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(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.*

# What you will receive in this dictation:-

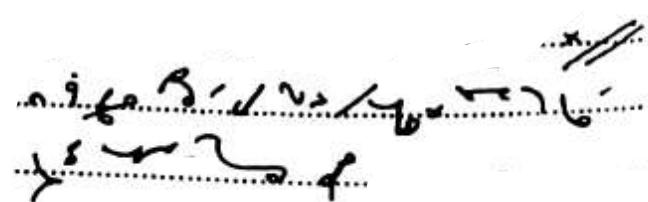
- 1. Text passage & outlines**
- 2. Vocabulary and accuracy mantra/accuracy builders**
- 3. Page wise analysis of capital letters and essential punctuation etc.**

**Skill Test Based General Dictation: It covers all skill tests conducted by any Government Department or Court including any private institutions.**

**4**

**Topic: Education & Technology**

You considered these reports last years and generally approved of the recommendations. I agree with your views and feel that ~~420~~ in the light of the modifications suggested.



# Skill Test Based General Dictation: It covers all skill tests conducted by any Government Department or Court including any private institutions.

Krishna Shorthand Institute, Online English Shorthand Class at 7355504435 by Sir AV Kushwaha, Shorthand Dictation Legal Matters.

we may prepare our programmes on the basis of co-operation between the State <sup>440</sup> and the people, so that the State may extend the necessary facilities and services on the one hand and the <sup>460</sup> people on the other, supplement on a voluntary basis the efforts of the State. To improve our standards of technical <sup>480</sup> education, the programme that we had envisaged was the establishment of four higher technological institutes in addition to the strengthening <sup>500</sup> of existing institutions. Considerations of finance did not permit us to start with all the four, but we thought that <sup>520</sup> at least a beginning should be made. The Eastern Higher Technological Institute near Calcutta was taken in hand though even <sup>540</sup> waiting for the construction of all the necessary buildings. The scheme is in progress and I hope that the next <sup>560</sup> academic year will see the first batch of teachers and students working in this Institute. Simultaneously, it has been our aim<sup>580</sup> to strengthen the existing institutions by improving their quality and increasing their capacity. In the field of university education, <sup>600</sup> the Indian University Education Commission under the Chairmanship of Professor Radhakrishnan was asked to submit its report within nine months. <sup>620</sup> You will be glad to know that it has already done so. The Report is before you and one of <sup>640</sup> the main functions of this meeting of the Board will be to consider the recommendations of the Commission. I have <sup>660</sup> even at the risk of some repetition recapitulated these points, so that we may be in a position to judge <sup>680</sup> where we are. You will appreciate that so far as planning is concerned, the Ministry is ready with its programme <sup>700</sup> in all the four fields mentioned by me. I would, therefore, like to draw your attention to the obstacle which <sup>720</sup> stands in the way of their immediate implementation. You will remember that in 1947 the problem of refugees <sup>740</sup> from Western Pakistan absorbed almost all the energy and a major portion of the finances of the nation. There was, <sup>760</sup> therefore, no hope of adequate funds being available for educational expansion in the immediate future, but in spite of these <sup>780</sup> difficulties, the Budget for 1998-99 saw an increase in provision for education. During <sup>800</sup> 1998-99, our scheme for educational reconstruction reached a suitable stage for implementation. It was my hope that the <sup>820</sup> 1999-2000 budget would enable us to make a beginning with the programme for the same now. <sup>840</sup>

**Total Words: 440 Words**

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(Increase your vocabulary:

Learn New and Important Words of the Matter)

Keep revising all new words learned.

Page 2: Legal/General Words:

1. **Modifications:** (noun) (plural) changes or alterations made to something संशोधन

2. **Supplement:** (verb) to add to something in order to complete or enhance it पूरक करना

3. **Voluntary:** (adjective) done willingly without being forced स्वैच्छिक

4. **Envisaged:** (verb) (past tense) imagined or planned for the future परिकल्पित किया

5. **Beginning:** (noun) the start or commencement of something प्रारंभ

**Accuracy Note:** Always remember that there are two "nn" in this word. Many student commit error of this word often while transcribing a dictated passage.

6. **Academic year:** (noun phrase) the yearly period during which students attend school or university शैक्षणिक वर्ष

7. **Simultaneously:** (adverb) at the same time साथ-साथ

8. **Glad:** (adjective) pleased or happy प्रसन्न

9. **Repetition:** (noun) the action of repeating something पुनरावृत्ति

10. **Recapitulate:** (verb) to summarize or review the main points सारांश देना

11. **Obstacle:** (noun) a barrier or hindrance बाधा

12. **Implementation:** (noun) the process of putting a plan or decision into effect कार्यान्वयन

13. **Absorbed:** (verb) (past tense) took up or consumed completely अवशोषित किया

Let us make an analysis of the passage for better transcription:

Capitalized Words and the Reason for their Capitalization

Proper Nouns (Names of specific places, organizations, institutions, etc.):

1. **State** - Proper noun referring to the government/political entity

2. **Eastern Higher Technological Institute** - Proper noun (specific institution name)
3. **Calcutta** - Proper noun (city name)
4. **Indian University Education Commission** - Proper noun (official commission name)
5. **Professor Radhakrishnan** - Proper noun (person's name and title)
6. **Chairmanship** - Part of proper noun when referring to specific position
7. **Western Pakistan** - Proper noun (specific geographical/political region)
8. **Budget** - Proper noun when referring to specific government budget

**Accuracy Mantra: Beginning of Sentences:**  
According to English capitalization rules, the very first word of every sentence must be capitalized, irrespective of whether it's a common noun, pronoun, article, or any other part of speech. This is a universal rule that applies to all sentence beginnings in formal writing. The following bold words are

common sentence starters. You may use them as cues, but it is not commonly that a sentence must begin with only these words. They are simply high-frequency sentence starters often seen in writing.

1. **State** - First word of sentence "State may extend..."
2. **To** - First word of sentence "To improve our standards..."
3. **The** - First word of multiple sentences
4. **Considerations** - First word of sentence
5. **Simultaneously** - First word of sentence
6. **You** - First word of multiple sentences
7. **I** - First word of sentences (personal pronoun always capitalized)
8. **It** - First word of sentence "It was my hope..."
9. **During** - First word of sentence

### Personal Pronouns:

1. **I** - Personal pronoun (always capitalized in English regardless of position)

### Abbreviations/References:

1. **Rs.** - Currency abbreviation (Rupees)

# Punctuation and the Reason for their application:

**Accuracy Note:** First focus on the accuracy of words. After that, check grammar—especially capitalization and commas. If you notice an error, correct it; if not, leave it. Minor grammar slips will not affect your final accuracy much.

## 1. COMMAS (,) - Used to separate things

**When to use:**

- **Between parts of a sentence:** "We made plans, so the government can help"
- **After starting words:** "To improve education, we made a program"
- **Around extra information:** "The college, which is in Calcutta, opened last year"
- **2. SEMICOLONS (;) - Connect two complete sentences**

**When to use:**

- **Join related sentences:** "The plan is working; we are very happy with results"
- **Instead of period when sentences are connected:** "Students are studying; teachers are teaching"

### 3. COLONS (:) - Introduce something

When to use:

- **Before explanations:** "We had a problem: not enough money for schools"
- **Before lists:** "We need three things: books, teachers, and buildings"

### 4. COMPOUND WORDS - Two words joined together

With hyphens (-):

- **co-operation** = working together
- **1998-99** = years from 1998 to 1999
- **school-going** = children who go to school

Without hyphens (one word):

- **programme** = plan or schedule
- **meanwhile** = at the same time

### Quick Memory Tips:

- **Comma** = small pause (take a breath while reading)
- **Semicolon** = bigger pause (almost like a period)
- **Colon** = "here comes the explanation"
- **Hyphen** = joins two words to make one meaning

AV Kushwaha,

Director,