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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.**

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Topic: Education & Technology & Significance of National Archives & Historical Records

[illegible]

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 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.

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

Total Words: 517 Words

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(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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