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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.**

You considered these reports last years and generally approved of the recommendations. I agree with your views and feel that ⁴²⁰ in the light of the modifications suggested,

Handwritten text in Urdu script, likely a list or index, written on lined paper. The text is dense and covers most of the page.

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

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

we may prepare our programmes on the basis of co-operation between the State ⁴⁴⁰ and the people, so that the State may extend the necessary facilities and services on the one hand and the ⁴⁶⁰ people on the other, supplement on a voluntary basis the efforts of the State. To improve our standards of technical ⁴⁸⁰ education, the programme that we had envisaged was the establishment of four higher technological institutes in addition to the strengthening ⁵⁰⁰ of existing institutions. Considerations of finance did not permit us to start with all the four, but we thought that ⁵²⁰ at least a beginning should be made. The Eastern Higher Technological Institute near Calcutta was taken in hand though even ⁵⁴⁰ waiting for the construction of all the necessary buildings. The scheme is in progress and I hope that the next ⁵⁶⁰ academic year will see the first batch of teachers and students working in this Institute. Simultaneously, it has been our aim ⁵⁸⁰ to strengthen the existing institutions by improving their quality and increasing their capacity. In the field of university education, ⁶⁰⁰ the Indian University Education Commission under the Chairmanship of Professor Radhakrishnan was asked to submit its report within nine months. ⁶²⁰ You will be glad to know that it has already done so. The Report is before you and one of ⁶⁴⁰ the main functions of this meeting of the Board will be to consider the recommendations of the Commission. I have ⁶⁶⁰ even at the risk of some repetition recapitulated these points, so that we may be in a position to judge ⁶⁸⁰ where we are. You will appreciate that so far as planning is concerned, the Ministry is ready with its programme ⁷⁰⁰ in all the four fields mentioned by me. I would, therefore, like to draw your attention to the obstacle which ⁷²⁰ stands in the way of their immediate implementation. You will remember that in 1947 the problem of refugees ⁷⁴⁰ from Western Pakistan absorbed almost all the energy and a major portion of the finances of the nation. There was, ⁷⁶⁰ therefore, no hope of adequate funds being available for educational expansion in the immediate future, but in spite of these ⁷⁸⁰ difficulties, the Budget for 1998-99 saw an increase in provision for education. During ⁸⁰⁰ 1998-99, our scheme for educational reconstruction reached a suitable stage for implementation. It was my hope that the ⁸²⁰ 1999-2000 budget would enable us to make a beginning with the programme for the same now. ⁸⁴⁰

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

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We are meeting after a year to discuss our common problems. As you are aware, the Indian Historical Records Commission²⁰ deals with all kinds of historical records. The scope of our deliberations is therefore, wide and extensive. It will, however,⁴⁰ be of advantage to confine ourselves to matters of first concern, and I am sure you will agree that these⁶⁰ relate to questions affecting the National Archives. In all countries the National Archives are the treasure-houses of their historical⁸⁰ wealth, and we in India can justly take pride for the extent and magnitude of our richness in this field.¹⁰⁰ Our National Archives contain a vast collection of records, but systematic series begin from 1672. Some of the¹²⁰ latest records are as late as 1999. They, therefore, tell the story of nearly 300 years of¹⁴⁰ a most interesting and momentous period of India's history. If what remains of the scattered records of the Moghul period¹⁶⁰ are added to these collections, we can say that our records go back to the 15th century. There are not¹⁸⁰ many countries which can claim records which go so far back. From the point of view of quantity also ours²⁰⁰ is one of the biggest collections not only in Asia, but in the world. I cannot give you the exact²²⁰ number of our records, for much work of indexing and cataloguing still remains to be done, but to give you²⁴⁰ some idea of the extent of the collection, I may say that if all these records are assembled in one²⁶⁰ place, there is no building in India big enough to contain all of them. It is hardly necessary for me²⁸⁰ to stress before the present audience the importance of national records. Such records are the basis of history and can³⁰⁰ alone give authenticity to our knowledge of the past. When we read of the past, we are often troubled by³²⁰ the fact that our knowledge is neither complete nor adequate. Contemporary historians hardly ever leave accounts which satisfy succeeding generations,³⁴⁰ and in fact, they are often not in a position to judge what should be recorded and what left out.³⁶⁰ If, however, complete records are available, the annals of the past can be reconstructed, but, in most cases, such records³⁸⁰ of the past do not exist. We know that during the Moghul period, India had the instruments of civilised law⁴⁰⁰

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

Total Words: 1240

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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 (:)

- "...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.

AV Kushwaha,

Director,

Krishna Shorthand Institute through

Online Telegram Class via 7355504435

(Increase your vocabulary:

Learn New and Important Words of the Matter)

Keep revising all new words learned.

Page 2: Legal/General Words:

1. **Modifications:** (noun) (plural) changes or alterations made to something संशोधन
2. **Supplement:** (verb) to add to something in order to complete or enhance it पूरक करना
3. **Voluntary:** (adjective) done willingly without being forced स्वैच्छिक
4. **Envisaged:** (verb) (past tense) imagined or planned for the future परिकल्पित किया
5. **Beginning:** (noun) the start or commencement of something प्रारंभ

Accuracy Note: Always remember that there are two "nn" in this word. Many student commit error of this word often while transcribing a dictated passage.

6. **Academic year:** (noun phrase) the yearly period during which students attend school or university शैक्षणिक वर्ष

7. **Simultaneously:** (adverb) at the same time साथ-साथ
8. **Glad:** (adjective) pleased or happy प्रसन्न
9. **Repetition:** (noun) the action of repeating something पुनरावृत्ति
10. **Recapitulate:** (verb) to summarize or review the main points सारांश देना
11. **Obstacle:** (noun) a barrier or hindrance बाधा
12. **Implementation:** (noun) the process of putting a plan or decision into effect कार्यान्वयन
13. **Absorbed:** (verb) (past tense) took up or consumed completely अवशोषित किया

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

Capitalized Words and the Reason for their Capitalization

Proper Nouns (Names of specific places, organizations, institutions, etc.):

1. **State** - Proper noun referring to the government/political entity

2. **Eastern Higher Technological Institute** - Proper noun (specific institution name)
3. **Calcutta** - Proper noun (city name)
4. **Indian University Education Commission** - Proper noun (official commission name)
5. **Professor Radhakrishnan** - Proper noun (person's name and title)
6. **Chairmanship** - Part of proper noun when referring to specific position
7. **Western Pakistan** - Proper noun (specific geographical/political region)
8. **Budget** - Proper noun when referring to specific government budget

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. **State** - First word of sentence "State may extend..."
2. **To** - First word of sentence "To improve our standards..."
3. **The** - First word of multiple sentences
4. **Considerations** - First word of sentence
5. **Simultaneously** - First word of sentence
6. **You** - First word of multiple sentences
7. **I** - First word of sentences (personal pronoun always capitalized)
8. **It** - First word of sentence "It was my hope..."
9. **During** - First word of sentence

Personal Pronouns:

1. **I** - Personal pronoun (always capitalized in English regardless of position)

Abbreviations/References:

1. **Rs.** - Currency abbreviation (Rupees)

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.

1. COMMAS (,) - Used to separate things

When to use:

- **Between parts of a sentence:** "We made plans, so the government can help"
- **After starting words:** "To improve education, we made a program"
- **Around extra information:** "The college, which is in Calcutta, opened last year"

2. SEMICOLONS (;) - Connect two complete sentences

When to use:

- **Join related sentences:** "The plan is working; we are very happy with results"
- **Instead of period when sentences are connected:** "Students are studying; teachers are teaching"

3. COLONS (:) - Introduce something

When to use:

- **Before explanations:** "We had a problem: not enough money for schools"
- **Before lists:** "We need three things: books, teachers, and buildings"

4. COMPOUND WORDS - Two words joined together

With hyphens (-):

- **co-operation** = working together
- **1998-99** = years from 1998 to 1999
- **school-going** = children who go to school

Without hyphens (one word):

- **programme** = plan or schedule
- **meanwhile** = at the same time

Quick Memory Tips:

- **Comma** = small pause (take a breath while reading)
- **Semicolon** = bigger pause (almost like a period)
- **Colon** = "here comes the explanation"
- **Hyphen** = joins two words to make one meaning

AV Kushwaha,

Director,

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 3: Legal/General Words:

1. **Common problem:** (noun phrase) a shared difficulty or issue सामान्य समस्या
2. **Historical Records:** (noun phrase) documented accounts of past events ऐतिहासिक अभिलेख
3. **Scope of:** (noun phrase) the range or extent of something का दायरा
4. **Deliberations:** (noun) (plural) careful discussions or considerations विचार-विमर्श

Accuracy Mantra: Don't confuse with similar sound words. Try to understand the difference in following words:

5. **Wide vs. vide:** (adjective vs. verb)
broad/extensive vs. to see व्यापक बनाम देखना
 - **Wide: (adjective) having great extent व्यापक**

- **Vide:** (verb) (Latin) see or refer to देखें

6. **Extensive:** (adjective) covering a large area or scope विस्तृत

7. **Confine:** (verb) to restrict or limit सीमित करना

Accuracy Mantra: Don't confuse with similar sound words. Try to understand the difference in following words:

8. **Affecting:** (verb) (present participle) influencing or impacting प्रभावित करना

Effecting: Effecting means causing something to happen or bringing about a result.

Examples:

- The new policy is effecting positive changes. → causing changes.
- The doctor is effecting a cure. → bringing about a cure.

It is different from affecting (which means influencing).

9. **Archives:** (noun) (plural) collections of historical documents अभिलेखागार

10. **Treasure-house:** (noun) a place containing valuable things खजाना घर

11. **Magnitude:** (noun) great size or extent परिमाण

12. **Richness**: (noun) the quality of being abundant or valuable समृद्धता
13. **Systematic series**: (noun phrase) organized sequence of things व्यवस्थित श्रृंखला
14. **Latest**: (adjective) most recent नवीनतम
15. **Momentous**: (adjective) of great importance or significance महत्वपूर्ण
16. **Exact**: (adjective) precise or accurate सटीक
17. **Indexing**: (noun) creating an organized list or catalogue अनुक्रमणिका बनाना
18. **Cataloguing**: (noun) systematic listing and organizing सूची बनाना
19. **Assembled**: (verb) (past participle) gathered together एकत्रित किया
20. **Authenticity**: (noun) the quality of being genuine or real प्रामाणिकता
21. **Adequate**: (adjective) sufficient or satisfactory पर्याप्त
22. **Contemporary historians**: (noun phrase) historians of the present time समकालीन इतिहासकार
23. **Hardly**: (adverb) scarcely or barely मुश्किल से

24. **Ever:** (adverb) at any time कभी भी

25. **Succeeding generations:** (noun phrase) future generations आने वाली पीढ़ियां

26. **Reconstructed:** (verb) (past participle) rebuilt or recreated पुनर्निर्मित

Accuracy Mantra: Don't confuse with similar sound words as often students get confused due to almost similar outlines and transcribe it incorrectly. Try to understand the difference in following words:

27. **Exist vs. Exit:** (verb vs. noun/verb) to be present vs. to leave अस्तित्व में होना बनाम निकलना

- **Exist:** (verb) to be present or have being अस्तित्व में होना
- **Exit:** (noun/verb) a way out or to leave निकास/निकलना

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

Analysis of Capitalized Words and Reasons for Capitalization

Proper Nouns (Names of specific places, organizations, institutions, etc.):

1. **India** - Proper noun (country name)
2. **Indian Historical Records Commission** - Proper noun (official organization name)
3. **National Archives** - Proper noun (specific institution name)
4. **Our National Archives** - Proper noun referring to India's specific archives
5. **Asia** - Proper noun (continent name)
6. **Moghul** - Proper noun (historical dynasty/period name)
7. **European States** - Proper noun (specific geographical/political entities)
8. **State** - Proper noun when referring to government entities

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. **We** - First word of opening sentence "We are meeting after a year..."
2. **As** - First word of sentence "As you are aware..."
3. **The** - First word of multiple sentences
4. **It** - First word of sentence "It will, however, be of advantage..."
5. **Archives** - First word of sentence "Archives are the treasure-houses..."
6. **Our** - First word of sentence "Our National Archives contain..."
7. **Some** - First word of sentence "Some of the latest records..."
8. **They** - First word of sentence "They, therefore, tell the story..."
9. **If** - First word of sentence "If what remains of the scattered records..."
10. **There** - First word of sentence "There are not many countries..."

- 11.**From** - First word of sentence "From the point of view..."
- 12.**I** - First word of multiple sentences (also always capitalized as personal pronoun)
- 13.**Such** - First word of sentence "Such records are the basis..."
- 14.**When** - First word of sentence "When we read of the past..."
- 15.**Contemporary** - First word of sentence "Contemporary historians hardly ever leave..."
- 16.**If** - First word of conditional sentence "If, however, complete records..."
- 17.**We** - First word of sentence "We know that during the Moghul period..."
- 18.**During** - First word of sentence "During the 19th century..."

Personal Pronouns:

- 1.**I** - Personal pronoun (always capitalized in English regardless of position in sentence)

**Punctuation and the Reason
for their application:**

1. COMMAS (,) - Used to separate things

Easy Examples:

- "We are meeting after a year to discuss our common problems, as you are aware..."
 - Comma separates two parts of a sentence
- "It will, however, be of advantage..."
 - Commas around "however" because it's extra information
- "Archives are the treasure-houses of their historical wealth, and we in India..."
 - Comma before "and" to join two complete thoughts
- "Some of the latest records are as late as 1999, They, therefore, tell the story..."
 - Comma separates different ideas

2. PERIODS (.) - End complete thoughts

Easy Examples:

- "We are meeting after a year to discuss our common problems."
- "Archives are the treasure-houses of their historical wealth."

- "There are not many countries which can claim records which go so far back."

3. COMPOUND WORDS - Two words joined together

With hyphens (-):

- "treasure-houses" = places where treasures are kept
- "19th century" = the 1800s time period

4. COLONS (:) - Introduce explanations

Easy Example:

- "From the point of view of quantity also ours is one of the biggest collections: not only in Asia, but in the world."
 - The colon introduces the explanation of "biggest collections"

5. SEMICOLONS (;) - Connect related sentences

Easy Example:

- "Our records go back to the 15th century; there are not many countries which can claim records which go so far back."
 - Semicolon connects two related facts about historical records

Quick Student Tips:

- Comma = small pause (like taking a breath)
- Period = full stop (complete thought finished)
- Colon = "here's the explanation"
- Semicolon = connects two related ideas
- Hyphen = joins words to make one meaning

Memory Trick:

Think of punctuation as traffic signals:

- Comma = slow down
- Semicolon = yield sign
- Period = full stop
- Colon = "look ahead, explanation coming"

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