

MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION EXAMINATIONS, MUMBAI

Examination—July, 2017

CERTIFICATE COURSE IN TYPE WRITING ENGLISH

[वेळ — ३ तास]

(एकूण गुण—१००)

PRACTICE ON TYPEWRITER SPEED (30 W.P.M.) (PRACTICAL-I)

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. 30

India is a big country, but so are her problems. Population is one of these. The Present population explosion and baby boom is a very serious problem. It is becoming more and more alarming day by day. The rapid growth of population in economics. Industrialization, employment generation, planning and development. The phenomenal increase in our populations has left far behind our developmental and technological gains, which results into unchecked growth in poverty, misery, dissatisfaction, frustration, unemployment and illiteracy. Even the bare necessities of life are being denied to the people, and millions and millions of citizens are living below the poverty line. In spite of our planned development and scientific progress, the specter of starvation has been starting the masses.

The Reason behind rapid growth of population are too Abvious to by ignored. Early marriage, great fertility in India women, decline in the rate of mortality because of modern facilities in medicine, surgery and health care, illiteracy and lack of proper education on family planning etc. are some of the major causes.

2. Type the following statement with effective display : 25

**STATEMENT SHOWING THE STOCK OF DISTRICT
WISH FOODGRAINS**

(Fig. in '000)

Sr. No.	Particulars	SUGAR	JOWER	WHEAT
1.	Solapur ..	9,900.00	8,900.00	6,300.00
2.	Beed ..	6,300.00	7,200.00	5,200.00
3.	Jalna ..	7,200.00	6,500.00	7,100.00
4.	Latur ..	8,800.00	7,800.00	6,600.00
5.	Nashik ..	9,700.00	6,600.00	8,900.00
6.	Jalgaon ..	7,900.00	5,300.00	7,600.00
7.	Kolhapur ..	9,800.00	8,700.00	7,700.00
8.	Nagpur ..	8,900.00	5,300.00	7,900.00

3. Type the following business Letter in proper form :— 25

M/S. KURAPATI GARMENTS
110, Madhav Nagar,
KOLHAPUR 410 506.

No. SSHS/1975

(Insert today's date)

To,
The Factory Manager,
Prakash Metal Works,
Yashwant nagar,
Kolhapur 410506

Subject : Visit to Factory.

Reference : Our talk on telephone Yesterday.

Sir,

I shall be grateful if you will let me know if visitors are allowed to your works. May large firms, I know, do not welcome parties, but as so many of our students take up apprenticeship with your works, I think you will consider allowing us to bring a small party of about 30 students to see the work that is being done.

If you are able to agree to my request will you please let me know a convenient date and time ? The most suitable time from our point of view would be the 15th of next month. The party will be accompanied by a responsible teacher.

We are always anxious that our students should be aware of the scope and importance of local industry and I am sure that such a visit would be a great interest to them.

Yours faithfully,

Headmaster.

4. Oral. 10
5. Term Work. 10
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