

**MAHARASHTRA STATE BOARD OF SKILL DEVELOPMENT EXAMINATION, MUMBAI****Examination—July, 2020**

CERTIFICATE COURSE IN STENOGRAPHY ENGLISH (FOR BLIND)

[ TIME ALLOWED—6 HOURS ]

(MARKS—200)

**TYPEWRITING ENGLISH SPEED (40 W.P.M.)****TYPING-STATEMENT, LETTER, MECHANISM (PRACTICAL-I)****Marks**

1. Type the following passage in Ms-words and save with the file name 80  
Speed test 1 and Font size 14 (in one and half spacing).

My ambition is to become a journalist. What I will have to do is to write reports of, photograph, or edit stories about important incidents and events for newspapers and magazines. The very prospect is challenging and thrilling. It will give me an opportunity to travel far and wide-perhaps, even to foreign countries and thereby widen the horizons of my experience. It will be part of my job to meet new people and confronts new and unusual situations every day. The people I shall meet will come from every strata and status, caste, creed, race and religion. My job will entail focusing on burning issues that are of concern to society. I will be playing the role of a detective ferreting out the truth in various mysterious situations. No sphere will be out of my reach. I will be involved in incidents related to medicine, sports, politics, crime, leading national and international events.

I am aware that my job as a journalist will carry it a certain amount of risk, but that does not bother me in the least. The thrill and excitement of the situation is sufficient recompense. Besides, I shall be doing something that I really believe in. It is the one single profession which would give me the opportunity to handle effectively the pen and prove that it is mightier than the sword.

**Marks**

2. Type the following Business Letter in Ms-word with proper formatting: 40

**ZINGADE CHEMICALS LIMITED**

123, Rajesh Nagar, Solapur.

Ref. No : ZCL/14-12/225

Date : 2nd January 2016.

To,

The Manager,  
Bank of Maharashtra,  
Navi Peth, Solapur.

Sub : Request for Credit Facility.

Dear Sir,

We have plans to expand our line of manufacture and a detailed project report has been finalized and got favourably by the industrial Development Bank of India. The working capital requirement in connection with the above project would be of Rs. 5 lakhs for a quarter.

A copy of the project report and feasibility report is enclosed for your ready reference. At present we are enjoying from your Bank Credit Facility of Rs. 4 Lakhs by way of overdraft. We are sure you would be happy to find from your records how satisfactory our performance has been all these years.

As in the past, we request, you to grant us credit facility for Rs. 5 Lakhs also. We should offer our investments as security for the overdraft facility up to Rs. 5 lakhs that we are requesting now. The invested shares command a premium of 80% at the moment.

We sincerely hope that this would entirely meet your requirements.

Thanking you,

Yours faithfully,

For, Zingade Chemical Ltd.,  
Proprietor.

3. Type the following statement in Ms-word using insert Table with effective display. 40

**DISTRICTWISE SANCTION OF MONEY FOR TREE PLANTATIONS**

Serial No.	States	2012-13	2013-14	2014-15
1	Sangali	29.8	372.7	28.0
2	Kolhapur	821.8	593.1	953.2
3	Aurangabad	723.8	832.0	635.0
4	Beed	429.1	900.0	954.1
5	Dhule	821.8	876.1	928.7
6	Osmanabad	762.2	821.8	88.8
7	Pune	838.6	283.8	83.7
8	Solapur	444.4	222.2	203.1

4. Oral. 20
5. Term Work. 20