

Run By Shorthand Dictation Legal Matters

Since 2005

(Sir Isaac Pitman's Shorthand)

Krishna Shorthand Institute

कृष्णा आशुलिपिक संस्थान

(English Only) By. A.V. Kushwaha

(For Govt. Jobs, SSC (Group D & C), Supreme Court, High Court, District Courts, ASRB, CRPF, Railway, CBSC & all other departments requiring "English Stenographer/ Personal Assistant/Private Secretary"

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**If you are not upgrading, you are
downgrading.**

Topic: Achievements and Challenges of the Five Year Plan

There has been some reference to the improvement in our economic situation also. We find that we have made good / progress in production. We were faced equally with a difficult situation so far as cloth was concerned. There was a / DEFICIT of food and there was also shortage of cloth. I do remember the SCENES that we had to witness / in several cities where people had to stand in QUEUES for hours together for two metres of very ordinary cloth, / but now the situation is quite changed. We have produced much cloth and we are in a position to export (100) cloth. During the British period we were required to import cloth, but now we are in a position to export / cloth. After partition, we were faced with the question of raw material, namely, cotton. We had cotton mills, but cotton / remained in Pakistan. Even that problem has been solved. We had placed before us a target for more production of / cotton and not only has that target been achieved but it has been achieved in shorter period to the satisfaction / of all people in the country.

From this survey, Sir, you will find that everybody should be convinced that we (200) are making good progress in the realisation of the objectives of the Five Year Plan.

Then there is a reference / that in several essential COMMODITIES we have got increased production. This cannot be denied. IN SPITE OF this increased production, / I must admit, we have not been able to solve the question of unemployment, but efforts are being made to / EASE the situation so far as this question is concerned.

The main thing to which I would like to refer / is that the President was pleased to say, and say very PLAINLY, that so far as cottage industries were concerned, (300) we have not been able to make good progress. As a matter of fact, very little progress has been made. / If In this country we have to solve the question of unemployment, we must take, and take very seriously, to the development of cottage industries. That alone will solve this problem of unemployment. We want to increase production, but / we want to take to such means for increasing our production as would be man-ABSORBING and not man-saving, / as have been RESORTED TO by the Western countries. That alone will solve our problem to a very great extent. (400)

Increase Your Vocabulary: Learn New and Important Words from the Passage Dictated

Since our primary goal is to achieve excellence in English Shorthand within the shortest possible time, we will provide vocabulary along with detailed analysis and explanation of essential punctuation.

Remember: A strong vocabulary reduces errors and improves accuracy. In English Shorthand, accuracy is the key to securing a government job. Therefore, keep revising all newly learned words at least once every week.

SSC/General/Legal Matter

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1. Deficit: (noun) a shortage or lack of something; the amount by which something falls short of what is required कमी, घाटा

2. Scenes: (noun, plural) incidents or situations witnessed; views or sights that one observes दृश्य, नज़ारे

3. Queues: (noun, plural) lines of people waiting for something in order पंक्तियाँ, कतारे

4. Partition: (noun) the division of British India into India and Pakistan in 1947 विभाजन

5. Essential commodities: (noun phrase) basic goods necessary for daily life such as food, cloth, fuel आवश्यक वस्तुएँ

6.Commodity: (noun) a basic good or raw material that can be bought and sold वस्तु, माल

7.In spite of: (prepositional phrase) despite; regardless of; even though something exists or happens के बावजूद

8.Plainly: (adverb) clearly; in a straightforward manner; obviously स्पष्ट रूप से, साफ़-साफ़

9.Man-absorbing: (adjective) (of industries/methods) that employ or use many workers श्रम-समाहक, जो अधिक मजदूरों को रोज़गार दे

10.Man-saving: (adjective) (of industries/methods) that reduce the need for human labour; labour-saving श्रम-बचत, जो मजदूरों की संख्या कम करे

11.Resorted to: (phrasal verb, past tense) adopted or turned to (a strategy, method, or course of action), especially as a last option सहारा लिया, अपनाया

Accuracy Builder Tips: "Resorted to" uses "to" as a preposition (not an infinitive marker). After this phrasal verb, you use a noun or gerund (-ing form), never a base verb.

For Example:

• "resort to" + noun/gerund

- ✓ resorted to violence
- ✓ resorted to borrowing money
- ✗ resorted to borrow (incorrect)

Similar phrasal verbs that use "TO" as a preposition:

1. Object to = to disagree with or oppose

- *They objected to the new policy.*

2. Look forward to = to anticipate with pleasure

- *I'm looking forward to meeting you.*

3. Admit to = to confess or acknowledge

- *He admitted to making a mistake.*

4. Confess to = to acknowledge guilt

- *She confessed to stealing the documents.*

5. Amount to = to be equivalent to

- *His words amounted to an apology.*

6. Contribute to = to help cause or bring about

- *Smoking contributes to heart disease.*

7. Attend to = to deal with or take care of

- *Please attend to this matter urgently.*

8. See to = to take care of; to ensure

- *I'll see to it that the work is completed.*

Accuracy Tips for Students:

Tip 1: If "to" is followed by a **verb + -ing** or a **noun**, it's a **preposition**.

- *She is accustomed to working late.* (preposition)

Tip 2: If "to" is followed by a **base verb**, it's an **infinitive marker**.

- *She wants to work late. (infinitive)*

Tip 3: Test by trying to replace "to" with another preposition like "of" or "about":

- *He confessed to the crime → He confessed about the crime* (makes sense = preposition)
- *He wants to go → He wants of go* (doesn't work = infinitive)

Cue for transcription: When you hear "resort to," expect a noun or -ing form next, not a base verb!

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Accuracy Builder:

Capitalized Words with Simple Reasons for Capitalization:

Part 1: Capital Letters

Quick Reference Chart

Word/Phrase	Why It's Capitalized	Simple Rule
Five Year Plan	Official government program name	Capitalize names of specific plans/programs
British	Nationality/country name	Always capitalize nationalities
Pakistan	Country name	Always capitalize country names
Sir	Direct address/respect	Capitalize when addressing someone directly
President	Official title (when referring to specific person)	Capitalize titles before names or when referring to THE President
Government of India	Official institution name	Capitalize official government bodies
Government of Maharashtra	Official institution name	Same as above
Maharashtra	State name	Always capitalize place names

Word/Phrase	Why It's Capitalized	Simple Rule
Revenue Minister	Official title + position	Capitalize official government positions
Railways	Refers to Indian Railways (official organization)	Capitalize when it's the official organization name

Three Golden Rules to Remember:

- 1. Proper Nouns Rule:** Names of specific people, places, countries, states = **ALWAYS** capital
 - Example: Pakistan, Maharashtra, British
- 2. Official Titles Rule:** Government positions, organizations, programs = Capital when specific
 - Example: Five Year Plan, President, Government of India
- 3. Respect/Direct Address Rule:** "Sir" when talking TO someone = Capital
 - Example: "Then, Sir, a reference has been made..."

Part 2: Punctuation Analysis

Comma Usage Chart

Comma Type	Example from Text	Why It's Used	Simple Rule
After introductory words	"Then, Sir, you will find..."	Separates opening word from main sentence	After "Then," "Now," "However," use comma
Around "Sir"	"Then, Sir, a reference..."	Sets off direct address	Always use commas around names/titles when addressing someone
Before "but"	"...question of unemployment, but efforts are being made..."	Joins two opposite ideas	Use comma before "but," "yet," "so" when joining complete sentences
In lists	"...man-absorbing and not man-saving, as have been..."	Separates items/clauses	Comma between similar items in a list
After long opening phrases	"After partition, we were faced..."	Separates introduction from main idea	When you start with time/place/condition, put comma before main sentence

Comma Type	Example from Text	Why It's Used	Simple Rule
Around extra information	"...the present Revenue Minister of Maharashtra."	Adds non-essential detail	Commas around extra descriptions
Before quotes/reported speech	"The President was pleased to say, and say very plainly, that..."	Introduces what someone said	Comma before "that" in reported speech

Other Punctuation

Mark	Example	Purpose
Period (.)	End of sentences	Completes a thought
Colon (:)	"Topic:"	Introduces what follows
Hyphen (-)	"man-absorbing"	Joins words acting as one idea

Key Punctuation Rules:

1. Two complete sentences joined by "but/and/so" → Use comma before the connector

- "We have produced much cloth, and we are in a position to export cloth."

2. Starting with background info → Comma after it

- "After partition, [comma] we were faced..."

3. Talking To someone → Commas around their name/title

- "Then, [Sir], you will find..."

4. Adding extra info that could be removed → Commas around it

- "I must admit, [we have not been able to solve], but efforts..."

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