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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.**

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

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



I am thankful to you for having given me this opportunity long last to say a few words on the / Budget. Already, much has been said and I think the Finance Minister has come in for his share of congratulations / as well as criticisms. So, there is not very much to say but I should like to say a few / words.

The increased development expenditure and the absence of any new taxation has earned for the Budget a good / RESPONSE even from the businessmen. I specially welcome the relief given to the middle classes by raising the exemption limit of (100) income-tax in respect of personal income. No doubt, this is some relief to the middle classes. But I would / request the Finance Minister, if he could, to raise this exemption limit from Rs.40,000 to Rs.160,000 / as that would give substantial relief to the middle classes.

I am indeed glad that the Taxation Enquiry Commission has / been appointed with Dr. John Mathai as the Chairman, and I am sure that many of the VEILED problems may / be solved through this Commission.

At the same time, I would request the Finance Minister to PUT OFF the ESTATE (200) DUTY Bill for the present, since this Enquiry Commission has been appointed and they may go into this question. For, / I feel that it is not an OPPORTUNE moment to put on more taxes on the people. Already, as Mr. / Gadgil has pointed out, there are so many taxes on the people. The people are over-burdened by taxes and / they are just trying to recover their STABILITY. So, in regard to Estate Duty, I would ask him to consider / about it. My reason for asking it to be postponed is, as I have said, that the people are still (300) facing economic DISTRESS. And then, our Government is not able to offer the AMENITIES which other countries have, where the / Estate Duty exists, such as free compulsory education for children, free medical aid, homes for the poor and the DESTITUTE, / old age pension, etc. So, my humble suggestion is that this point may be considered by the Taxation Enquiry Commission. / I agree that there is a brighter side of the picture and that instead of continually HARPING ON our poverty, / we should also see the bright side. We are making encouraging progress towards laying the foundation of a welfare State. (400)

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.

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SSC/General/Legal Matter

1. **congratulations:** (noun) expressions of praise for an achievement or good wishes बधाई
2. **as well as:** (phrase/conjunction) in addition to; and also साथ ही साथ, के अलावा
3. **criticisms:** (noun) (plural) expressions of disapproval or judgments about faults आलोचनाएं

4.expenditure: (noun) the act of spending money; amount spent व्यय, खर्च

5.response: (noun) a reaction or reply to something प्रतिक्रिया, जवाब

6.exemption: (noun) freedom from an obligation or liability छूट, मुक्ति

7.indeed: (adverb) used to emphasize a statement or response वास्तव में, सचमुच

8.glad: (adjective) pleased or happy प्रसन्न, खुश

9.vexed: (adjective) difficult and much debated; causing annoyance जटिल, विवादास्पद

10.put off: (phrasal verb) to postpone or delay टालना, स्थगित करना

11.Estate Duty Bill: (noun) a proposed law regarding tax on inherited property संपत्ति शुल्क विधेयक

Accuracy Mantra: Don't transcribe the word 'Estate' as 'State' otherwise you will end up committing one full error.

12.opportune: (adjective) occurring at a favorable or appropriate time उचित, सामयिक

13.over-burdened: (adjective) loaded with too much of something अत्यधिक बोझ से दबा हुआ

14.stability: (noun) the state of being stable; firmness स्थिरता

15.distress: (noun) extreme anxiety, sorrow, or pain संकट, कष्ट

16.amenities: (noun) (plural) desirable features or facilities सुविधाएं

17. *destitute*: (adjective/noun) extremely poor and lacking basic necessities निराश्रित, अत्यंत गरीब

18. *harping on*: (phrasal verb) to talk about something repeatedly in a tedious way बार-बार कहना, रटना

19. *welfare State*: (noun) a system where the government provides social services कल्याणकारी राज्य

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Accuracy Builder:

Capitalized Words with Simple Reasons for Capitalization:

Why These Words Are Capitalized

1. Names of People (Proper Nouns)

- **Finance Minister** - specific job title/person
- **Dr. John Mathai** - person's name
- **Mr. Gadgil** - person's name
- **General Cariappa** - military rank + name
- **Chairman** - specific position title

Rule: Names of specific people and their official titles get capitals.

2. Places (Proper Nouns)

- **India** - country name
- **Bombay, Calcutta** - city names

Rule: Names of countries, cities, states always start with capital letters.

3. Government Bodies & Official Things

- **Budget** - refers to the official national Budget document
- **Taxation Enquiry Commission** - official government body

- **Estate Duty Bill** - specific law/bill
- **Five Year Plan** - official government plan
- **Army** - refers to the Indian Army as an institution
- **Armed Forces** - official military institution
- **National Cadet Corps** - official organization
- **University** - when referring to specific universities

Rule: Official organizations, government plans, laws, and institutions get capitals.

4. Respectful Reference

- **Government** - when talking about "our Government" specifically
- **State** (in "welfare State") - refers to the nation/government

Rule: Sometimes capitals show respect or importance for institutions.

5. Religious/Divine Reference

- **God** - deity name

Rule: Names of deities always capitalized.

6. Beginning of Sentences

- Already, At, With, Regarding, Economy, It etc. - start sentences

Rule: First word of every sentence = capital letter (basic rule!).

Quick Revision Chart

| Type | Examples from Text | Why? |
|--------------------|---|-----------------------------|
| People | Dr. John Mathai, Mr. Gadgil | Proper names |
| Places | India, Bombay, Calcutta | Geographic names |
| Official Bodies | Taxation Enquiry Commission, National Cadet Corps | Government organizations |
| Official Documents | Budget, Estate Duty Bill, Five Year Plan | Important official papers |
| Institutions | Army, Armed Forces, University | National institutions |
| Job Titles | Finance Minister, Chairman | Specific official positions |
| Deity | God | Religious respect |

 **Simple Memory Trick:** If it's a **specific name** (person, place, or thing) rather than a general word, it usually gets a capital letter!

Some Comma Uses in Passage and Simple Explanation For Accurate Transcription;

1. COMMAS AFTER INTRODUCTORY ELEMENTS

| Example | Rule | Why? |
|-------------------------------------|---------------------------------|--|
| "Already, much has been said" | After opening adverb | Separates introductory word from main clause |
| "No doubt, this is some relief" | After transitional phrase | Signals pause before main statement |
| "At the same time, I would request" | After transitional phrase | Sets off introductory element |
| "For, I feel that..." | After subordinating conjunction | Shows reasoning/explanation follows |
| "Indeed, defence is one of..." | After emphatic adverb | Emphasizes the statement |

2. COMMAS IN SERIES (Lists)

Example: "free compulsory education for children, free medical aid, homes for the poor and the destitute, old age pension, etc."

Rule: Separate three or more items in a list **Note:** "etc." always preceded by comma

3. COMMAS WITH NON-ESSENTIAL CLAUSES

| Example | Rule |
|--|---------------------------------|
| "if he could, to raise this exemption" | Sets off parenthetical phrase |
| "I am sure, Sir, that we should be able" | Sets off direct address ("Sir") |
| "strange to say, there seems to be" | Sets off aside/comment |

4. COMMAS BEFORE COORDINATING CONJUNCTIONS

Example: "Already officers were drawing Rs. 14,000 as their pay, and about Rs. 1,000 as allowance"

Rule: Use comma before "and," "but," "so" when joining independent clauses

5. COMMAS WITH CONDITIONAL CLAUSES

Example: "if military training is made compulsory for our university students, it will go a long way"

Rule: When IF-clause comes first, use comma before main clause

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