



👉 "How examiners count your typing mistakes/transcription errors in SSC/Skill/Court Skill Tests."

Dear Students,

Many of you will soon be appearing in the upcoming Skill Tests conducted by SSC (Grade C & D) as well as all Court-related skill test examinations scheduled to commence shortly at Supreme Court, High Courts, District

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Courts, Punjab and Haryana High Court Steno Typist Recruitment, AHC Skill Test, Tribunal including DSSSB Stenographer, CAPF / BSF Stenographer, BSSC Stenographer, AIIMS, CRE, CSIR Stenographer, Navodaya Vidyalaya Stenographer, Kendriya Vidyalaya Stenographer, Railway Stenographer, UPSSSC Stenographer, UPSC, EPFO Stenographer, and many more where dictation in English is given. ✨

To help you perform better and avoid unnecessary mistakes, today we have prepared and shared detailed guidance explaining how examiners normally evaluate your transcribed copies during the skill test. **When you know exactly how mistakes are counted, you can:**

- **improve your accuracy**
- **avoid common errors**
- **save marks**
- **and increase your chances of selection**

Remember, stenography is not about writing beautifully or changing sentences – it is about typing the dictated passage exactly as spoken, without any addition, omission, or alteration. In brevity, your goal in stenography is simple: 🎯 **Type EXACTLY what is dictated – no more, no less. Remember: In skill tests, your shorthand notes will not be assessed; only the**

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accuracy and quality of your transcribed copy will be evaluated. स्क्रिब टेस्ट में आपकी शॉर्टहैंड नोटबुक का मूल्यांकन नहीं किया जाएगा; केवल आपकी ट्रांसक्राइब की गई प्रति की शुद्धता एवं गुणवत्ता का आकलन किया जाएगा। Think of these instructions as a simple rulebook — Study these rules carefully and practise accordingly. Accuracy is the key to success. Let us start to understand the main rules:

☀ MAIN RULE (Golden Rule)

(a) Exact replication

You must type **exactly same words** as dictated.

If dictation says:

The meeting will commence at 10 a.m.

✓ Correct:

The meeting will commence at 10 a.m.

✗ Wrong:

The meeting will start at 10 a.m.

("start" ≠ "commence" → substitution mistake)

Even if meaning is same → ✗ mistake



TYPES OF MISTAKES

● (b) Omission (Leaving something out)

If you forget any word/number/punctuation/article, it is a mistake.

Example 1

Dictation:

He went to the market.

Typed:

He went to market.

✗ "the" missing → 1 mistake

Example 2 (Group omission)

Dictation:

He went to the big vegetable market.

Typed:

He went to market.

Missing words:

- the

- big
- vegetable

✗ 3 mistakes

👉 Rule: Each missing word = 1 mistake

● (c) Substitution (Wrong word used)

When you type another word instead of correct word

Example:

Dictation:

The file was rejected.

Typed:

The file was selected.

✗ rejected → selected

1 substitution → 1 mistake

Numbers also count

Dictation:

5800

Typed:

8500

✗ wrong number → 1 mistake

● (d) Addition (Extra words)

If you add anything not spoken.

Example:

Dictation:

He signed the letter.

Typed:

He quickly signed the letter.

✗ "quickly" extra → 1 mistake

● (e) Spelling mistakes

Any spelling error = mistake

Examples:

Dictation	Typed	Mistake
government	goverment	✗
receive	recieve	✗

Dictation	Typed	Mistake
separate	seperate	✗

Letter missing or swapped

Typed	Problem
frist	first → letters swapped
enviroment	environment → letter missing
Dictated: First Environment	You typed: Environment First → words swapped = two error

All are mistakes.

● (f) Capital / small letter mistake

Capitalization matters!

Example:

Dictation:

Delhi is the capital of India.

Typed:

delhi is the capital of india.

✗ Delhi, India → must be capital

2 mistakes

● (g) Paragraph mistakes

If you:

- skip paragraph
- add extra paragraph

It is mistake. Because layout must match exactly.

● (h) Space inside word

Example:

Dictation:

something

Typed:

some thing

✗ space inside → mistake = one mistake

● (i) No space between words

Example:

Typed:

intheoffice

Correct:

in the office

✗ mistake

● (j) Short forms (abbreviation)

Don't create your own short form.

Example:

Dictation:

Government of India

Typed:

GOI

✗ mistake = three mistake

● (k) Handwritten corrections in transcription.

If you:

- cut
- overwrite
- add by pen

✗ not allowed

Everything must be clean typed.

🌟 **IMPORTANT NOTES (Very Important for Exam)**

Now comes the tricky but helpful part 🙌

✅ **Note (i) - Multiple errors in one word**

If one word has many errors → still count only 1 mistake

Example:

Dictation:

government

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Typed:

goernmnt

Many spelling mistakes

BUT

👉 Only 1 mistake

This rule saves marks 😊 However, some examiners may count them separately as one mistake each i.e. if you commit 20 errors of same word, they may count it 20 errors.

✅ **Note (ii) - Sub rule bracket style ignored**

Example:

- Rule 3(a)
- Rule 3 a
- rule 3-A

All accepted

👉 No mistake but use only one format in entire matter.

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✓ **Note (iii) - Currency style ignored**

All acceptable:

- Rs. 7000
- ₹7000
- Rs Seven Thousand

👉 No mistake but use only one format in entire matter.

Good news 👍

✓ **Note (iv) - Date format ignored**

All correct:

- 17/07/1980
- 17-07-1980
- 17 July 1980
- July 17, 1980

👉 No mistake but use only one format in entire matter.

✓ Note (v) - Examiner's common sense

If something looks clearly wrong, examiner may count mistake.

Example:

He went too school.

"too" instead of "to"

Even if typing speed good → ✗ mistake

🎯 Easy Memory Trick (For You)

Remember:

🔥 5 deadly mistakes:

1. Missing word
2. Extra word
3. Wrong word
4. Spelling mistake
5. Spacing mistake
6. Grammalogues and contractions error

If you control these → **95% accuracy achieved**

🌟 Pro Tips from AV Kushwaha, Your Shorthand Teacher

Since you're preparing for SSC Steno/Court, here's practical advice:

✓ Always:

- ✓ Type slowly but correctly first
- ✓ Check spelling of common words
- ✓ Watch spaces
- ✓ Don't change wording
- ✓ Proofread last 2 minutes

⊘ Never:

- ✗ Guess words
 - ✗ Change sentence
 - ✗ Use short forms
 - ✗ Rush blindly
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Final Advice: Think like this:

- 👉 You are not writing English
- 👉 You are copying audio like a photocopy machine

Machine never "improves" sentence

Machine just copies

Be that machine 😊

Best wishes for your preparation and upcoming examinations.

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