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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.*

What you will receive in this dictation:-

- 1. Text passage & outlines**
- 2. Vocabulary and accuracy mantra/accuracy builders**
- 3. Page wise analysis of capital letters and essential punctuation etc.**

Skill Test Based 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.

Topic: Education & Technology

This is the third meeting of the Central Advisory Board of Education since India attained her Independence. It is now ²⁰ necessary in the light of experience we have gained in the last three years to consider carefully and dispassionately our ⁴⁰ hopes and plans for the education of free India in the coming years. It was but natural that after the ⁶⁰ attainment of freedom we should have considered ambitious programmes for the expansion of our national education. This was necessary as ⁸⁰ education is one of the most important of our nation building activities. We had also to make special efforts to ¹⁰⁰ wipe out the deficiency in education created by over a hundred years of foreign rule. It was in this spirit ¹²⁰ that the Ministry of Education prepared a programme of work for the next ten years. It was obvious that we ¹⁴⁰ had to build our educational structure from its very basis and improve it both qualitatively and quantitatively. The number of ¹⁶⁰ our literates was and is lamentably low. Even the literacy that is imparted is not of the highest quality. In ¹⁸⁰ view of the demand for an all-round expansion and improvement, it became necessary to fix an order of priorities, ²⁰⁰ so that our limited resources were not frittered away in attempting too many things simultaneously. You will remember that it ²²⁰ was with this object in view that the Ministry of Education, with your general support, proposed that our immediate objectives ²⁴⁰ should be four, namely, one the provision of basic education on a universal, free and compulsory basis for all our ²⁶⁰ school-going children, two, the provision of adult education in order to wipe out the colossal illiteracy of our masses; ²⁸⁰ three improvement and expansion of technical education in order to solve the problem of manpower for industrial and technical ³⁰⁰ development; and four, the reorganisation and improvement of university education from a national point of view.

The Post-War Development ³²⁰ Plan laid down that it would take 40 years to implement a scheme of basic education and cost the nation ³⁴⁰ a sum of Rs. 8,000 crore at the rate of about Rs.200 crore a year. You will ³⁶⁰ remember that after the attainment of Independence we all felt that the period was too long and exigencies of our ³⁸⁰ national economy demanded a reduction in the cost. We realised that lack of finance was not the only obstacle in our way. ⁴⁰⁰

Handwritten shorthand notes corresponding to the typed text on the left, written in a cursive style on lined paper.

Note: Check how strong your vocabulary is by going through the list below and tell us how many words you already know along with their meanings.

(Increase your vocabulary:

Learn New and Important Words of the Matter)

Keep revising all new words learned.

Page 1: Legal/General Words:

1. **Advisory:** (adjective) giving or serving as advice
सलाहकारी
2. **Attained:** (verb) (past tense) achieved or accomplished
प्राप्त किया
3. **Gained:** (verb) (past tense) obtained or acquired
प्राप्त किया
4. **Dispassionately:** (adverb) without emotion or bias
निष्पक्ष रूप से
5. **Attainment:** (noun) the action of achieving or accomplishing
प्राप्ति
6. **Ambitious:** (adjective) having great plans or goals
महत्वाकांक्षी
7. **Expansion:** (noun) the action of becoming larger or more extensive
विस्तार

8. **Wipe out:** (phrasal verb) to eliminate or remove completely समाप्त करना
9. **Deficiency:** (noun) a lack or shortage कमी
10. **Spirit:** It was in this spirit: (noun phrase) with this intention or attitude इसी भावना से
11. **Qualitatively:** (adverb) in terms of quality गुणात्मक रूप से
12. **Quantitatively:** (adverb) in terms of quantity मात्रात्मक रूप से
13. **Literate:** (adjective) able to read and write साक्षर
14. **Lamentably:** (adverb) unfortunately or regrettably खेदजनक रूप से
15. **Literacy:** (noun) the ability to read and write साक्षरता
16. **Imparted:** (verb) (past tense) given or provided प्रदान किया
17. **Priorities:** (noun) (plural) things that are regarded as more important प्राथमिकताएं
18. **Frittered away:** (phrasal verb) (past tense) wasted gradually बर्बाद किया
19. **Simultaneously:** (adverb) at the same time साथ-साथ
20. **Immediate objectives:** (noun phrase) short-term goals तत्काल उद्देश्य

21. **Universal**: (adjective) applicable to all सार्वभौमिक
22. **Colossal**: (adjective) extremely large विशाल
23. **Illiteracy**: (noun) inability to read and write निरक्षरता
24. **Masses**: (noun) (plural) the ordinary people जनसामान्य
25. **Expansion**: (noun) the action of becoming larger विस्तार
26. **Post-War**: (adjective) after the war युद्धोत्तर
27. **Exigencies**: (noun) (plural) urgent needs or demands आवश्यकताएं
28. **Lack of**: (phrase) absence or shortage of अभाव

Let us make an analysis of the passage for better transcription:

Capitalized Words and the Reason for their Capitalization

1. **Central Advisory Board** - Proper noun (official government body name)
2. **Education** - Part of proper noun "Central Advisory Board of Education"
3. **India** - Proper noun (country name)

4. **Ministry of Education** - Proper noun (official government department name)

5. **Post-War Development Plan** - Proper noun (specific government plan/policy name)

Accuracy **Mantra:** **Beginning** **of**
Sentences: **According** **to** **English**
capitalization rules, the very first word of every sentence must be capitalized, irrespective of whether it's a common noun, pronoun, article, or any other part of speech. This is a universal rule that applies to all sentence beginnings in formal writing. The following bold words are common sentence starters. You may use them as cues, but it is not commonly that a sentence must begin with only these words. They are simply high-frequency sentence starters often seen in writing.

1. **This** - Often begins a sentence (always capitalized).

2.**It** - Commonly begins a sentence (appears multiple times).

3.**We** - Frequently begins a sentence (appears multiple times).

4.**The** - Often used as the first word of a sentence (appears multiple times).

5.**You** - Commonly begins a sentence (appears multiple times).

Currency/Monetary Units:

1.**Rs.** - Abbreviation for Rupees (currency designation)

Punctuation and the Reason for their application:

Accuracy Note: First focus on the accuracy of words. After that, check grammar—especially capitalization and commas. If you notice an error, correct it; if not, leave it. Minor grammar slips will not affect your final accuracy much.

Periods (.)

- "...national education." - Marks the end of a complete sentence
- "...building activities." - Terminates a declarative statement
- "...next ten years." - Concludes a sentence providing specific information

Purpose: Periods indicate the end of complete thoughts/sentences in formal writing.

Commas (,)

- After introductory words/phrases:
- "...our immediate objectives should be four, namely, one the provision of basic education..."
 - Comma after "four" and after "namely" to set off the introductory word
- Separating numbered items in a list:
- "...basic education on a universal, free, and compulsory basis..."
 - Commas separate the three adjectives: "universal," "free," and "compulsory"
- "...children, two, the provision of adult education..."

- Comma after "children" before the numbered item "two"
- "...masses; three, improvement and expansion..."
 - Comma after "three" in the numbered sequence
- "...development; and four, the reorganisation and improvement..."
 - Comma after "four" continuing the numbered list

Purpose: Commas separate clauses, list items, and provide pauses for clarity.

Semicolons (;)

- "...simultaneously; You will remember..." - Connects two related independent clauses
- "...away in attempting too many things simultaneously; You will remember..." - Links closely related sentences

Purpose: Semicolons join related independent clauses that could stand as separate sentences but are thematically connected.

Note: Independent Clause: An independent clause is a group of words that has a subject and a verb and expresses a complete thought. It can stand alone as a sentence.

Examples:

- She writes every morning.
- The sun is shining.
- We went to the market.

Each of these has a subject + verb and makes sense on its own.

Colons (:) shorthandictation.com through Krishna Shorthand Institute via 7355504435 (Telegram App)

- "...our immediate objectives should be four, namely: one the provision..." - Introduces a detailed list or explanation
- "Rs. 200 crore at the rate of about Rs. 200 crore a year:" - Introduces elaborating information

Purpose: Colons introduce lists, explanations, or elaborating details that follow.

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