

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)

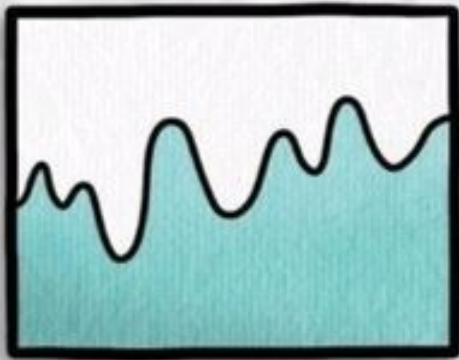
(Contact No. 7355504435)

*If you are not
upgrading, you are
downgrading.*

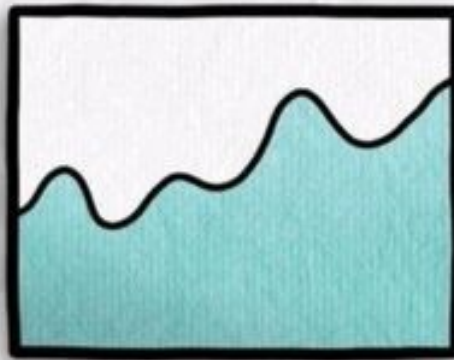
Note: For easier comprehension, we have divided the passages into two parts, each containing approximately 600 words. First, we have provided the text, followed by the outlines of all highlighted words/phrases, vocabulary, accuracy tips, and finally, an analysis of capital letters/ words occurred in the passage.

Success Mantra!

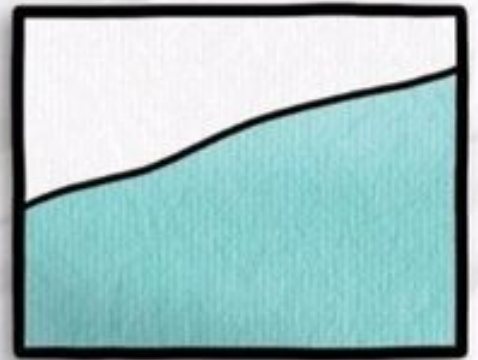
YOUR JOURNEY



DAYS



MONTHS



YEARS

Regular practice of English Shorthand is key to continuous improvement. Each day, as you practice, your skills will enhance, leading you towards greater accuracy.

This dedication will prepare you to adeptly manage varying dictation speeds and ultimately achieve your goals (Govt. Job) with satisfaction.

AV Kushwaha, Krishna Shorthand Institute, Online English Shorthand Class at 7355504435 via Telegram.

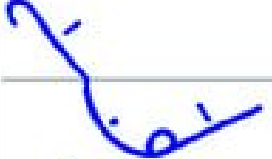
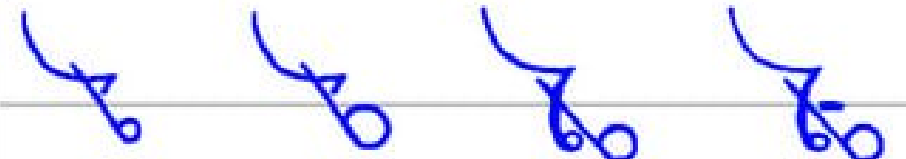
Speed Building Mantra:

The method of writing one stroke through another is used for building speed. It is called intersection. It is used for frequently occurring words, phrase etc. Either we write it through the stroke or after or before the stroke as per convenience of speed writing. Following is given few frequently used intersection. Practice all words at least three lines each.

STROKE	FULL OUTLINE	INTERSECTION
P		
	party*	
		political party, birthday party, Christmas party, office party
	policy	
	Proximity only:	
		
	per cent	
		council policy, government policy, insurance policy, company policy
	per annum	
		
		
		
		5%, 10% per annum, five per cent
		Use the intersection only after a numeral, but in full after an outline, as in longhand

Speed Building Mantra:

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Pr			professor Professor Smith, professor <u>of</u> music, music professor
Pl			application to make application, many applications, enclosed application
Pn			punishment corporal punishment, school punishment, necessary punishment
Ps			apparatus heating apparatus, electrical apparatus, scientific apparatus
P _s			purpose for the purpose*, for the purposes*, for these purposes, for those purposes *These two are sometimes shown as F+Ps, not intersected, thus omitting "the", but the plural of that version could be ambiguous, making equal sense with or without "the"  any other <u>purpose</u> , primary purpose, for many purposes If you felt this might clash with another use of Ps, could use PPs instead

SSC/Court Skill Test Based Dictations: It covers all skill tests conducted by SSC etc including any Court (Supreme Court, High Court, District Courts, Tribunals, Law Firms).

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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: Listing of Cases Selectively in Courts

Volume 1, Dictation No. 7

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

The petitioner, who is an Advocate practicing in this Court, has filed the writ petition under Article 32 of the Constitution of India against various officers of the Registry of this Court and the Union of India. Prayer has been made to issue an appropriate Writ, Order or Direction in the nature of Mandamus directing the respondents not to give preference to the cases filed by influential lawyers/petitioners, law firms, etc. Prayer has been made to direct the respondents to give equal treatment to the cases filed by ordinary lawyers/petitioners and not to point out unnecessary defects, refund the excess court fee and other charges, and not to tag the cases without order or direction of the Court with other cases. A prayer

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has also been made to direct the Secretary General of this Court to take action against the erring officers for their involvement in the listing, clearing, and bench hunting. In the aforsaid circumstances, considering the ongoing pandemic caused by COVID-19, the Registry of this Court is working with less strength, and because of the facts described above and circumstances, we find that there was no justification for the petitioner to allege discrimination vis-à-vis to him and to favour any particular individual. The defects were there in all the three cases filed by the petitioner. The petitioner has filed this writ application in a hurry. When it was listed, he circulated a letter to the effect that, as per procedure, he expected that he would be called for interaction by Registrar of this Court to find out his fitness whether he could argue a case in person. The petitioner ought to know that he is an Advocate of this Court and argues the matter in this Court. As such, it was not necessary to summon him for adjudging his capability as to whether he could argue the case.

Be that as it may, circulating such a letter was not appropriate at his stance and why he doubted his ability to argue. There was no justification to entertain this kind of apprehension in mind. He ought to have been careful in circulating such a letter seeking a wholly unjustified adjournment. In the letter circulated by him, it was further stated that he wanted to collect the evidence and to file

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it, and for that purpose, he prayed for six weeks' time. The conduct indicates that the petitioner was careless and not serious while he made the allegations. He filed writ application without due enquiries, and without collecting the requisite material. Such conduct was least expected of an officer of this Court. The petitioner ought to have been careful before casting unnecessary aspersions on the Registry and staff of this Court. The petition as filed could not be said to be maintainable. The petitioner has impleaded the Secretary General, various Registrars, and officers of the Registry, SCBA, and Union of India in his writ application. In contrast, Writ is filed against this Court itself. He ought to have impleaded the Supreme Court of India in the Writ application through Secretary-General. The omission indicates careless conduct on the part of the petitioner. The petition was filed in undue haste. We take judicial notice of the fact that a large number of petitions are filed which are defective; still, the insistence is made to list them and mention is made that they should be listed urgently. It happens in a large number of matters, and unnecessary pressure is put upon the Assistants dealing with the cases. We find due to mistakes/carelessness when petitions with defects are filed, it should not be expected that they should be listed instantly.

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

To err is human and there can be an error on the part of the Dealing Assistants too. This is too much to expect perfection from them, particularly when they are working to their maximum capacity even during the pandemic. The cases are being listed. It could not be said that there was an inordinate delay in listing the matters in view of the defects. The Court functioned during the lockdown, the cases were scanned and listed by the Registry. The staff of this Court is working despite danger to their life and safety caused due to pandemic, and several of the Dealing Staff, as well as Officers, have suffered due to Covid-19. During such a hard time, it was not expected of the petitioner who is an officer of this Court to file such a petition to

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demoralize the Registry of this Court instead of recognizing the task undertaken by them even during pandemic and lockdown period. We see, in general, it has become a widespread practice to blame the Registry for no good reasons. To err is human, as many petitions are filed with defects, and defects are not cured for years together. A large number of such cases were listed in the recent past before the Court for removal of defects which were pending for years. In such situation, when the pandemic is going on, baseless and reckless allegations are made against the Registry of this Court, which is part and parcel of the judicial system. We take judicial notice of the fact that such evil is also spreading in the various High Courts, and Registry is blamed unnecessarily for no good reasons. It is to be remembered by worthy lawyers that they are the part of the judicial system; they are officers of the Court and are a class apart in the society.

Regarding exemplary behaviour from members of noble profession, in R. Muthukrishnan v. The Registrar General of the High Court of Judicature at Madras, Writ Petition (C) No.612 of 2016, the Court observed in paragraph Nos. 23 and 24 concerning the expectation from gentlemen lawyers, thus:

"23. The role of Lawyer is indispensable in the system of delivery of justice. He is bound by the

professional ethics and to maintain the high standard. His duty is to the court, to his own client, to the opposite side, and to maintain the respect of opposite party counsel also.

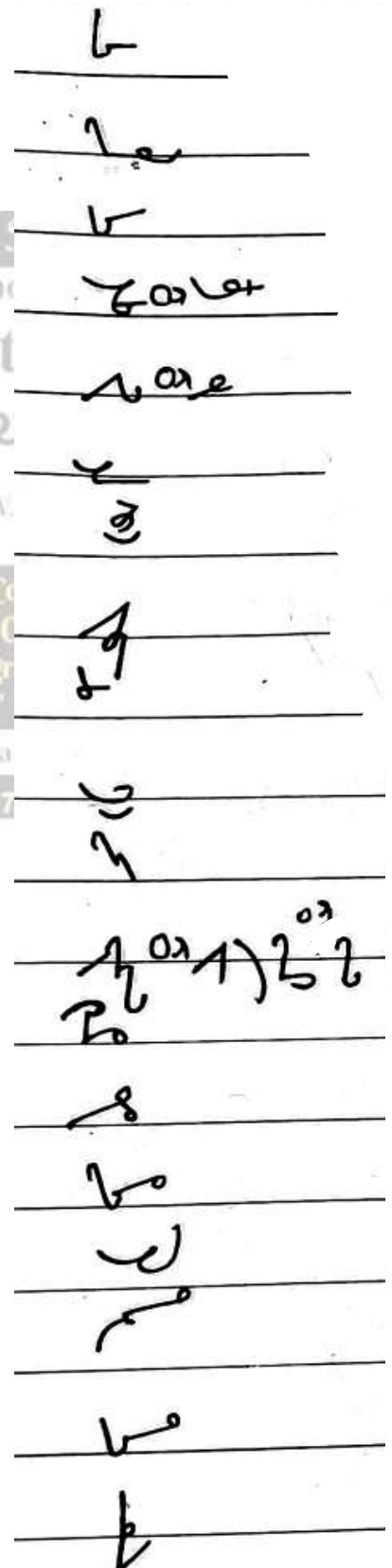
Total Words: 1009 Words

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

Advocate
practicing
petitioner
in this Court
writ petition
under Article
of the Constitution of India
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of this Court
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Writ, Order or Direction
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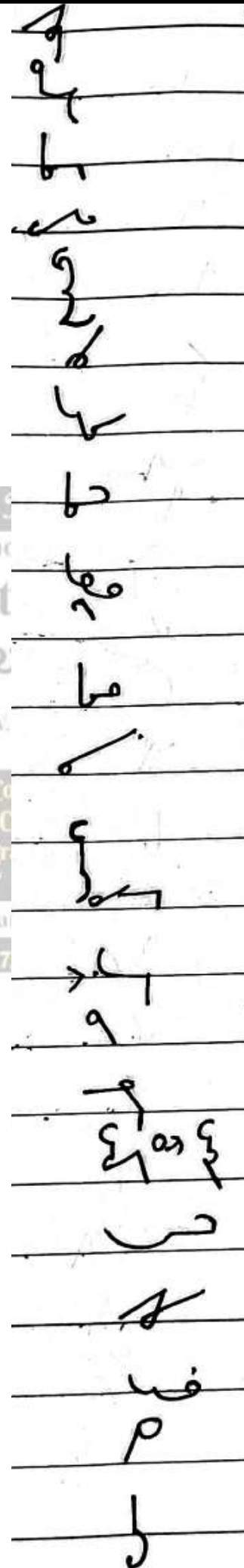
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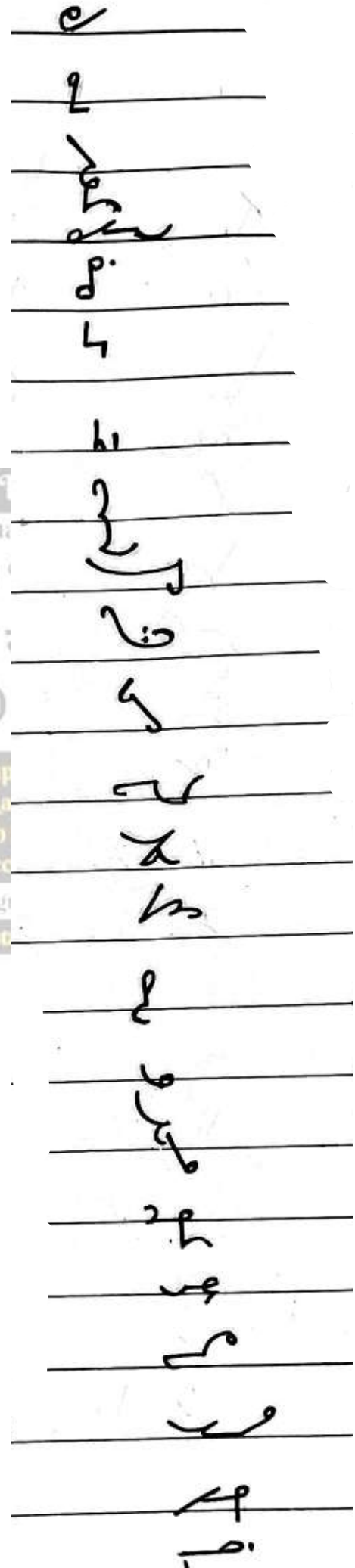
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Outlines of all highlighted words and phrases. Adopt only those outlines which are better than yours.

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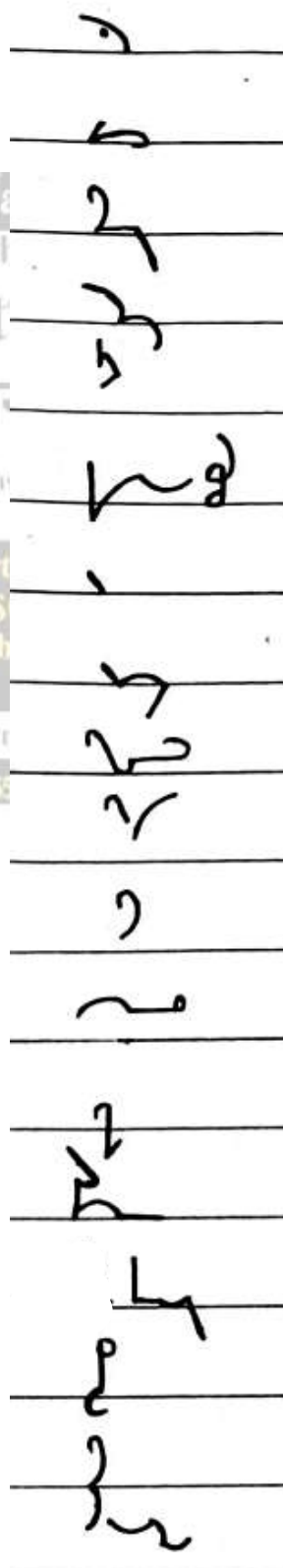
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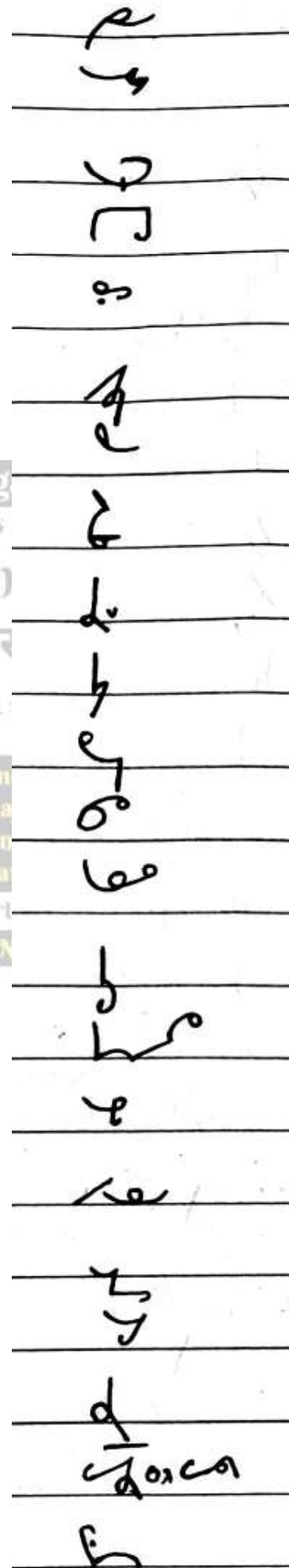
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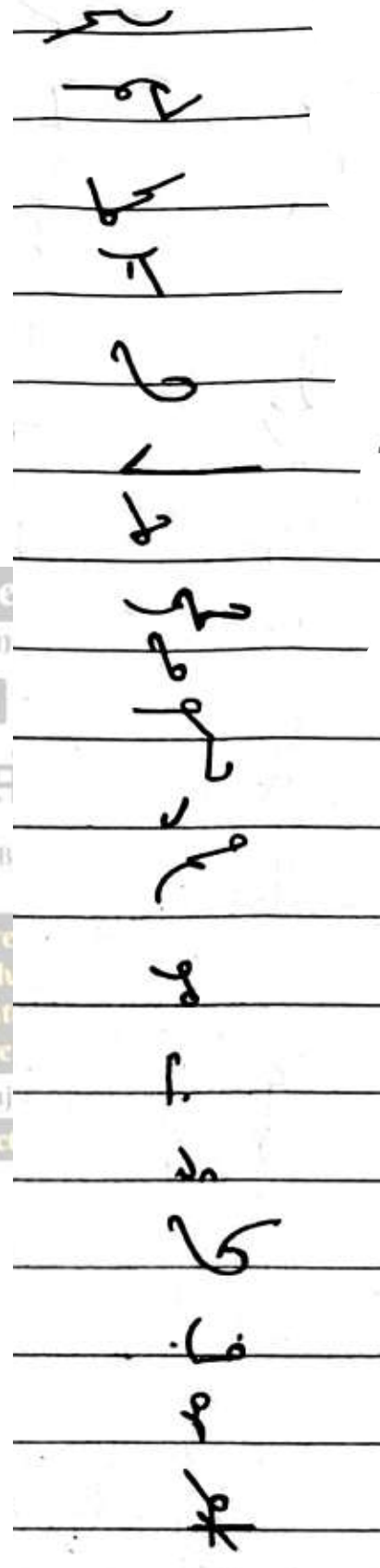
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(Increase your vocabulary:

Learn New and Important Words of the Matter)

Keep revising all new words learned.

Legal/General Matter (Legal Vocabulary Building)

1. **Petitioner:** (noun) a person who makes a formal application to a court याचिकाकर्ता
2. **Registry:** (noun) an administrative office of a court that handles filing and processing of cases रजिस्ट्री, पंजीयन कार्यालय
3. **Writ, Order or Direction:** (noun) formal written commands issued by a court रिट, आदेश या निर्देश
4. **Mandamus:** (noun) a judicial order compelling a public authority to perform a duty परमादेश
5. **Respondents:** (noun) parties against whom a petition or appeal is filed प्रत्यर्थी, उत्तरदाता
6. **Preference:** (noun) special treatment or priority given to someone or something वरीयता, पक्षपात
7. **Etc.:** (abbreviation) et cetera; and other similar things इत्यादि

8. **Equal**: (adjective) the same in amount, degree, or status समान, बराबर

9. **Accuracy Mantra: Excess vs. Access:**

- **Excess**: (noun) an amount that is more than necessary or permitted अधिकता, अतिरिक्त
 - **Example**: "Refund the excess court fee" (extra fee paid beyond required amount)
 - **Accuracy tip**: Use "excess" for surplus/extra quantities
- **Access**: (noun) the means or right to approach or enter प्रवेश, पहुँच
 - **Example**: "Lawyers need access to court records" (ability to reach/obtain)
 - **Accuracy tip**: Use "access" for permission, entry, or ability to reach something

10. **Tag**: (verb) to attach or associate one case with another जोड़ना, संलग्न करना

11. **Erring**: (adjective) making mistakes or doing wrong गलती करने वाला, त्रुटिपूर्ण

12. **Bench hunting**: (noun phrase) the practice of seeking a favorable judge or court for one's case अनुकूल न्यायाधीश की तलाश

13. **Ongoing:** (adjective) continuing; currently in progress चल रहा, जारी
14. **Pandemic:** (noun) a disease prevalent over a whole country or the world महामारी
15. **COVID-19:** (noun) Coronavirus Disease 2019; a specific infectious disease कोविड-19
16. **Justification:** (noun) a good reason or explanation for something औचित्य, न्यायोचित कारण
17. **Discrimination:** (noun) unfair treatment of different categories of people भेदभाव, पक्षपात
18. **Vis-à-vis:** (preposition) in relation to; with regard to; compared with के संबंध में, की तुलना में
- Accuracy Mantra: When this word is dictated, always use a dash (-) as shown.**
19. **Circulating:** (verb) (present participle) distributing or spreading something परिचालित करना, वितरित करना
20. **Stance:** (noun) a person's attitude or position on an issue रुख, स्थिति
21. **Apprehension:** (noun) anxiety or fear about something; understanding आशंका, भय

22. **Ought to have been:** (modal verb phrase) should have been; expressing duty or expectation होना चाहिए था

23. **Adjournment:** (noun) postponement of a hearing to another time स्थगन

24. **Accuracy Mantra: Inquiries vs. Enquiry:**

- **Inquiries:** (noun, plural) formal investigations or systematic examinations जाँच-पड़ताल, अन्वेषण
 - **Example:** "He filed the petition without due inquiries" (formal investigation)
 - **Accuracy tip:** Use "inquiries" (with 'i') for formal investigations, especially in legal/official contexts
- **Enquiry:** (noun) a request for information or general question पूछताछ, जानकारी मांगना
 - **Example:** "I made an enquiry about the court timings" (asking for information)
 - **Accuracy tip:** Use "enquiry" (with 'e') for informal questions or requests for information. Note: In American English, "inquiry" is used for both meanings.

27. **Requisite:** (adjective) required by the nature of things or circumstances; necessary आवश्यक, अपेक्षित
28. **Casting:** (verb) (present participle) throwing or directing something (here, blame or doubt) डालना, लगाना
29. **Aspersions:** (noun, plural) damaging or derogatory remarks or criticisms आक्षेप, लांछन
30. **Maintainable:** (adjective) capable of being upheld or supported in law स्वीकार्य, वैध
31. **Impleaded:** (verb) (past tense) made a party to a legal action पक्षकार बनाया
32. **In contrast:** (phrase) showing the difference when compared विपरीत, इसके विपरीत
33. **Undue:** (adjective) excessive; beyond what is appropriate or necessary अनुचित, अत्यधिक
34. **Listed:** (verb) (past tense) officially scheduled for hearing in court सूचीबद्ध किया
35. **Defective:** (adjective) having faults or deficiencies दोषपूर्ण, त्रुटिपूर्ण

36. **Insistence**: (noun) firm demand or persistent assertion आग्रह, जिद
37. **Carelessness**: (noun) lack of attention or consideration; negligence लापरवाही, असावधानी
38. **Instantly**: (adverb) immediately; at once तुरंत, तत्काल
39. **Haste**: (noun) excessive speed or urgency जल्दबाजी, शीघ्रता

By Sir AV Kushwaha,

Principal,

Krishna Shorthand Institute,

via online Telegram Class through

7355504435

(Increase your vocabulary:

Learn New and Important Words of the Matter)

Keep revising all new words learned.

Legal/General Matter (Legal Vocabulary Building

1. **To err is human:** (phrase) making mistakes is part of human nature गलती करना मानवीय स्वभाव है
2. **Error:** (noun) a mistake; an act of being incorrect त्रुटि, गलती
3. **Accuracy Mantra: Too vs. To:**
 - **Too:** (adverb) excessively; also; as well बहुत अधिक, भी
 - **Example:** "This is too much to expect" (excessively)
 - **Example:** "There can be an error on their part too" (also/as well)
 - **Accuracy tip/mantra:** Use "too" when meaning "excessive" or "also" - remember: "too" has an extra 'o' for "overly much"

- **To:** (preposition/infinitive marker) indicating direction, purpose, or forming infinitives की ओर, के लिए
 - **Example:** "He went to court" (direction)
 - **Example:** "He wanted to collect evidence" (infinitive marker)
 - **Accuracy tip/mantra:** Use "to" for direction, purpose, or before verbs - remember: "to" goes "to" a place or action

4. **Too much:** (phrase) excessive; more than necessary or desirable बहुत अधिक, अत्यधिक
5. **Particularly:** (adverb) especially; to a higher degree than is usual विशेष रूप से, खास तौर पर
6. **Pandemic:** (noun) a disease prevalent over a whole country or the world महामारी
7. **Inordinate:** (adjective) excessive; beyond reasonable limits अत्यधिक, असाधारण
8. **Lockdown:** (noun) a period of restriction due to emergency when people must stay indoors तालाबंदी, लॉकडाउन
9. **Scanned:** (verb) (past tense) examined quickly; digitally copied स्कैन किया, जांचा

10. **Demoralize**: (verb) to cause someone to lose confidence or hope हतोत्साहित करना, मनोबल गिराना
11. **Instead of**: (phrase) in place of; rather than के बजाय, के स्थान पर
12. **Undertaken**: (verb) (past participle) taken on or begun (a task or responsibility) उठाया, शुरू किया
13. **Widespread**: (adjective) found or distributed over a large area; prevalent व्यापक, फैला हुआ
14. **Blame**: (verb/noun) to hold responsible for a fault; responsibility for wrongdoing दोष देना, दोषारोपण
15. **Cured**: (verb) (past tense) corrected or removed (defects); remedied ठीक किया, सुधारा
16. **Together**: (adverb) with or in proximity to another; collectively साथ, मिलकर
17. **Reckless**: (adjective) without thinking or caring about consequences; careless लापरवाह, असावधान
18. **Allegations**: (noun, plural) claims or assertions without proof आरोप, अभियोग
19. **Unnecessarily**: (adverb) without need; more than required अनावश्यक रूप से, बेवजह

20. **Remembered:** (verb) (past tense) kept in mind;
recalled याद रखा, स्मरण किया
21. **Worthy:** (adjective) deserving respect or
attention; honourable योग्य, सम्मानित
22. **Exemplary:** (adjective) serving as a desirable
model; outstanding अनुकरणीय, आदर्श
23. **Behaviour:** (noun) the way one conducts oneself;
manner of acting व्यवहार, आचरण
24. **Judicature:** (noun) the administration of justice;
a court of law न्यायपालिका, न्यायाधिकरण
25. **Gentlemen:** (noun, plural) courteous and
honourable men; professionals सज्जन, भद्र पुरुष
26. **Indispensable:** (adjective) absolutely necessary;
essential अपरिहार्य, अत्यावश्यक
27. **Professional ethics:** (noun phrase) moral
principles governing professional conduct व्यावसायिक
नैतिकता
28. **Intellectual:** (adjective/noun) relating to the
intellect; a person of superior intellect बौद्धिक
29. **Repose:** (verb) to place (trust or confidence) in
someone रखना, सौंपना

30. **Immense**: (adjective) extremely large or great;
vast अत्यधिक, विशाल

31. **Litigants**: (noun, plural) people involved in a
lawsuit वादकारी, मुकदमेबाज

32. **Accuracy Mantra; Ensure vs. Insure:**

- **Ensure**: (verb) to make certain that something will happen; to guarantee सुनिश्चित करना
 - **Example**: "Lawyers ensure that justice is delivered" (make certain/guarantee)
 - **Accuracy tip/mantra**: Use "ensure" for making sure/guaranteeing - remember: "ensure" means "make sure" (both have 'e')
- **Insure**: (verb) to provide insurance coverage; to protect against financial loss बीमा करना
 - **Example**: "I need to insure my car against accidents" (provide insurance)
 - **Accuracy tip/mantra**: Use "insure" only for insurance/financial protection - remember: "insure" has 'i' for "insurance"

35. **Untainted**: (adjective) not contaminated or corrupted; pure निष्कलंक, शुद्ध

36. **Youngsters**: (noun, plural) young people युवा, नौजवान

37. **Survival:** (noun) the state of continuing to live or exist जीवित रहना, अस्तित्व
38. **Formative years:** (noun phrase) the period during which one's character develops प्रारंभिक वर्ष, निर्माणकारी काल
39. **Nobility:** (noun) the quality of being noble in character; moral greatness कुलीनता, उदात्तता
40. **Attached:** (adjective) emotionally connected or devoted जुड़ा हुआ, लगाव रखने वाला
41. **Recipient:** (noun) a person who receives something प्राप्तकर्ता, पाने वाला
42. **Behind:** (preposition/adverb) at the back of; not visible पीछे, के पीछे
43. **As a matter of fact:** (phrase) actually; in reality वास्तव में, सच तो यह है
44. **Impartially:** (adverb) in a fair and unbiased manner निष्पक्ष रूप से, बेपक्षपात
45. **Money guzzlers:** (noun phrase) people who are excessively greedy for money धन-लोलुप, पैसे के लालची

46. **Ambulance chasers:** (noun phrase) lawyers who seek to profit from accident victims in unethical ways दुर्घटना का फायदा उठाने वाले वकील (अनैतिक रूप से)

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**Accuracy Building Analysis of
Capitalization:**

Capitalization

Proper Nouns - Names of Specific Entities

1. **Article 32** - Specific article in the Constitution (proper noun)
2. **Constitution of India** - Official name of the constitution (proper noun)
3. **India** - Country name (proper noun)

- 4.**Registry** - Supreme Court Registry office (proper noun)
- 5.**Court** - Supreme Court specifically (proper noun)
- 6.**Union of India** - Official government name (proper noun)
- 7.**COVID-19** - Disease name (proper noun/acronym)
- 8.**Secretary General** - Official title (proper noun)
- 9.**Registrar** - Official position (proper noun)
- 10.**Supreme Court of India** - Official institution name (proper noun)
- 11.**SCBA** - Supreme Court Bar Association (acronym)
- 12.**High Courts** - Specific judicial institutions (proper noun)
- 13.**R. Muthukrishnan** - Person's name (proper noun)
- 14.**Registrar General** - Official title (proper noun)
- 15.**High Court of Judicature at Madras** - Official court name (proper noun)
- 16.**Madras** - City name (proper noun)
- 17.**Writ Petition (C) No.612 of 2016** - Specific case number (proper noun)

Legal Terms

- 18. **Writ** - Specific type of legal order (legal convention)
- 19. **Order** - Formal court command (legal convention)
- 20. **Direction** - Formal court instruction (legal convention)
- 21. **Mandamus** - Specific legal remedy (legal convention)

Titles and Professional Designations

- 22. **Assistants** - Job title in Court (proper noun)
- 23. **Dealing Assistants** - Specific job position (proper noun)
- 24. **Dealing Staff** - Specific staff category (proper noun)
- 25. **I** - First person singular pronoun (grammatical rule - always capital)
- 26. **Covid-19** - Alternate spelling of COVID-19 (disease name)
- 27. **No.** - Abbreviation for Number (standard abbreviation capitalization)
- 28. **(C)** - Case type designation letter (standard legal citation format)

Summary of Capitalization Rules

1. **Proper nouns** - Names of people, places, institutions, titles
2. **Legal documents/remedies** - Writ, Order, Direction, Mandamus
3. **Professional titles** - Advocate, Registrar, Secretary General, Officers
4. **Acronyms** - All letters (SCBA, COVID-19)
5. **First person pronouns** - "I" and "We" (always capital)
6. **Official positions** - Secretary General, Registrar, Dealing Assistants
7. **Case citations** - Proper formatting rules (No., letters)
8. **Important legal classes** - Lawyers, Advocates, Litigants (for respect/emphasis)
9. **Specific institutions** - Court, Registry (when referring to Supreme Court specifically)
10. **Countries** - India

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