

Run By Shorthand Dictation Legal Matters

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")

(87, Sulem Sarai, Prayagraj, Uttar Pradesh)

(Contact No. 7355504435)

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

Dear Students,

We have provided today a comprehensive list of the most frequently used legal words and phrases that appear in almost every legal/court dictation. This material has been specially designed to not only improve your accuracy but also to help you drastically increase speed, particularly in legal matters—though it will equally benefit you in general dictations too.

This dictation set has been prepared after thorough research and based on the vast experience gained through years of teaching English Shorthand.

How to Practice this Dictation:

1. First, open the PDF and play the audio in the background.
2. Carefully observe/read outlines given in pdf.
3. Take dictation, transcribe it, and check your errors. Adopt better outlines than yours.

4. Repeat this practice at least 20 times, or until you have mastered every outline.

5. Just before your skill tests, use this as the fastest method to revise all essential phrases and words. This will boost your confidence and help you write any legal matter with ease.

* Total Phrases: 351

* Total Words: 882

* Total Characters: 6,352

With regular and dedicated practice, this exercise will become a game-changer for your speed and accuracy.

Warm regards,

A.V. Kushwaha

Director, Krishna Shorthand Institute
through [shorthanddictation.com]

Part: 1, Dictation No. 1

Note: This list contains essential vocabulary designed to improve speed and accuracy. It is beneficial for skill tests conducted by judicial institutions such as the Supreme Court, High Courts, District Courts, Tribunals, and Law Firms etc.

with effect:

with effect from:

to the fact:

to the Act:

with regard:

with regard to the:

with regard to the fact:

with regard to the fact that:

with reference:

with reference to:

with reference to the:

with reference to which:

for the time:

for the time being:

standard of living:

as time goes on:

as quickly as possible:

as early as possible:

as long as possible:

during the period:

during the period under review:

for the period under review:

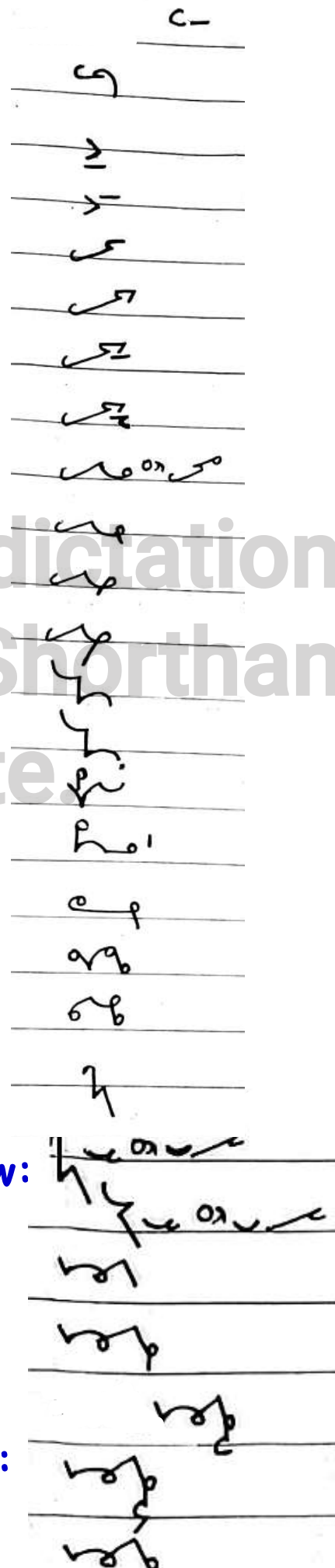
I am happy:

I am happy to state:

I am happy to state that:

I am happy to state that the:

I am happy to say:



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I am happy to say that the:

agriculture:

agriculture and industrial:

agriculture and industrial production:

interim order:

interim order dated:

impugned order:

impugned order dated:

learned counsel for the petitioner:

learned counsel for the petitioners:

show cause notice:

show cause notices:

show cause notice dated:

show cause notices dated:

industry:

industrial:

industrialization:

industrial development:

industrial policy:

industrial area:

industrial areas:

in response:

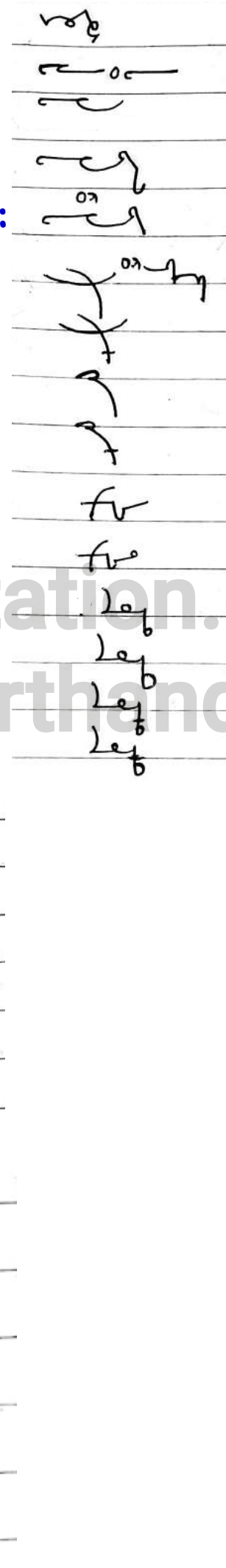
in response to the:

on behalf of:

on behalf of the:

having heard:

having heard the:



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learned counsel:

f

learned counsel for the parties:

f or f

material:

~

material on record:

~

mandatory:

~

mandatory injunction:

~

mandatory injunctions:

~

land:

l

land reform:

~

land reforms:

~

Land Reforms Act:

~

recommend:

~

recommended:

~

recommendation:

~

recommendations:

~

here:

h

herein:

h

hereinafter:

h

hereinafter referred:

h

hereinafter referred to as:

h or h

hereinafter referred to as the:

h

hereinafter referred to as the Act:

h or h

interlocutory:

~

interlocutory order:

~

interlocutory order dated:

~

interlocutory application:

~

interlocutory application dated:

~

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joint:

Secretary:

Joint Secretary:

intra:

intra-Court: ("Intra-Court" means within the same court)

inter-Court appeal:

division:

Division Bench:

Single Bench:

by virtue of:

sale:

sale deed:

sale deed dated:

all of a sudden:

part:

part of:

part of the:

writ:

writs:

writ petition:

writ petitions:

during the pendency:

vide:

vide order:

vide order dated:

suit:

✓
o/ or
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o/ or
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suit property:

suit land:

principle:

principle of natural justice:

principles of natural justice:

on the date:

on the date of:

in the present:

in the present case:

Hon'ble Supreme Court:

Hon'ble Supreme Court of India:

Hon'ble High Court:

Hon'ble Division Bench:

relied:

upon:

relied upon:

application:

applications:

application dated:

subject:

subject matter:

subject matters:

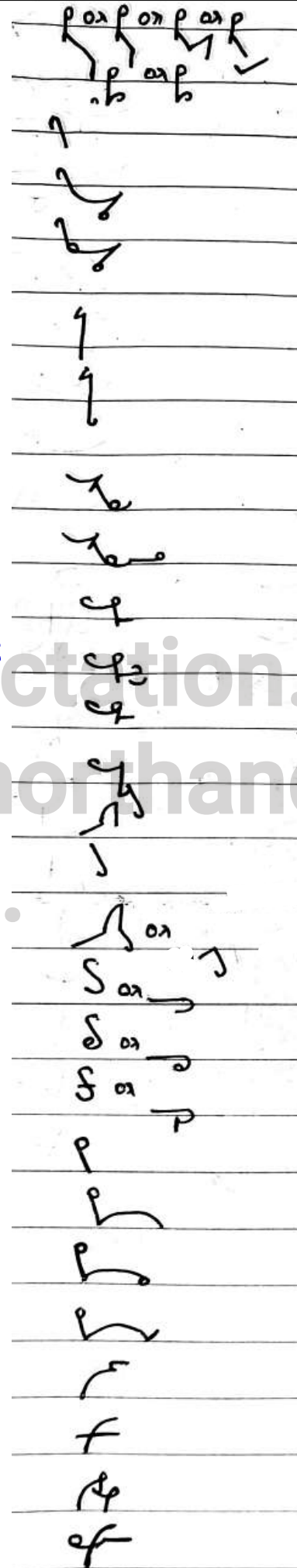
subject matter of the:

learned Court/court:

learned counsel:

learned Standing Counsel:

learned Senior Counsel:



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learned Senior Advocate:

Fr

learned Senior Advocates:

Fr

learned counsel for the petitioner:

Fr

learned counsel for the respondent:

Fr

learned counsel for the petitioners:

Fr

learned counsel for the respondents:

Fr

learned counsel for the petitioner No.

Fr

learned counsel for the respondent No.

Fr

learned counsel for the appellant:

Fr

learned counsel for the appellants:

Fr

learned counsel for the applicant:

Fr

learned counsel for the applicants:

Fr

to the:

→

to the extent:

g

to extend:

g

proceed:

p

proceeded:

p on p

proceeded with:

p

proceeded with the:

p

who:

h

who have:

h

who have been:

h

at the time of:

h

at the same time:

h

in accordance with:

se

in accordance with the:

se

in accordance with law:

se

Note: This list contains essential vocabulary designed to improve speed and accuracy. It is beneficial for skill tests conducted by judicial institutions such as the Supreme Court, High Courts, District Courts, Tribunals, and Law Firms etc.

under:

~

under Section:

~

under Sections:

~

sub-Section:

~

clause:

~

under Clause:

~

under Clauses:

~

sub-Clause

~

article/Article:

~

under Article:

~

of the Constitution:

~

to the Constitution:

~

prescribed:

~

prescribed authority:

~

liable to be:

~

liable to be dismissed:

~

Enquiry/Inquiry Officer:

~

enquiry/inquiry report:

~

First Information Report:

~

FIR:

~

deserve:

~

deserves:

~

deservers to be:

~

Conciliation Act:

~

Consolidation Act:

~

Consolidation of Holdings Act:

~ (Holding Act)

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Government:

or - w
"

Government of India:

central:

e

Central Government:

e -

terms:

h

conditions:

i

terms and conditions:

h a h

decree:

h

decree holder:

h

decree holders:

h

tenure:

h

tenure holder:

h

tenure holders:

h

land acquisition:

h

Land Acquisition Act:

h

limitation:

h

limitations:

h

valuation:

h

valuations:

h

court below:

h

courts below:

h

trial court:

h

subordinate court:

h

subordinate court below:

h

grand mother:

h

grand father:

h

father-in-law:

h

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mother-in-law:

37

brother-in-law:

37

sister-in-law:

37

daughter-in-law:

37

Hindu Marriage Act:

37

divorce:

37

Divorce Petition:

37

CPC:

37

CrPC:

37

IPC:

37

CPC: Code of Civil Procedure

37

CrPC: Code of Criminal Procedure

37

IPC: Indian Penal Code

37

BNS

37

BNSS:

37

BSA:

37

Bhartiya Nyaya Sanhita, 2023

37, -23

Bharatiya Nagarik Suraksha Sanhita, 2023

37, -23

Bharatiya Sakshya Adhiniyam, 2023

37, -23

Deputy Director of Consolidation:

37

Consolidation Officer:

37

Settlement Officer of Consolidation:

37

District Deputy Director of Consolidation:

37

Deputy Director:

37

Deputy Director of Education:

37

Deputy Director of Schools:

37

37

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High School:

Intermediate:

certificate:

certificate dated:

date of birth:

principle:

principle of natural justice:

principles of natural justice:

prima facie:

inter alia:

versus:

res integra:

in limine:

amicus curiae:

arbitration:

arbitrator:

arbitrating:

arbitrated:

tribunal:

appellate tribunal

in short:

in brevity:

supra:

for ready reference:

Public:

public interest:

Public Interest Litigation:

[illegible]

(Handwritten symbols)

10 on 40

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Mr. Chairman, Sir,

Mr. Deputy Speaker, Sir,

counter affidavit:

rejoinder affidavit:

supplementary affidavit:

AGA:

Additional Government Advocate:

Solicitor General:

Additional Solicitor General of India:

Government Advocate:

on one hand:

on the other hand:

dying in harness rules:

birth certificate:

police:

police station:

police department:

incumbent:

final report;

cognizance:

summon:

summoning:

summoning order:

disciplinary action:

retrospective:

introspection:

Mr. Chairman, Sir,
Mr. Deputy Speaker, Sir,
counter affidavit:
rejoinder affidavit:
supplementary affidavit:
AGA:
Additional Government Advocate:
Solicitor General:
Additional Solicitor General of India:
Government Advocate:

on one hand:
on the other hand:
dying in harness rules:
birth certificate:
police:
police station:
police department:
incumbent:
final report;
cognizance:
summon:
summoning:
summoning order:
disciplinary action:
retrospective:
introspection:

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repercussion:

repercussions:

prosecution witnesses:

prosecution witness:

PW:

Exhibit:

distinct:

distinguishable:

jurisprudence:

jurisdiction:

prejudice:

enter into:

entering into:

service law:

service rules:

during service:

memo of appearance:

Vakalatnama:

affidavit:

post mortem report:

viscera report:

Benami transaction:

Block Development Officer:

Breach of contract:

brought into force:

burden of proof:

cannot be sustained:

repercussion

repercussions

prosecution witnesses

prosecution witness

PW

Exhibit

distinct

distinguishable

jurisprudence

jurisdiction

prejudice

enter into

entering into

service law

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Breach of contract

brought into force

burden of proof

cannot be sustained

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Central and State Governments:

charge sheet:

Chief Judicial Magistrate:

Chief Metropolitan Magistrate:

It is an admitted fact:

in the public interest:

misrepresentation of fact:

misrepresentation of facts:

commission of offence:

prayed to decree the suit:

metes and bounds:

on or before:

right, title and interest:

dismissed with costs:

dealing with the question:

heard in part:

decree for divorce:

learned counsel for the defendant:

learned counsel for the defendants:

I am of the opinion:

failed to establish:

to my mind:

of the Government:

in which the Government:

both houses of parliament:

it is better:

I am therefore

Central and State Governments:

charge sheet:

Chief Judicial Magistrate:

Chief Metropolitan Magistrate:

It is an admitted fact:

in the public interest:

misrepresentation of fact:

misrepresentation of facts:

commission of offence:

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I am therefore

Total Phrase Approx.: 351

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