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Since 2005

(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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(Contact No. 7355504435)

**If you are not upgrading, you are
downgrading.**

Success Mantra!



to achieve your goals



start with one small step



that leads to another



those steps build momentum



that momentum helps dreams come true

Remember, every great accomplishment begins with one small step. Take that step, and then another, building momentum along the way. It is this momentum that will pave the path towards turning your dreams into reality. Stay focused, stay persistent, and keep taking those small steps forward, for they will eventually lead you to the extraordinary heights you aspire to reach.

AV Kushwaha, Krishna Shorthand Institute, Online English Shorthand Class at 7355504435 through Telegram.

Success Mantra! 2

Things to Think About the Night Before Skill Test

- 1. POSITIVE IMAGERY:** Spend some time visualising a positive exam experience (especially before sleeping and immediately after waking up in morning) that you are doing very good in skill test. That your performance is excellent. This will increase your confidence, help with nerves and enhance your mood.
- 2. YOUR BEST PERFORMANCE:** Think about a previous good performance you have done in class room or in a skill test. What helped you do well that time and how you will apply that tomorrow.
- 3. YOUR PREPARATION:** Boost your confidence by reminding yourself of how well you have prepared and how much revision you have done.
- 4. FOCUS ON YOU:** Focus on yourself and don't compare yourself to others as this will make you feel stressed. Instead, focus on what you can control.
- 5. THE CHALLENGE:** If you see the exam as a threat, it will make you stressed. View the exam as an opportunity or as a challenge where you are going to do your best. Rest leave on God. This will make you feel better.
- 6. OVERCOMING SETBACKS:** Remind yourself how you overcame previous setbacks, if any. This will help you deal with future challenges and build mental resilience.
- 7. A GOOD NIGHT'S SLEEP:** A good night's sleep helps improve creativity, problem solving, concentration and memory. This is more important than last minute cramming.

Court Skill Test Based Dictations: It covers all skill tests conducted by all Courts (Supreme Court, High Court, District Courts, Tribunals, Law Firms etc).

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NOTE: Very important latest created passage for Supreme Court/High Court/District Court/Tribunal etc. related skill tests apart from speed building.

Topic: Essentials of a Valid Contract and Breach of Contract in Contract Law.

Volume 1:Transcription No. 3

Note: Outlines of all highlighted words/phrases are given at the end of the passage. Adopt all better outlines than yours.

It has been submitted that the formation of a valid contract requires four essential elements that must be present for the agreement to be legally enforceable. First, there must be an offer made by one party to another. This offer must be clear, definite and communicated to the offeree. The offer creates the power of acceptance in the offeree and establishes the terms upon which the offeror is willing to be bound. Second, there must be acceptance of the offer. The acceptance must be unqualified and must correspond exactly to the terms of the offer. Any attempt to change the terms constitutes a counter-offer rather than an acceptance. The acceptance must be communicated to the offeror, either expressly or through conduct

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that clearly indicates agreement to the proposed terms. Third, consideration must be present. Consideration is something of value that is exchanged between the parties. It may consist of a promise to do something, a promise to refrain from doing something, or the actual performance of an act. The consideration need not be adequate in economic terms, but it must be sufficient in law. A mere promise to make a gift, without more, lacks consideration and is therefore not enforceable as a contract. Fourth, the parties must have the legal capacity to enter into the contract. Minors, persons of unsound mind, and persons under the influence of drugs or alcohol may lack the requisite capacity. Additionally, both parties must intend to create legal relations, and the subject matter of the contract must be legal and not contrary to public policy.

When one party fails to perform their contractual obligations, a breach of contract occurs. The law recognizes several types of breach, each carrying different consequences and remedies. A material breach is a substantial failure to perform that defeats the essential purpose of the contract. This type of breach excuses the non-breaching party from further performance and gives rise to an immediate right to sue for damages. A minor breach, also known as a partial breach, occurs when the breach is not substantial enough to defeat the purpose of the contract. In such cases, the non-

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breaching party must continue to perform their obligations but may seek damages for the partial breach. The distinction between material and minor breach often depends on factors such as the extent of the non-performance, the hardship caused to the non-breaching party, and whether the breach can be adequately compensated by monetary damages.

The primary remedy for breach of contract is monetary damages, which aim to place the injured party in the position they would have been in had the contract been properly performed. Compensatory damages include direct damages that flow naturally from the breach and consequential damages that arise from special circumstances known to both parties at the time of contract formation. In cases where monetary damages are inadequate, the court may grant equitable remedies such as specific performance or injunctive relief. Specific performance compels the breaching party to perform exactly as promised and is typically available only when the subject matter is unique or when money damages cannot adequately compensate the injured party. Real estate contracts frequently involve specific performance because each parcel of land is considered unique. The interpretation of contractual terms is a fundamental aspect of contract law that determines the rights and obligations of the parties. Courts apply various principles and rules of construction when interpreting contracts to ascertain the true intention of the

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parties at the time of formation. The plain meaning rule requires courts to give words their ordinary and usual meaning unless there is evidence that the parties intended otherwise.

Total Words: 601

Vocabulary Building: Vocabulary Power Made Easy

WORD OF THE DAY

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forbearance
(noun)

“tolerance, restraint, mercifulness/leniency/clemency”.

Note: Adopt all outlines of Phrases and Words which are better than yours from the outlines given on the next page.

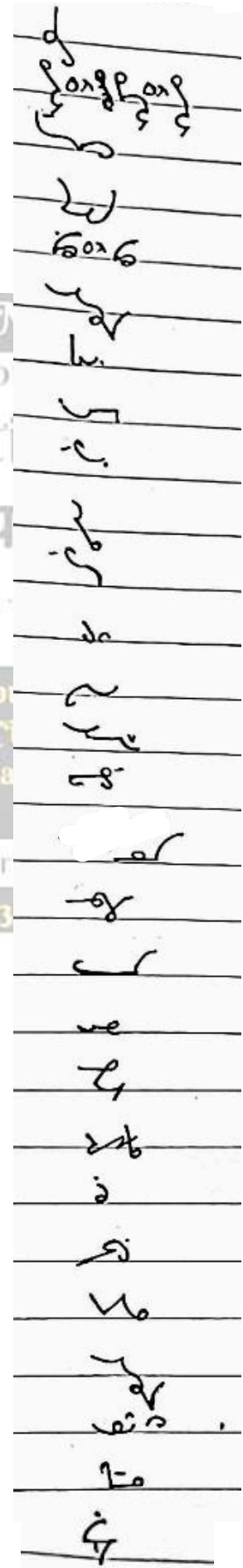
Court Skill Test Based Dictations: It covers all skill tests conducted by all Courts (Supreme Court, High Court, District Courts, Tribunals, Law Firms etc).

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Outlines of all highlighted words and phrases. Note:

Adopt only those outlines which are better than yours.

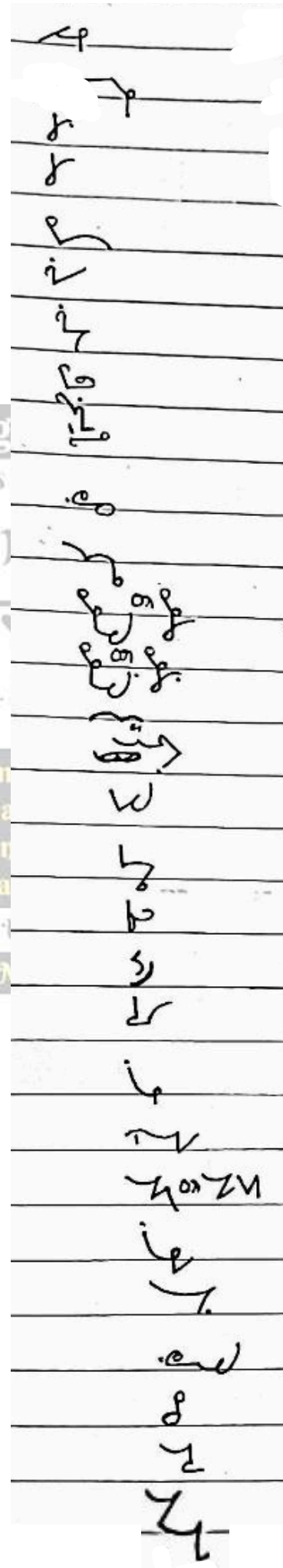
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exactly
expressly
clearly
indicates
exchanged
between the parties
consist
refrain
performance
enforceable
unsound mind,
drugs
alcohol



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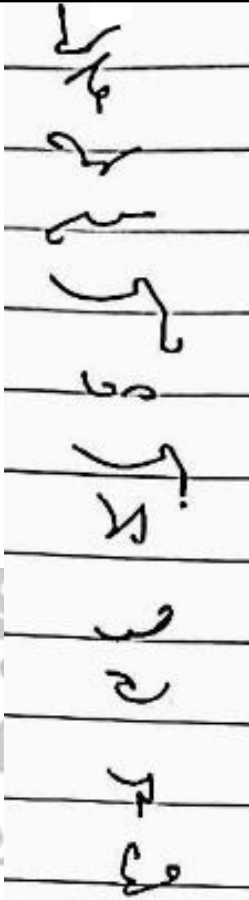
requisite
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obligations
breach of contract
occurs.
consequences
remedies.
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immediate
non-breaching
partial
damages
distinction
hardship
adequately
compensated
monetary
injured party
Compensatory
naturally
consequential
circumstances
inadequate
injunctive



SSC/Court Skill Test Based Dictations: It covers all skill tests conducted by SSC etc including any Court (Supreme Court, High Court, District Courts, Tribunals, Law Firms).

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adequately
real estate
frequently
unique
interpretation
fundamental
interpreting
ascertain
intention
ordinary
intended
otherwise



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Accuracy Builders:

Try to understand difference between following two words. We have given it again so that you can revise the words again to reinforce your previous learning.

Later

"Later" is an adverb or adjective referring to a point in time that follows another point.

Used to refer to a point in time that is after the current moment or after the time being discussed.

"The later chapters of the book are more challenging."

Vs

Latter

"Latter" is used to refer to the second of two things mentioned previously in a discussion.

Used to refer to the second of two things or persons mentioned in a text or conversation.

"Of the two proposals, the latter is more feasible."

Usage

Examples

(Increase your vocabulary:

Learn New and Important Words of the Matter)

Keep revising all new words learned.

Legal/General Matter

1. **Formation:** (noun) the action of forming or process of being formed; गठन/निर्माण
2. **Essential:** (adjective) absolutely necessary; extremely important; आवश्यक/अनिवार्य
3. **Elements:** (noun, plural) a part or aspect of something abstract; तत्व/घटक
4. **Enforceable:** (adjective) able to be enforced or compelled by law; प्रवर्तनीय/लागू करने योग्य
5. **Definite:** (adjective) clearly stated or decided; not vague; निश्चित/स्पष्ट
6. **Communicated:** (verb, past tense) conveyed or made known; संप्रेषित/सूचित किया
7. **Offeree:** (noun) a person to whom an offer is made; प्रस्ताव प्राप्तकर्ता
8. **Offeror:** (noun) a person who makes an offer; प्रस्तावकर्ता
9. **Bound to:** (phrasal verb) obliged or required to do something; बाध्य/पाबंद
10. **Unqualified:** (adjective) not modified or restricted; unconditional; बिना शर्त/निरपेक्ष
11. **Exactly:** (adverb) in a precise manner; precisely; बिल्कुल/ठीक-ठीक
12. **Expressly:** (adverb) clearly and directly stated; स्पष्ट रूप से/खुले तौर पर
13. **Clearly:** (adverb) in a way that is easy to see or understand; स्पष्ट रूप से/साफ़ तौर पर

14. **Indicates:** (verb, present tense) points out or shows; संकेत देता है/दर्शाता है
15. **Consist:** (verb) be composed or made up of; मिलकर बना होना/से युक्त होना
16. **Refrain:** (verb) abstain from doing or stop oneself; बचना/रुकना
17. **Unsound mind:** (noun phrase) mentally ill or unstable; अस्वस्थ मानसिकता/विकृत मस्तिष्क
18. **Drugs:** (noun, plural) substances used as medicine or narcotics; दवाएं/नशीली दवाएं
19. **Alcohol:** (noun) intoxicating liquor; शराब/मदिरा
20. **Requisite:** (adjective) required by the nature of things; आवश्यक/ज़रूरी
21. **Capacity:** (noun) the ability or power to do something; क्षमता/योग्यता
22. **Contrary:** (adjective) opposite in nature or direction; विपरीत/उल्टा
23. **Contractual:** (adjective) relating to or arising from a contract; संविदात्मक/अनुबंधीय
24. **Obligations:** (noun, plural) duties or commitments; दायित्व/कर्तव्य
25. **Breach of contract:** (noun phrase) failure to perform contractual duties; अनुबंध का उल्लंघन
26. **Occurs:** (verb, present tense) happens or takes place; होता है/घटित होता है
27. **Consequences:** (noun, plural) results or effects of an action; परिणाम/नतीजे
28. **Remedies:** (noun, plural) means of counteracting something undesirable; उपचार/निवारण
29. **Substantial:** (adjective) of considerable importance or size; पर्याप्त/महत्वपूर्ण
30. **Substantially:** (adverb) to a great or significant extent; काफी हद तक/मुख्यतः

31. **Immediate:** (adjective) occurring without delay;
तत्काल/तुरंत
32. **Non-breaching:** (adjective) not violating the contract;
गैर-उल्लंघनकारी
33. **Partial:** (adjective) existing only in part; incomplete;
आंशिक/अधूरा
34. **Damages:** (noun, plural) compensation for loss or injury; हर्जाना/क्षतिपूर्ति
35. **Distinction:** (noun) a difference or contrast; अंतर/भेद
36. **Hardship:** (noun) severe suffering or difficulty;
कष्ट/कठिनाई
37. **Monetary:** (adjective) relating to money or currency;
मौद्रिक/धन संबंधी
38. **Injured party:** (noun phrase) the party who has suffered harm; पीड़ित पक्ष
39. **Compensatory:** (adjective) intended to compensate for loss; क्षतिपूर्ति संबंधी
40. **Consequential:** (adjective) following as a result;
परिणामी/फलस्वरूप
41. **Inadequate:** (adjective) lacking in quantity or quality;
अपर्याप्त/अधूरा
42. **Injunctive:** (adjective) relating to judicial orders;
न्यायादेश संबंधी
43. **Real estate:** (noun phrase) property consisting of land and buildings; अचल संपत्ति
44. **State vs. Estate:**

Accuracy Mantra: Both words may sound almost the same, but if you clearly understand their meanings, you will be able to transcribe the dictated passage correctly. Study the given meanings and examples carefully to grasp the difference between the two words.

- **State:** (noun) a nation or territory; राज्य/देश
(Example: The state of California)
- **Estate:** (noun) extensive area of land/property of deceased person; संपत्ति/जायदाद (Example: Real estate, estate planning)

45. **Frequently:** (adverb) regularly or habitually;
अक्सर/बार-बार
46. **Unique:** (adjective) being the only one of its kind;
अनोखा/विशिष्ट
47. **Interpretation:** (noun) the action of explaining meaning; व्याख्या/अर्थ निकालना
48. **Ascertain:** (verb) find out for certain; पता लगाना/निश्चित करना
49. **Intended:** (verb, past tense) had as one's purpose;
इरादा रखना/आशय करना
50. **Otherwise:** (adverb) in different circumstances;
अन्यथा/वरना

Accuracy Builder: comma occurred in the dictated passage and its analysis

1. Lists

- Put commas between items: "clear, definite and communicated"

- Use comma before "and" in long lists: *"minors, persons of unsound mind, and persons under influence"*

2. After Starting Words

- *"First, there must be..."*
- *"Second, there must be..."*
- *"Additionally, both parties..."*

3. Extra Information

- Put commas around extra details: *"A minor breach, also known as partial breach, occurs"*

4. Two Complete Ideas

- Use comma before "and," "but," "or" when joining sentences: *"The breach can be compensated, but the party must continue"*

5. Describing Words

- Comma between equal describing words: *"clear, definite offer"*

Why Use Commas in Legal Writing?

- **Avoid confusion** - makes meaning clear
- **Separate ideas** - easier to read long sentences
- **Show relationships** - connects related parts properly

Basic Rule:

When in doubt, ask: "Does this comma help make the meaning clearer?"

If yes → use it If no → skip it

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