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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

1. Which is Correct – Hon., Honourable, Hon'ble, or honourable?

- Hon'ble – Official and preferred in India. Used in courts, government, and parliamentary records. Example: Hon'ble Supreme Court, Hon'ble Justice.
- Hon./hon – This form is also correct and is used. Example: Hon. Prime Minister or hon. Prime Minister.
- Honourable/honourable – Full formal spelling (British English). Example: The Honourable/honourable Member of Parliament.
- honourable – Adjective form used in general writing. Example: He is an honourable man
- Accuracy Mantra: All forms are correct. However, always write Hon'ble – it's the recognized and authoritative form.

- **Recall:** (verb) to remember; to bring back to mind; to call back याद करना, स्मरण करना
- **House:** (noun) a legislative or deliberative assembly (here: Parliament) सदन, विधानसभा
- **Statement of Objects and Reasons:** (noun phrase) an explanatory note attached to a bill explaining its purpose and rationale उद्देश्यों और कारणों का विवरण
- **Recapitulate:** (verb) to summarize; to repeat the main points संक्षेप में दोहराना, सारांश देना
- **Occasion:** (noun) a particular time or instance; an event अवसर, मौका
- **Initiate:** (verb) to begin; to start; to set in motion आरंभ करना, शुरू करना
- **Distinguished:** (adjective) eminent; respected; notable प्रतिष्ठित, विशिष्ट

- **Tentative:** (adjective) provisional; not certain or fixed; experimental अस्थायी, प्रारंभिक
- **Emerged:** (verb) (past tense) came out; appeared; became known उभरना, प्रकट होना
- **Comprehensive:** (adjective) complete; including everything; thorough व्यापक, सम्पूर्ण
- **Memorandum:** (noun) a written record or communication; an official note ज्ञापन, स्मरण-पत्र
- **Chambers of Commerce:** (noun phrase) associations of business people to promote commercial interests वाणिज्य मंडल, व्यापार संघ
- **Chairmanship:** (noun) the position or office of a chairman अध्यक्षता, सभापतित्व

- Shri vs. Sri vs. Ms vs. Smt., which form is correct or preferred?
- Shri/Sri - Both spellings are correct for addressing men; "Shri" is more formal
- Smt. (Shrimati) - Used for married women in traditional/official Indian contexts
- Ms - Modern neutral form for women (no period in Indian usage typically). However, Ms or Ms., both are standard form for women regardless of marital status
- Accuracy Mantra for students: In Indian official documents, use "Shri" for men and "Smt." for married women. In modern contexts, "Ms" is increasingly preferred as it doesn't indicate marital status. Tip for students: Use "Mr./Mr" for men and "Ms/Ms." for women in formal correspondence

- **Bearing:** (noun) relevance; connection; relationship प्रभाव, संबंध, असर
- **Exhausted:** (adjective/verb past participle) completely used up; fully explored समाप्त, थक गया, पूर्णतः उपयोग किया हुआ
- **Worthy:** (adjective) deserving; having merit; valuable योग्य, उचित, सराहनीय
- **Schedules:** (noun) (plural) appendices or annexures attached to a legal document अनुसूचियाँ, परिशिष्ट
- **Consolidating:** (verb) (present participle) combining; merging into a single whole समेकित करना, एकीकृत करना
- **Occurred:** (verb) (past tense) happened; took place घटित हुआ, हुआ
- **Split up:** (phrasal verb) (past participle) divided; separated into parts विभाजित करना, बाँटना

- **Embodying:** (verb) (present participle) incorporating; containing; expressing मूर्त रूप देना, समाहित करना
- **Substantial:** (adjective) considerable; significant; important पर्याप्त, महत्वपूर्ण, ठोस
- **Logical:** (adjective) reasonable; rational; sensible ताकिक, युक्तिसंगत
- **Noticeable:** (adjective) easily seen or observed; significant ध्यान देने योग्य, स्पष्ट
- **Earnest:** (adjective) sincere; serious; showing deep conviction गंभीर, ईमानदार, उत्सुक
- **Colleagues:** (noun) (plural) co-workers; professional associates सहकर्मी, सहयोगी
- **Trimming:** (verb) (present participle/gerund) cutting; reducing; making neat छाँटना, काट-छाँट करना
- **Toning up:** (phrasal verb/gerund) strengthening; improving; making more efficient मजबूत करना, सुधारना, दुरुस्त करना

Accuracy Builder:

Capitalized Words with Simple Reasons for Capitalization:

1. Sir

- Rule: Capitalize when used as a direct address (talking to someone)
- Example in text: "Now, Sir, Hon'ble Members will recall..."

2. Hon'ble Members

- Rule: Capitalize official titles when referring to specific people
- Why: Shows respect in Parliament; it's their official designation
- Think of it like: "President Biden" or "Prime Minister Modi" - the title is part of their official name

3. House/House of the People

- Rule: Capitalize when referring to a specific legislative body (Parliament)
- In text: "introduced in the House of the People"
- Think of it like: "Supreme Court" or "Parliament" - it's the official name of an institution
- NOT capitalized when: "I live in a house" (just a building)

4. Bill (the Companies Bill)

- Rule: Capitalize when referring to a specific piece of legislation
- Why: It's the proper name of a legal document
- Think of it like: The title of a book - "Harry Potter" not "harry potter"

5. Statement of Objects and Reasons

- Rule: Capitalize all important words in official document titles
- Think of it like: Chapter titles in textbooks - they're headings

6. Government/Government of India

- Rule: Capitalize when referring to a specific government as an institution
- In text: "the then Government of India"
- NOT capitalized: "Every government should help people" (general concept)

7. Act/Companies Act

- Rule: Capitalize when referring to a specific law
- Why: It's the official name of legislation
- Think of it like: "Constitution of India" - proper name of a legal document

8. Committee/Company Law Committee

- Rule: Capitalize when it's the official name of a specific committee
- In text: "appointed a Committee under the Chairmanship"

9. Shri Bhabha

- Rule: "Shri" is always capitalized (it's an honorific like "Mr.")
- "Bhabha" is capitalized because it's a person's name
- Think of it like: "Mr. Sharma" - both parts are capitalized

10. State Governments/State

- Rule: Capitalize when referring to official government bodies
- Why: "State" here means individual states of India (like Maharashtra, Punjab)

11. Chambers of Commerce/Trade Associations/High Courts/BAR associations

- Rule: Capitalize official names of organizations and institutions
- Note: "BAR" is all caps because it's a specific legal term referring to the legal profession
- Think of it like: "United Nations" or "Red Cross" - organization names

12. Ministry of Commerce/Ministry of Finance/Department of Economic Affairs

- Rule: Capitalize official government department names
- Why: These are proper names of specific ministries

13. Special Officer

- Rule: Capitalize official job titles when referring to a specific position

- In text: "a Special Officer was appointed"

14. Parliament

- Rule: Always capitalize when referring to the Indian Parliament or any specific parliament
- Think of it like: It's the name of the building and institution.

15. Select Committee

- Rule: Capitalize when referring to a specific parliamentary committee
- Why: It's an official body with a formal name

16. Schedules

- Rule: Capitalize when referring to official sections of a legal document
- In text: "6 clauses and 12 Schedules"

- Think of it like: "Chapter 1" or "Appendix A" in textbooks

Quick Memory Trick for Students:

Capitalize when it's:

1. **Specific** - "The Supreme Court" (one particular court) vs. "a court" (any court)
2. **Official** - Government bodies, titles, documents
3. **Names** - People, places, organizations
4. **Direct address** - "Yes, Sir" (talking to someone)

Some Comma Uses in Passage and Simple Explanation:

Let me explain the commas from the passage of instant dictation:

Type 1: After Introductory Words/Phrases

Example: "Now, Sir, Hon'ble Members will recall..."

- Rule: Use commas to separate introductory words from the main sentence
- Why: "Now" is like saying "Hey, listen!"
 - pause before the main point
- Think of it like: When you start speaking: "Actually, I think..." (pause after "Actually")

Example: "In the Statement of Objects and Reasons, the various stages..."

- Rule: Comma after a long introductory phrase
- Why: Gives reader a breath before the main sentence starts

Type 2: Setting Off Direct Address (When calling someone)

Example: "Now, Sir, Hon'ble Members will recall..."

- Rule: Commas before and after "Sir"
- Why: You're calling/addressing someone
 - it's like a pause
- Think of it like: "Hey, Rahul, can you help?" (Rahul is surrounded by commas)

Type 3: Separating Items in a List

Example: "BAR associations, the High Courts and the State Governments"

- Rule: Commas between each item in a list
- Why: Like listing your favourite foods - "pizza, burgers and momos"

Example: "Chambers of Commerce, Trade and Industrial Associations, State Governments and the general public"

- Note: "Trade and Industrial Associations" counts as one item (no comma between "Trade" and "Industrial")

Type 4: Setting Off Parenthetical Information

Example: "The Bill, however, which covers the entire field..."

- Rule: Commas around "however" when it interrupts
- Why: "However" is extra info - you could remove it and sentence still works
- Think of it like: Adding a side comment in brackets

Type 5: After Dependent Clauses

Example: "At the end of 2000, the Government of India appointed..."

- Rule: Comma after time/place expressions at the start

- Why: Tells you WHEN/WHERE before telling you WHAT happened

Example: "Although the Bill was introduced in Parliament over seven months ago, our officers have been engaged..."

- Rule: Comma after clauses starting with "although," "because," "if," "when"
- Why: The first part is dependent (incomplete thought) - comma connects it to main idea

Type 6: Before/After Non-Essential Clauses

Example: "This report again was circulated to all State Governments, Chambers of Commerce, Trade Associations, High Courts and many other bodies."

- Commas separate the list of recipients
- Each item could stand alone

Other Punctuation in the Text:

1. Apostrophe in "Hon'ble"

- Purpose: Shows letters are missing (from "Honourable")
- Think of it like: "don't" = "do not" (apostrophe shows missing letters)

2. Period after Abbreviations

- Example: "Shri" (no period because it's written in full in Hindi romanization)
- Compare: British/Indian English: "Hon." has a period

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