

**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")**

**(87, Sulem Sarai, Prayagraj, Uttar Pradesh)**

**( Contact No. 7355504435)**

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



If we organise our cottage industries, if we take to the spirit of Swadeshi, I have no doubt, we will / solve the problem of unemployment to a great extent.

Then, Sir, a reference has been made to certain additional projects / which have been included in the Five Year Plan. There was a great demand from Maharashtra to include this project / In the Five Year Plan. A couple of years ago, there was a conference presided over by my colleague from / the district, the present Revenue Minister of Maharashtra. He had presided over it and there was a UNANIMOUS demand, (500) supported by practically the entire people from Maharashtra that this project should be included in the Five Year / Plan. I take this opportunity to congratulate the Government of India and the Government of Maharashtra for having seen to / it that this project in Maharashtra is included in the Five Year Plan.

The President's Address makes reference to the / improvement of our transport and communications. Our increased production leads to the question of better transport facilities. The agricultural production is / on the increase, but, Sir, if there is no betterment of our transport facilities, this increased production in agriculture will (600) not benefit the agriculturist. In my part of the country, even now this situation PREVAILS. The production there is on / the increase, but the agriculturists are suffering on account of INADEQUATE facilities of railway transport. I was glad to find / from the President's Address that the Railways are thinking of opening even new lines very soon. It has also been / said that so far as LOCOMOTIVES and ROLLING STOCK are concerned, the manufacture of these is going on very satisfactorily, / and we have made good progress in this respect during the last few years. Any nation can be proud of (700) this achievement.

Then, there is a reference to the housing conditions. We can very well remember the scenes that we / were required to witness immediately after Partition. Thousands and tens of thousands of our BRETHREN came to this country from / Pakistan. It was a very serious question as to how to house them, but the day has come when the / question has practically been solved, or it can at least be said that we are near the solution of the / question. Seventy two crores of rupees have been spent during the last few years in constructing houses for the refugees (800) and in this very city we are witnessing an EXHIBITION where we can see the models of cheap and decent / houses. If these cheap houses are constructed for the refugees, it will provide SHELTER for them at a low cost. (840 words)

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

Page 2

SSC/General/Legal Matter

- 1.**Cottage industries:** (noun) small-scale manufacturing or production activities carried out at home or in small workshops कुटीर उद्योग
- 2.**Swadeshi:** (noun) a movement/policy promoting domestic/indigenous products and self-reliance स्वदेशी
- 3.**Revenue:** (noun) income, especially of a state or organization; tax income राजस्व
- 4.**Unanimous:** (adjective) fully in agreement; with everyone agreeing सर्वसम्मत
- 5.**Prevails:** (verb) (present tense, third person singular) exists or is widespread; continues to exist प्रचलित है / व्याप्त है
- 6.**Inadequate:** (adjective) insufficient; not enough अपर्याप्त
- 7.**Locomotives:** (noun) (plural) railway engines that pull trains रेल इंजन



- 8.Rolling stock:** (noun) the vehicles (trains, wagons, coaches) that move on a railway रेलवे के चलते वाहन
- 9.Brethren:** (noun) (plural, formal/archaic) brothers; fellow members of a group भाई / बंधु
- 10.Exhibition:** (noun) a public display of items, art, or models प्रदर्शनी
- 11.Shelter:** (noun) a place giving protection from weather or danger; housing आश्रय / आवास

**By Sir AV Kushwaha,  
Krishna Shorthand Institute,  
via online Telegram Class at 7355504435**

# 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
<b>Around extra information</b>	"...the present Revenue Minister of Maharashtra."	Adds non-essential detail	Commas around extra descriptions
<b>Before quotes/reported speech</b>	"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
<b>Period (.)</b>	End of sentences	Completes a thought
<b>Colon (:)</b>	"Topic:"	Introduces what follows
<b>Hyphen (-)</b>	"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..."

**By Sir AV Kushwaha,  
Krishna Shorthand Institute,  
via online Telegram Class at 7355504435**

Shorthanddictation.com