

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.*

Welcome to shorthanddictation.com by Krishna Shorthand Institute.

Dear Students,

We're delighted to have you join us on this exciting journey toward mastering English Shorthand. At shorthanddictation.com, our expertise is dedicated to helping you crack your Shorthand Skill Test faster by focusing on the *exact topics* and *practice methods* essential for your speed-building journey. Thousands of learners have already advanced their careers with us due to our unique teaching methodology and now it's your opportunity.

With our structured guidance, speed building dictation drills, targeted accuracy building practice, and coverage of all important topics (General as well as Legal), you'll not only improve your speed but also build the precision and confidence required to succeed in competitive exams like SSC, DSSSB, AIIMS, RRB, RSSSB, Court Skill Tests etc. and many more.

Just as a pupa transforms into a magnificent butterfly, your dedication, guided practice, and perseverance will shape you into a skilled shorthand professional. Every dictation you take, every error

you correct and improve, and every milestone you achieve will bring you closer to your goal.

Stay focused. Stay resilient. And remember—when expertise meets your determination, success comes faster than you imagine.

Welcome aboard, and let's begin this journey to speed, accuracy, and success together!

— AV Kushwaha

Krishna Shorthand Institute

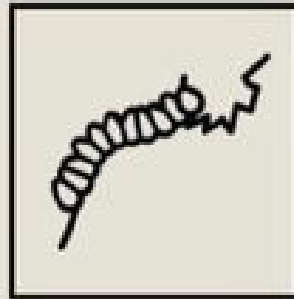
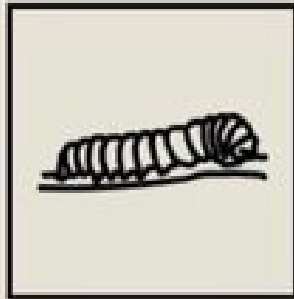
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Today: You Will Get Following:

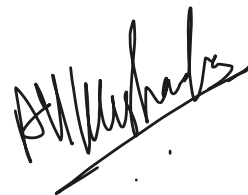
- 1. Success Mantra**
- 2. Dictation Passage**
- 3. Important outlines**
- 4. Vocabulary Building**
- 5. Accuracy Builders Tips**
- 6. Capitalization and Discussion on some rules**

Success Mantra!

See the Transformation



Not the final product

A handwritten signature in black ink, reading "AV Kushwaha".

**AV Kushwaha,
Director,**

**Krishna Shorthand Institute, shorthanddictation.com
Teaching English Shorthand Since 2005.**

Dear Students,

As you journey through the realm of education, remember that success is not an overnight phenomenon but a beautiful transformation that takes time and patience. Just as a pupa undergoes several stages before emerging as a stunning butterfly, your efforts and perseverance are the stages that will pave the way for your ultimate transformation.

Each step you take, each lesson you learn, and each challenge you overcome is a vital part of your growth. Embrace the process, for it is in the journey that you acquire the skills and knowledge necessary to spread your wings and soar to new heights.

Never underestimate the power of your dedication and hard work. Stay focused, stay resilient, and trust in your ability to evolve into the best version of yourself. Remember, every bit of progress, no matter how small, contributes to the bigger picture of your success.

Keep pushing forward, and let your determination be the force that propels you toward your goals. The world is waiting for the vibrant colors of your achievements to spread far and wide.

Believe in yourself and your journey, for the most magnificent transformations often come from the patience and persistence that you exhibit today.

With unwavering determination and perseverance, you too will flourish and achieve greatness.

Best wishes on your educational journey and the wonderful transformation that awaits you.

Sincerely,

[AV Kushwaha, Krishna Shorthand Institute, Online English Shorthand Class at 7355504435]

Court Dictation: It covers all skill tests conducted by any Court (Supreme Court, High Court, District Courts, Tribunals, Law Firms).

1

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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: Observations Against Non-Party Without Hearing Held in Violation of Natural Justice

Volume No. 1, Transcription No. 1

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

The party in person **submitted that the** said observation made by the High Court without hearing the appellant has now misinterpreted by the **government counsel in their submission** before the CAT in O.A. No. 528 of 2005 wherein the charge sheet issued to the appellant on 11th July, 2006 has been challenged due to which the government counsel pointed out to the tribunal stating that the government was now **under obligation** to initiate action against the appellant since the High Court has so directed.

According to Mr. V. Mohan Lal, the **impugned judgment is not only erroneous** but is also passed in **inferences** and **surmises which are not sustainable**. **According to him**, the petitioners before the High Court, present respondent no. 11 has misinterpreted the facts and have misled the High Court and that events which have happened after due allotment and **which could not have been anticipated at the time** of allotment have been considered to conclude that the allotment itself was improper. Therefore, the appellant filed the above appeal being **aggrieved** by the observations made by the High Court in the impugned judgment with that limited scope. **According to the** appellant, the High Court was not right in passing **strictures** against the appellant when the appellant was not a party to the **said proceedings**. He further

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submitted that the High Court was not right to pass **adverse comments against the** appellant which are **likely** to affect the **career** of the appellant without giving an opportunity to the appellant of being heard. He, therefore, submitted that the order of the High Court is in **utter** violation of **principles of natural justice**. According to him, the comments made against the appellant were **uncalled for in the facts and circumstances of the case and that the** said comments which were made without the appellant being heard could at all **have been referred** to and relied on by the High Court in **some other proceedings**.

The party in person **cited** a ruling **of this Court** being *State of Bihar vs. Lal Krishn Advani & others, (2003) 8 SCC 361* wherein it was observed that **strictures** cannot be passed against an **individual** without making him a party and without giving an opportunity to be heard since the right to **reputation** is an individual's **fundamental right**. **In our opinion**, the observations made by the High Court in paras 38, 139, 140 and 141 of the **impugned order** are **absolutely** uncalled for as the appellant was not a party to the said PIL and they are also based on complete **misunderstanding of the facts**. The observations made by the High Court as rightly pointed out by the party in person would have wide **ramifications** and adverse impact on the career of the appellant. We have already **dealt with the** cases and the rulings **on the subject in question** in earlier part of the judgment in the appeal filed by the **State of Maharashtra** which, in our opinion, **squarely** applies to the **facts and circumstances of the case** filed by the party in person.

The appellant argued that the High Court **erred** in making **critical** observations against him without granting an opportunity of being heard, as he was not a party to the **original proceedings**. These **remarks, later cited** by Government counsel before the Tribunal, were said to be based on incorrect facts and misleading **interpretations**. According to appellant, such comments could seriously harm his professional reputation, violating the **principles of natural justice**. Referring to *State of Bihar vs. Lal Krishn Advani*, he **emphasized** that no strictures should be passed without hearing the concerned individual, as the right to **reputation** is a **fundamental right**.

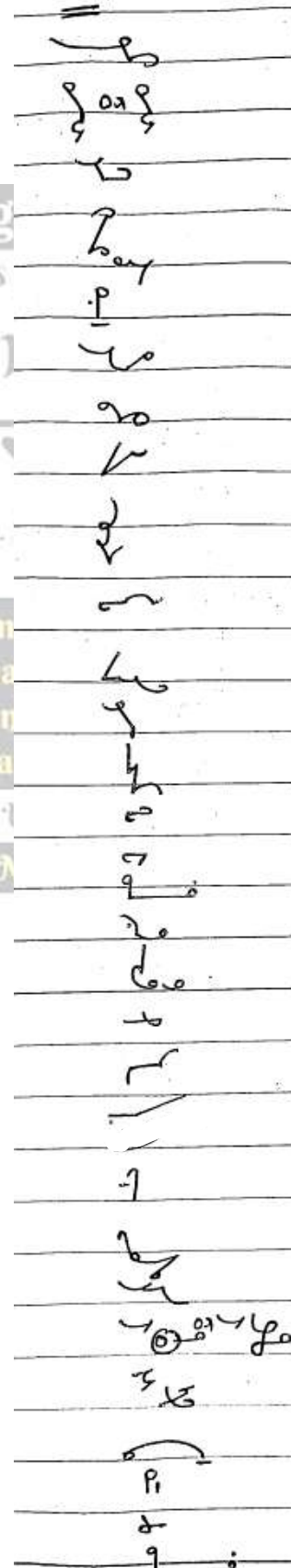
Total Words: 608

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Outlines of all highlighted words and phrases. Note:
Adopt only those outlines which are better than yours.

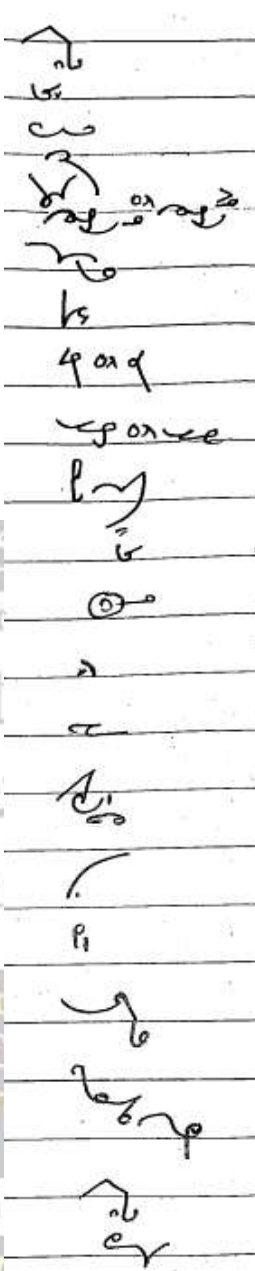
government counsel
in their submission
submitted that the
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which are not
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According to him
which could not have been
anticipated
at the time
aggrieved
According to the
strictures
erroneous
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in the facts and circumstances of the case
and that the
have been referred
some other proceedings
cited
of this Court
strictures



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emphasized
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Handwritten shorthand notes corresponding to the English text on the left. The notes are written in a cursive style on lined paper. The first line is 'individual', the second is 'reputation', the third is 'fundamental right.', the fourth is 'In our opinion', the fifth is 'impugned order', the sixth is 'absolutely', the seventh is 'misunderstanding of the facts', the eighth is 'ramifications', the ninth is 'dealt with the', the tenth is 'on the subject', the eleventh is 'in question', the twelfth is 'State of Maharashtra', the thirteenth is 'fundamental right.', the fourteenth is 'facts and circumstances of the case', the fifteenth is 'erred', the sixteenth is 'critical', the seventeenth is 'original proceedings', the eighteenth is 'remarks,', the nineteenth is 'later', the twentieth is 'cited', the twenty-first is 'interpretations.', the twenty-second is 'principles of natural justice.', the twenty-third is 'emphasized', the twenty-fourth is 'reputation', and the twenty-fifth is 'squarely'.

Reasons to Provide Difficult Vocabulary Daily (प्रतिदिन कठिन शब्दावली देने के कारण)

Dear students, remember—your vocabulary is like the engine of your shorthand skills. The stronger it is, the smoother and faster you'll run. Learning new and slightly difficult words every single day is not just about memorizing; it's about training your mind to quickly recognize words, grasp their meaning, and understand them in context.

This practice will prepare you to confidently handle technical terms, idioms, homophones, and tricky sentence patterns. A good vocabulary will cut down your mistakes, sharpen your listening skills, and help you adjust easily to different accents and speaking styles.

If you truly want to excel in English shorthand, make vocabulary-building your daily habit. Treat it as your secret weapon for speed, accuracy, and confidence in transcription.

— By A.V. Kushwaha, Krishna Shorthand Institute

प्रिय विद्यार्थियों, याद रखिए—आपकी शब्दावली ही आपकी शॉर्टहैंड की ताकत है। जितनी मज़बूत होगी, आपका काम उतना तेज़ और आसान होगा। प्रतिदिन कठिन और नए शब्द सीखना केवल रटने के लिए नहीं है, बल्कि यह आपके दिमाग को इस तरह प्रशिक्षित करता है कि आप शब्दों को तुरंत पहचान सकें, उनका मतलब समझ सकें और संदर्भ को सही पकड़ सकें।

यह अभ्यास आपको तकनीकी शब्दों, मुहावरों, समान उच्चारण वाले शब्दों और कठिन वाक्य संरचनाओं से निपटने में आत्मविश्वास देगा। मज़बूत शब्दावली आपकी गलतियों को कम करेगी, सुनने की क्षमता को बढ़ाएगी और आपको अलग-अलग उच्चारण व बोलने के तरीकों के अनुसार ढलने में मदद करेगी।

अगर आप सच में अंग्रेज़ी शॉर्टहैंड में निपुण होना चाहते हैं, तो शब्दावली बढ़ाना अपनी रोज़ की आदत बना लीजिए। यह आपकी गति, सटीकता और आत्मविश्वास का गुप्त हथियार है।

— ए.वी. कुशवाहा, कृष्णा शॉर्टहैंड इंस्टीट्यूट

Learn New and Important Words of the Matter)

Keep revising all new words learned.

Legal/General Matter

1. **Submission:** (noun) formal court statement; निवेदन
2. **Submitted that:** (verb phrase) formally argued that;
निवेदन किया कि
3. **Under obligation:** (phrase) legally bound; बाध्यता में
4. **Impugned judgment:** (noun) disputed court decision;
विवादित निर्णय
5. **Proceedings:** (noun) legal actions; कार्यवाही
6. **Inferences:** (noun) conclusions; निष्कर्ष
7. **Surmises:** (noun) guesses; अटकल
8. **Sustainable:** (adj) justifiable; न्यायसंगत
9. **Anticipated:** (verb) expected; प्रत्याशित
10. **Aggrieved:** (adj) wronged; पीड़ित
11. **Strictures:** (noun) harsh criticism; कड़ी आलोचना
12. **Erroneous:** (adj) incorrect; गलत
13. **Adverse comments:** (noun) negative remarks; प्रतिकूल
टिप्पणी
14. **Career vs. Carrier:** profession vs. transporter; करियर vs.
वाहक

Accuracy Mantra: Let us understand the difference between "Career" and "Carrier." Let's break it down in a simple way!

1. Career (Profession / Occupation) 🧑‍💼 🧑‍💼

Hindi Meaning: करियर / पेशा / जीवन व्यवसाय

Definition: "Career" means the job or profession you do for a significant period of your life.

Example Sentences:

- She is building a successful career in law. (She is working in law as her profession.)
- Teaching is not just a job, it's a career. (A long-term profession.)

Easy Trick: Career = Your professional journey or occupation.

2. Carrier (Transporter / Holder) 🚚📦

Hindi Meaning: वाहक / परिवाहक / ले जाने वाला

Definition: "Carrier" means something or someone that carries, transports, or conveys.

Example Sentences:

- The courier company is a carrier of goods. (They transport packages.)
- Mosquitoes are carriers of malaria. (They transmit disease.)

Easy Trick: Carrier = Something that carries or transports.

Quick Recap 📝

Word	Hindi Meaning	Meaning in English	Example
Career	करियर / पेशा / जीवन व्यवसाय	Long-term job or profession	She chose medicine as her career.
Carrier	वाहक / परिवाहक / ले जाने वाला	Something/someone that transports or holds	The ship is a carrier of cargo.

👉 Test Yourself:

Fill in the blanks with **career** or **carrier**:

1. He started his _____ as a software engineer.
2. The truck is a goods _____.

15. **Utter:** (adj/verb) complete/speak; पूर्ण/बोलना
16. **Natural justice:** (noun) fair hearing principle; प्राकृतिक न्याय
17. **Uncalled for:** (adj) inappropriate; अनुचित
18. **Referred:** (verb) mentioned; संदर्भित
19. **Cited/sighted/sited:** referenced/seen/located; उद्धृत/देखा/स्थित

Accuracy Mantra: Let us understand the difference between "Cited", "Sighted", and "Sited." Let's break it down in a simple way!

1. Cited (Quoted / Referenced) 📄

Hindi Meaning: उद्धृत किया / संदर्भित किया

Definition: "Cited" means to quote, refer to, or mention as evidence or an example.

Example Sentences:

- The lawyer cited two Supreme Court judgments in the case. (Referenced legal cases.)
- She cited a report to support her argument. (Quoted a source.)

Easy Trick: Cited = Quoted or mentioned.

2. Sighted (Saw / Noticed) 👁️

Hindi Meaning: देखा / दृष्टिगोचर हुआ

Definition: "Sighted" means to see or notice something.

Example Sentences:

- A rare bird was sighted in the park. (It was seen there.)
- The ship was sighted near the coast. (It was spotted.)

Easy Trick: Sighted = Seen or noticed.

3. Sited (Located / Positioned) 📌

Hindi Meaning: स्थित / स्थित किया गया

Definition: "Sited" means located or positioned in a specific place.

Example Sentences:

- The factory is sited near the river. (It is located there.)
- The school is sited in a quiet area. (It is placed there.)

Easy Trick: Sited = Located or placed.

Quick Recap 📝

Word	Hindi Meaning	Meaning in English	Example
Cited	उद्धृत किया / संदर्भित किया	Quoted or mentioned evidence	She cited a report in her speech.
Sighted	देखा / दृष्टिगोचर हुआ	Seen or noticed	A comet was sighted last night.
Sited	स्थित / स्थित किया गया	Located or positioned	The temple is sited on a hill.

👉 Test Yourself:

Fill in the blanks with **cited**, **sighted**, or **sited**:

1. The witness _____ two important facts during the trial.
2. The police _____ the suspect near the bus stand.
3. The hotel is _____ close to the beach.

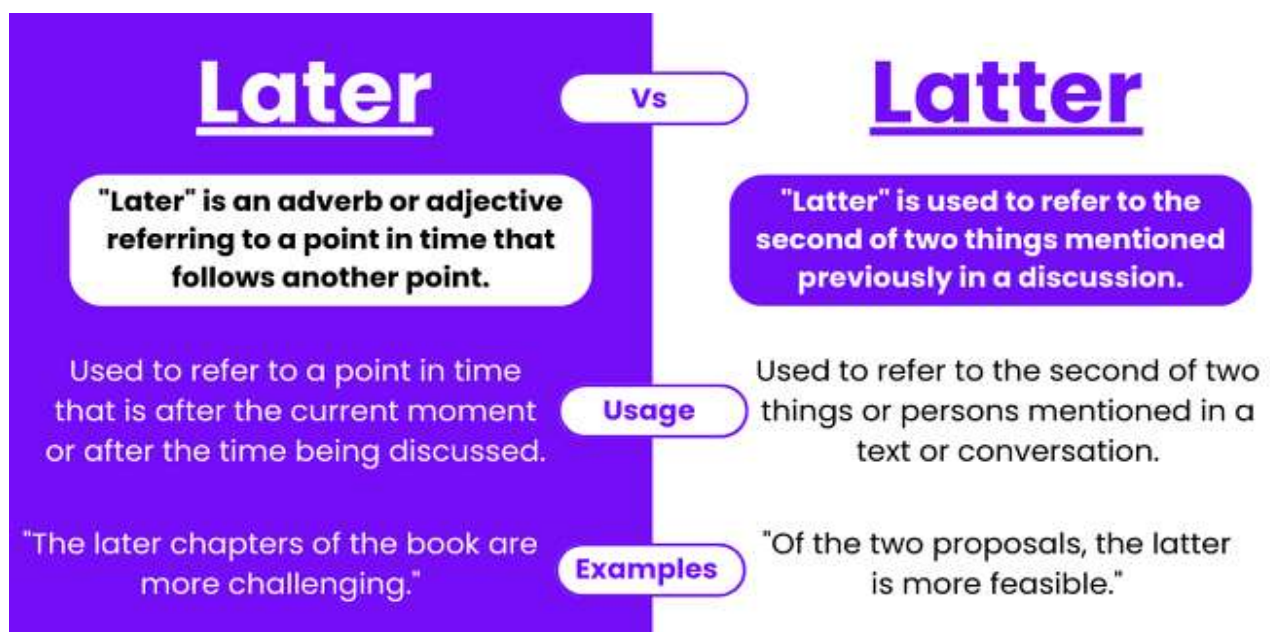
20. **Individual:** (noun) person; व्यक्ति

21. **Reputation:** (noun) public standing; प्रतिष्ठा

22. **Fundamental right:** (noun) basic constitutional right; मौलिक अधिकार

23. **Impugned:** (adj) challenged; आक्षेपित

24. **Absolutely:** (adv) completely; बिल्कुल
25. **Ramifications:** (noun) consequences; परिणाम
26. **Erred:** (verb) made mistake; गलती की
27. **Critical:** (adj) fault-finding; आलोचनात्मक
28. **Original proceedings:** (noun) initial case; मूल कार्यवाही
29. **Remarks:** (noun) comments; टिप्पणी
30. **Later vs. Latter:** afterward vs. second of two; बाद में vs. उत्तरार्द्ध: Try to understand from the Image wherein examples are given.



31. **Interpretations:** (noun) explanations; व्याख्या
32. **Emphasized:** (verb) stressed; बल दिया
33. **Squarely:** (adv) directly; सीधे

Accuracy Builder: Capitalization of words and the reason for their capitalization

Capitalized Words and Reasons:

1. **PIL** - Acronym capitalization (Public Interest Litigation - standard legal abbreviation format)
2. **High Court** - Proper noun capitalization (specific judicial institution name)
3. **CAT** - Acronym capitalization (Central Administrative Tribunal - institutional abbreviation)
4. **O.A. No. 528 of 2005** - Legal citation formatting (Official Application number follows court documentation standards)
5. **Mr. V. Mohan Lal** - Proper noun capitalization (personal name - title and full name of individual)
6. **State of Bihar** - Proper noun capitalization (official government entity/geographical administrative unit)
7. **Lal Krishn Advani** - Proper noun capitalization (personal name in legal case title)
8. **SCC** - Acronym capitalization (Supreme Court Cases - legal reporter series abbreviation)
9. **State of Maharashtra** - Proper noun capitalization (official state government entity name)
10. **Government** - Proper noun capitalization (when referring to specific governmental authority as legal party)
11. **Tribunal** - Proper noun capitalization (specific reference to Central Administrative Tribunal as judicial body)
12. **Court** - Proper noun capitalization (when referring to specific Supreme Court as institution)

Summary of Capitalization Rules Applied:

- **Personal Names:** All individual names capitalized as proper nouns
- **Institutional Names:** Courts, tribunals, government bodies as official entities
- **Legal Abbreviations:** Standard acronym format in legal writing
- **Case Citations:** Formal legal reference formatting requirements
- **Geographic/Administrative Units:** State names as proper governmental entities

By Sir AV Kushwaha,

Principal,

Krishna Shorthand Institute,

via online Telegram Class through 7355504435