a Margin of FIFTEEN spaces on the left :— 40

There is a big difference between playing to win and Playing not to lose. When we play to win, we play with enthusiasm and commitment: whereas when we play not to lose, we are playing from a position of weakness. When we play not to lose, we are playing to avoid failure.

We all want to win, but very few are prepared to play the price to prepare to win. Winners condition and commit themselves to winning. Playing to win comes out of inspiration, whereas playing not to comes out of desperation.

There are no ideal circumstances. There never will be. To reach any destination, you can neither drift nor lie at anchor. You need to sometimes sail with the wind. Sometimes against it, but sail you must.

Ask any coach or athlete to define the difference between the best and worst team. There would be very little difference in the player's physique, talent and ability. The biggest difference is an emotional difference. The winning team has dedication and they make the extra effort. They have a stronger desire to win. To a winner, the tougher the competition, the greater the incentive, the stronger the motivation; the better the performance; the sweeter the victory.

New challenges develop new potential. Most athlete's best performances have come when the odds were slightly against them.

2. Type the following statement vertically with effective display. Rule in on the typewriter or in ink and use leader dots wherever necessary :— 40

STATEMENT SHOWING SALE OF SAREES

Serial No.	Name of Sarees	Lata Sarees		Rupali Sarees	
		1995	1996	1995	1996
1.	Peshwai	1,00,000	3,54,000	4,50,000	3,30,000
2.	Kundan	3,70,000	2,56,000	1,30,000	1,20,000
3.	Meena	56,765	34,800	65,900	42,500
4.	Suraj	2,45,000	3,56,000	7,89,000	5,65,000
5.	Kasat	1,56,876	5,78,678	6,34,765	2,45,895
6.	Bindi	76,000	68,000	69,000	70,000
7.	Poonam	44,000	43,899	56,777	57,590
8.	Vama	1,20,000	2,30,000	1,45,820	1,35,800
9.	Payal	1,00,000	3,56,000	3,21,000	2,40,000
10.	Sajan	56,897	67,700	67,000	76,000

3. Type the official Letter :— 40

K. Lakshmi B. A
Social Welfare

Telephone : 73268
No. 6 R. B. Block
Foreshore Estate
Madras 600 028.

The Chairman
Tamilnadu Electricity Board,
Mount Road,
Madras 600 002

Dear Sir,

Sub: Electricity supply of power recognition

I submit the following points to the chairman, for welfare of our people living in our locality. In our area we have considerable experience that the power supply is frequently disconnected and cause much inconvenience to the people. Somedays it is low voltage and sometime fluctuation of current and sometimes it goes completely power off. I presume, that this is caused due to the defect in the transformer provided for our area. I request that immediate action may kindly be taken to rectify the defects restore regular power supply.

Thanking you,

Yours faithfully,
K. Lakshmi

4. Type the following 'COMPANY NOTICE :—

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TULSI & FOOD PRODUCTS PVT. LTD

40/8 Sadguru Nagar,
Near, Vittal mandir,
JALGAON 421 306

NOTICE to Member

Hereby given is that the 15th Statutory meeting of the members of the Tulsi milk & food product pvt. Ltd., will be held on Friday 20th april, 2009 at 4.00 P.M. in 'Muktangan Hall' 98, Manjusha road. Near post office, jalgaon transact the following business :—

AGENDA

- 1) To confirm the minutes of the statutory meeting held on 20th april, 2009
- 2) To receive and adopt of the directors statements of accounts of the the last three months audited by internal Auditors M/s Bhavana & Dhanu co.
- 3) To approve the appropriation of profit.
- 4) To consider the Auditor's Report for the last three monts.
- 5) To appoint internal Auditors for the next audit.
- 6) Any other business with the permission of the chair.

By other of the Directors, Secretary, jalgaon Dated 14/06/2009

NOTES

- 1) If there is no quorum within half an hour after the prescribed time, the meeting shall stand adjourned upto 4.50 P.M on the same day and the agenda of the meeting shall be transacted at the said venue irrespective of the quorum

5. Oral.

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6. Term Works.

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