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**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: Budget Policy and Economic Stability

Handwritten shorthand dictation in Devanagari script, corresponding to the typed text on the right. The text is written on a set of horizontal lines, typical of shorthand practice paper.

I have no intention of giving a certificate, about which my hon. friend, Dr. Krishnaswami, was talking some time ago, / since anything like certificate being given by any Member of the business community is likely to be misunderstood. But / the fact remains that IMPARTIAL observers both here and abroad have TESTIFIED to the soundness and stability of our finances / which have successfully WITHSTOOD severe STRESSES AND STRAINS of the changing economic factors, both national and international, and for this / the fullest possible credit is due to the wise handling of the situation by our present Finance Minister.

There have (100) been criticisms on both sides. Some have described the Budget as PRO-big business, as something which has BROUGHT ABOUT / a BOOM in the stock exchange and as something which has brought about satisfaction in the business circles. The fact / is that if there has been any satisfaction, it has been due purely to NEGATIVE features of the budget and / not because any positive relief in any direction has been given to business or industry. It is true that there/were certain fears in the minds of the business community that in view of the expanding and growing needs of (200) the Centre, the Finance Minister might RESORT to certain further additional taxation and since those fears were not realised, there/ has been some slight recovery in certain stock exchanges, but that does not in the least mean that whatever relief / and LEGITIMATE relief was due to the business and industrial community has received any adequate RESPONSE from the Finance Minister. /

We have got to face the fact that we are at present engaged in the process of development. People who / talk about U.K. and U.S.A conveniently forget that these are the most highly industrialised countries in the (300) world and our taxation system, so long as we are engaged in expanding and building our economy must be adjusted / and linked with the requirements of the expanding economy and should not be compared with the high taxation levels that / may be PREVALENT in U.K. and U.S.A. Friends have talked about unemployment. But whether the raising of / the direct taxation levels will in any way MITIGATE unemployment is a question that should be considered. If the Finance / Minister gives substantial relief in direct taxation, I think that might lead to an ACCELERATION in the PACE of development. (400)

## Vocabulary Building:

### SSC/General/Legal Matter

1. **Whether:** (conjunction) used to introduce a doubt or choice between alternatives क्या / चाहे
2. **Reduction:** (noun) the act of making something smaller or less in amount, degree, or size कमी / घटाव
3. **Channels:** (noun) means or routes through which something is done or communicated माध्यम / मार्ग
4. **Capital formation:** (noun phrase) the process of building up the stock of productive resources in an economy पूंजी निर्माण  
**hereby:** (adverb) by that means; as a result of that उसके द्वारा / इस प्रकार
6. **Retard:** (verb) to delay or slow down the progress or development of something अवरुद्ध करना / धीमा करना
7. **Out of gear:** (idiom) not functioning properly; in a state of disorder अस्त-व्यस्त / बेकाबू
8. **Submission:** (noun) a statement or argument presented to an authority for consideration प्रस्तुति / तर्क

- 9.Logical:** (adjective) based on clear, sound reasoning;  
rational तार्किक / युक्तिसंगत
- 10.Incidence:** (noun) the extent or rate at which  
something occurs or affects something प्रभाव /  
घटना-दर
- 11.Deficit financing:** (noun phrase) the practice of  
funding expenditure by borrowing rather than  
through taxation घाटे की वित्त व्यवस्था
- 12.Esteemed:** (adjective) highly respected and  
admired आदरणीय / सम्मानित
- 13.To advocate:** (verb) to publicly recommend or  
support a cause or policy समर्थन करना / पैरवी करना
- 14.Alternative:** (noun) one of two or more available  
possibilities विकल्प
- 15.Set out:** (phrasal verb) to begin a course of action  
with a particular aim; to lay out a plan निर्धारित करना  
/ योजना बनाना
- 16.Unimpeded:** (adjective) not obstructed or hindered  
in any way अबाधित / निर्बाध
- 17.Cautious:** (adjective) careful to avoid potential  
problems or dangers सावधान / सतर्क

- 18.**Contracting**: (verb) (present participle) reducing or shrinking in size or amount संकुचित होना / घटाना
- 19.**Slump**: (noun) a sudden severe or prolonged fall in economic activity मंदी / गिरावट
- 20.**Hesitate**: (verb) to pause before doing something, especially out of doubt or uncertainty हिचकिचाना / संकोच करना
- 21.**Mop up**: (phrasal verb) to deal with the last remaining parts of something; to absorb or clear surplus धन/अधिशेष समेटना / साफ करना

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# Passage Analysis for Accurate Transcription

## Capitals & Punctuation

### PART A — Capital Words: Why Some Words are Capitalized

Reason	Examples from Passage	Simple Rule
(1) Start of sentence	<i>Now India is...</i> <i>Soon, the passengers...</i> <i>There have been...</i>	Every sentence must begin with a capital letter. This is the most basic rule in English.
(2) Names of countries, states & cities	<i>India, Asia, Andhra Pradesh, Uttar Pradesh, Tamil Nadu, Assam, Delhi, Kerala, Kolkata, Varanasi, Bihar, West Bengal, Odisha, Eastern India</i>	Names of specific places are always capitalised — they identify one particular place, not a general one.
(2a) Names of projects, schemes & initiatives	<i>Make in India, MedTech Zone, Defence Corridors, Vande Bharat Express, Mission Gaganyaan, Western Peripheral Expressway, Bogibeel, Kollam Bypass, Udan Yojana, Five Year Plan, National Plan</i>	Official names of government schemes, trains, missions, and plans are Proper Nouns — they name one specific thing.
(3) Titles with a name / Official post	<i>Dr. Krishnaswami</i> <i>Finance Minister</i> <i>hon. friend</i>	A title (Dr., Mr., Finance Minister) is capitalised when used as part of a person's name or refers to a specific office holder.

<p><b>(4) The pronoun "I"</b></p>	<p><i>...which I have no intention... ...and I think the Finance Minister...</i></p>	<p>"I" is ALWAYS written as a capital — no matter where it comes in a sentence. This is a fixed rule of English.</p>
<p><b>(5) Abbreviations &amp; Acronyms</b></p>	<p><i>ISRO (Indian Space Research Organisation) U.K. (United Kingdom) U.S.A. (United States of America) Rs. (Rupees)</i></p>	<p>When a name is shortened to its first letters, all letters are capitalised (ISRO). Country abbreviations use capitals with full stops between letters (U.K.).</p>
<p><b>(6) Month names</b></p>	<p><i>November 2015</i></p>	<p>Names of months (January, February... November...) are always capitalised as they are Proper Nouns.</p>
<p><b>(7) Coined / quoted special terms</b></p>	<p><i>'Growth Engine' 'Vande Bharat Express' 'Mission Gaganyaan'</i></p>	<p>When a phrase is given a special name (often in single quotes), its key words are capitalised to show it is a specific, named concept.</p>
<p><b>(8) ALL-CAPS</b></p>	<p><i>IMPARTIAL, TESTIFIED, WITHSTOOD, STRESSES AND STRAINS, NEGATIVE, LEGITIMATE, RESPONSE, BOOM, PREVALENT, MITIGATE, ACCELERATION, CHANNELS, RETARD, OUT OF GEAR, SUBMISSION, LOGICAL, INCIDENCE, DEFICIT FINANCING, ESTEEMED, ADVOCATE, SET OUT, UNIMPEDED, CAUTIOUS, CONTRACTING, SLUMP, HESITATE, MOP UP, PRO-big</i></p>	<p>These words are written in capitalized just to indicate that their meaning has been provided and their meaning and spelling must be learned by heart by the students. This is NOT a standard grammar rule — it is a classroom signal meaning: write this word carefully and spell it correctly.</p>

## PART B — Punctuation: Why we apply punctuations in passages?

### 1. Comma — Most Used Punctuation

Type of Punctuation / Comma	Complete Example from Passage	Grammar Reason
After an introductory word	<p><i>Recently, the milestone of converting diesel locomotives into 10 thousand horsepower electric engines has been established by India.</i></p> <p><i>Soon, the passengers will also be able to avail the ultra-modern facilities.</i></p> <p><i>Therefore, my Government is relentlessly striving to strengthen infrastructure.</i></p> <p><i>So, it has to be considered whether it is relief in taxation.</i></p> <p><i>Now, coming to the question of Deficit Financing.</i></p> <p><i>Also, from time to time, the Finance Minister did not hesitate.</i></p> <p><i>After all, the fact has got to be faced that whatever programme...</i></p>	When a sentence begins with a single introductory word (Recently, Soon, Therefore, So, Now, Also, After all), a comma is placed after it before the main sentence begins.

<p>After an introductory phrase</p>	<p><i>As a part of Make in India initiative, Asia's largest MedTech Zone is being established in Andhra Pradesh.</i></p> <p><i>By completing these projects, my Government has done justice to the resources of the nation.</i></p> <p><i>Sensitive to their aspirations, my Government is completing new projects at a fast pace.</i></p> <p><i>Under Udan Yojana, 19 new airports are being built in Eastern India.</i></p> <p><i>In this connection, I can only say that deficit financing is one thing.</i></p>	<p>When a sentence begins with a phrase (a group of words) before the main subject + verb, a comma separates the introductory phrase from the rest.</p>
<p>Around a parenthetical (extra info that can be removed)</p>	<p><i>I, on behalf of the nation, convey our best wishes to our scientists and engineers for 'Mission Gaganyaan'.</i></p> <p><i>Eastern Peripheral Expressway, started in November 2015, has also been dedicated to the nation last year.</i></p> <p><i>...the Finance Minister did not hesitate to mop up the surplus, which, as the records would show, has been about Rs. 300 crores.</i></p>	<p>Extra information inserted into a sentence is enclosed by TWO commas — one before and one after. Test: remove the words between the commas — the sentence must still make sense.</p>

<p>In a list of three or more items</p>	<p><i>...infrastructure related to railways, highways, waterways and airways in Eastern India.</i></p> <p><i>...comprising east Uttar Pradesh, Bihar, West Bengal, Odisha and the States of North-East.</i></p> <p><i>...India's longest Bogibeel railroad bridge in Assam, Western Peripheral Expressway near Delhi, Kollam Bypass in Kerala have been fast tracked.</i></p>	<p>Items in a list are separated by commas. The last two items are joined by "and" — a comma before "and" is optional in British English. Sometime a comma is put before 'and' and sometime not.</p>
<p>Before a coordinating conjunction (but, or) joining two clauses</p>	<p><i>...those who have criticised deficit financing have not suggested any other alternative, or made any other constructive suggestion.</i></p> <p><i>Not that we advocate deficit financing for bringing any artificial rise in prices, but the fact is that those who have criticised...</i></p>	<p>When two complete ideas are joined by "but" or "or," a comma is placed before the joining word.</p>

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<p>After an if/when clause (condition first)</p>	<p><i>If there has been any satisfaction, it has been due purely to negative features of the budget.</i></p> <p><i>When the Taxation Enquiry Committee has been appointed, it is only logical to expect that no substantial changes will be made.</i></p> <p><i>If the Finance Minister gives substantial relief in direct taxation, I think that might lead to an acceleration in the pace of development.</i></p>	<p>When the "if/when" condition comes FIRST, a comma separates it from the result (the main clause). If the condition comes second, no comma is needed.</p>
<p>Setting off "both... and" / extra detail</p>	<p><i>...the soundness and stability of our finances...of the changing economic factors, both national and international, and for this the fullest possible credit is due.</i></p>	<p>A phrase like "both national and international" added as extra detail is enclosed by commas — one before, one after.</p>
<p>After "so far as... is concerned"</p>	<p><i>So far as financial resources are concerned, he will ensure that the Five Year Plan will not in any way be retarded.</i></p> <p><i>Deficit financing is one thing so far as the revenue budget is concerned, so far as normal expenses and expenditure are concerned.</i></p>	<p>The phrase "so far as... is concerned" acts as a conditional/introductory clause, so a comma follows it.</p>

## 2. Full Stop / Period ( . )

Type	Complete Example	Reason
End of sentence	<p><i>Now India is the 2nd largest manufacturer of mobile phones in the world.</i></p> <p><i>The airport terminal constructed at Prayagraj in a record period of 11 months is an evident example.</i></p>	Every statement (declarative sentence) ends with a full stop.
After abbreviations	<p><i>Dr. Krishnaswami   hon. friend   U.K.   U.S.A.   Rs. 300 crores</i></p>	A full stop after an abbreviation shows that letters have been left out (Dr. = Doctor; hon. = honourable; U.K. = United Kingdom).

## 3. Apostrophe ( ' )

Type	Complete Example	Reason
Possession — showing ownership	<p><i>...recognition of India's prowess in this era of modern technology.</i></p> <p><i>...Asia's largest MedTech Zone is being established.</i></p> <p><i>...the country's first container vessel sailed.</i></p> <p><i>...my esteemed friend's attitude was somewhat different.</i></p>	Add 's to a singular noun to show ownership or association. India's = belonging to India; country's = belonging to the country.

#### 4. Single Quotation Marks ( ' ' )

Type	Complete Example	Reason
Special / coined names and terms	<p>...<i>ultra-modern facilities of our fastest train 'Vande Bharat Express'.</i></p> <p>...<i>convey our best wishes to our scientists for 'Mission Gaganyaan'.</i></p> <p>...<i>has the potential to become a new 'Growth Engine'.</i></p>	Single quotes are used around a specific name or coined phrase to highlight it as a special or well-known term — especially when introducing it for the first time.

#### 5. Hyphen ( - )

Type	Complete Example	Reason
Compound adjective before a noun	<p>...<i>the ultra-modern facilities of our fastest train.</i></p> <p>...<i>proving their pre-eminent position in the world.</i></p> <p>...<i>a reputation for time-bound completion of projects.</i></p>	When two or more words are joined to form a single describing word (adjective) that comes before a noun, they are joined with a hyphen: ultra-modern, pre-eminent, time-bound.

Prefix before a word	North-East (States of North-East)  PRO-big business	Some prefixes (pre-, ultra-, pro-, North-, South-) are joined to the next word using a hyphen for clarity.
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*End of Analysis for Accurate Transcription*

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