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)

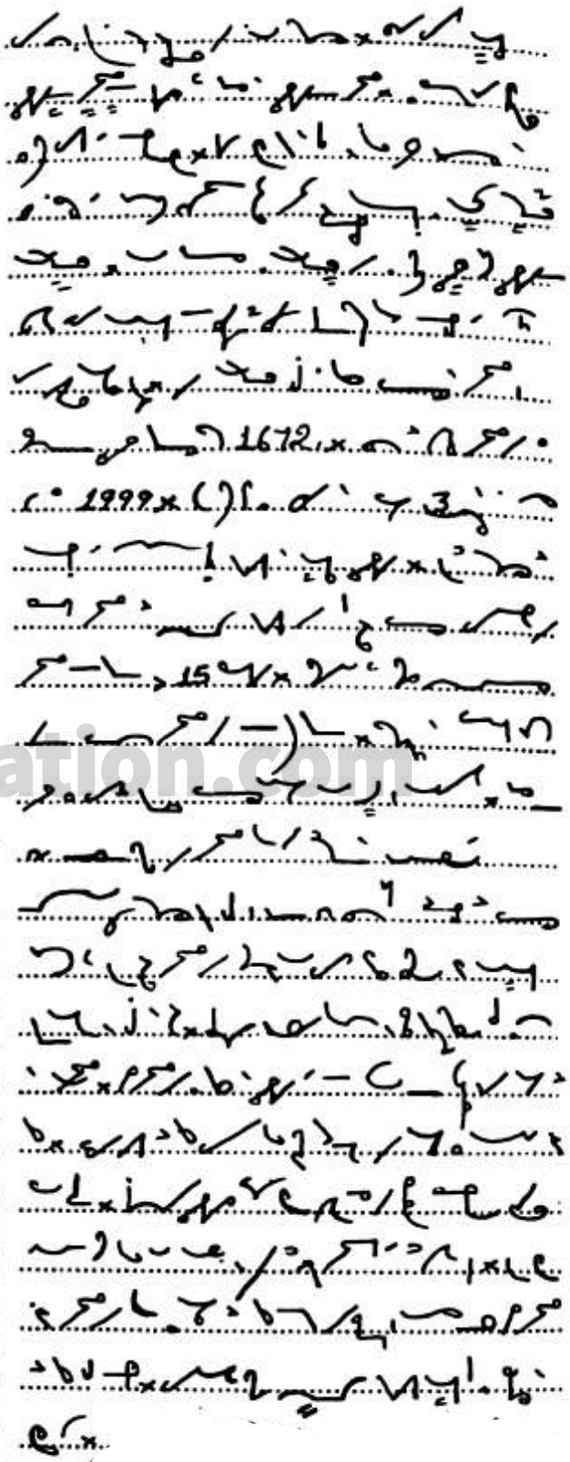
If you are not upgrading, you are downgrading.

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.

Topic: Significance of National Archives & Historical Records

We are meeting after a year to discuss our common problems. As you are aware, the Indian Historical Records Commission [20] 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 these [60] relate to questions affecting the National Archives. In all countries the National Archives are the treasure-houses of their historical [80] 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 the [120] latest records are as late as 1999. They, therefore, tell the story of nearly 300 years of [140] a most interesting and momentous period of India's history. If what remains of the scattered records of the Moghul period [160] are added to these collections, we can say that our records go back to the 15th century. There are not [180] many countries which can claim records which go so far back. From the point of view of quantity also ours [200] is one of the biggest collections not only in Asia, but in the world. I cannot give you the exact [220] number of our records, for much work of indexing and cataloguing still remains to be done, but to give you [240] some idea of the extent of the collection, I may say that if all these records are assembled in one [260] place, there is no building in India big enough to contain all of them. It is hardly necessary for me [280] to stress before the present audience the importance of national records. Such records are the basis of history and can [300] alone give authenticity to our knowledge of the past. When we read of the past, we are often troubled by [320] 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 records [380] of the past do not exist. We know that during the Moghul period, India had the instruments of civilised law [400]



Total Words: 400 Words

shorthanddictation.com

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.

Dictation through Krishna Shorthand Institute via 7355534435 (Telegram App)

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

shorthandkrishna.com through Krishna Shorthand Institute via 7355504435 (Telegram App)

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

gh Krishna Singhand Institute Jaipur 7355504435 (Telegram App)

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..."

shorthandmitation.com through Krishna Shorthand Institute via +255504425 (Telegram App)

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:

shorthanddictation.com through Krishna Shorthand Institute, +91 7358504435 (Telegram App)

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."**

shorthand dictation from through Krishna Shorthand Institute on 7353504435 (Telegram App)

- **"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"

short dictation from through Krishna Shorthand Institute via 735 35 (Telegram App)

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"**

tation.com through Krishna Shorthand Institute via 7355504435 (Telegram App)

AV Kushwaha,

Director,

Krishna Shorthand Institute through

Online Telegram Class via 7355504435