

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"

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

Topic: Budget Discussion

Sir, the Budget has been VARIOUSLY described and criticised, as one that increases the burden of the common man, one / which gives concessions to the rich and encourages foreign investments. I agree, Sir, that it is all this and much / more. But it certainly is not a HIGHWAY MAN'S budget. To my mind, Sir, the Budget is sincere, CONSCIENTIOUS and / at the same time, it is a bold effort on the part of the Finance Minister who is charged with/ heavy responsibility of finding resources for the Tenth Five Year Plan. This Plan, to my mind, Sir, is not at (100) all ambitious, in view of our needs. It may be looked upon as a rather heavy demand, but looking to / our needs, it is not very ambitious. Sir, the fact that even the considerations of the coming general elections could / not DEFLECT the Finance Minister from the course which seemed to him necessary and proper, should earn him the appreciation / of every right thinking man. The common man's interest, as I said, is nearer to our hearts than perhaps some / others can claim, or at least it is equally nearer to us, and yet there come times in a nation's (200) history when it becomes necessary for the people to postpone the fruits of their labour and ENTERPRISE to SECURE the / future. Here also, Sir, opinions may differ. According to the Communist Party, such a time came during the last Great / War when they were EXHORTING people, the common people to contribute their full MITE to the War effort. According to / us, however, Sir, we are passing through such a time at the present moment and I have no doubt that / the common people appreciate this position and will willingly tighten their belts, contribute their full mite, and will surely return (300) the Congress to power, having full confidence in the future, and looking to a future where their POSTERITY will be / assured of a far better social and economic order. Who, Sir, does not sympathise with the difficulties of the common / man? As a matter of fact, most of us come from that class, and I am sure the Finance Minister / would have liked to do away with some of the LEVIES. None would have been happier if he could have done / without these new levies but there are, Sir, certain very IMPERATIVE limitations. We are passing through a critical period. (400)

Increase Your Vocabulary: Learn New and Important Words from the Passage Dictated

Since our primary goal is to achieve excellence in English Shorthand within the shortest possible time, we will provide vocabulary along with detailed analysis and explanation of essential punctuation.

Remember: A strong vocabulary reduces errors and improves accuracy. In English Shorthand, accuracy is the key to securing a government job. Therefore, keep revising all newly learned words at least once every week.

SSC/General/Legal Matter

1. **Variously:** (adverb) in several different ways; differently
विभिन्न रूप से

2. **Highway man's budget:** (noun phrase) a budget that robs or exploits people (like a highwayman/robber); here used metaphorically to deny the budget is exploitative लुटेरे का बजट

3. **Deflect:** (verb) to cause something or someone to change direction or turn away from a course विचलित करना, मोड़ना

4. **Appreciation:** (noun) recognition and acknowledgment of good quality or effort; gratitude प्रशंसा, सराहना

5. **Enterprise:** (noun) a project or undertaking, especially one that involves effort and initiative; business activity उद्यम, साहस

6. **Secure:** (verb) to make something safe or certain; to guarantee सुरक्षित करना, सुनिश्चित करना

7. **Communist Party:** (proper noun) A political party based on communist ideology advocating for collective ownership of resources and means of production. The Communist Party of India was active during this period and often opposed Congress policies. कम्युनिस्ट पार्टी - साम्यवादी दल जो सामूहिक स्वामित्व और समान वितरण में विश्वास करती है

8. **Exhorting:** (verb) (present participle) strongly encouraging or urging someone to do something प्रोत्साहित करना, उपदेश देना

9. **Posterity:** (noun) future generations; descendants भावी पीढ़ियाँ, वंशज

10. **Levies:** (noun) (plural) taxes or fees imposed by the government कर, शुल्क

11. **Imperative:** (adjective) extremely important or urgent; essential अनिवार्य, आवश्यक

12. **Critical:** (adjective) at a point of crisis; crucial or decisive गंभीर, नाजुक

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Accuracy Builder:

Capitalized Words with Simple Reasons for Capitalization:

Part 1: Capital Letters Analysis

Capital Word	Reason	Simple Rule
Sir	Title of respect	Always capitalize when addressing someone directly
Budget	Specific document	When referring to THE national Budget (not just any budget)
Finance Minister	Official title	Job titles when referring to a specific person
Tenth Five Year Plan	Proper name	Official government plan names
Plan	Refers to specific Plan	When it means THE Tenth Five Year Plan mentioned before
Communist Party	Political party name	All political party names
Congress	Political party	Short for Indian National Congress
Great War	Historical event	World War I (official name used then)
Government	Specific government	When referring to THE Indian Government (not government in general)
Ministries	Government departments	Official departments of state

Three Simple Rules for These Capitals:

Rule 1: NAMES

Real names of people, places, organizations

- ✓ Communist Party, Congress, Great War

Rule 2: TITLES

Official positions/documents when specific

- ✓ Finance Minister, Budget, Tenth Five Year Plan

Rule 3: RESPECT

Direct address in formal speech

- ✓ Sir (like "Mr. Speaker" in Parliament)

Common Mistake to Avoid:

- "common man" = NO capitals (general term)
- "Finance Minister" = YES capitals (specific person's title)

Part 2: Punctuation & Commas Analysis

Punctuation Chart

Mark	Usage in Text	Reason	Simple Rule
Comma after "Sir"	"Sir, the Budget..."	Vocative	Addressing someone directly
Comma before "as"	"described and criticised, as one that..."	Clause separator	Introducing explanation
Comma after	"I agree, Sir, that..."	Parenthetical	"Sir" interrupts the

Mark	Usage in Text	Reason	Simple Rule
"agree"			sentence
Comma after "mind"	"To my mind, Sir, the..."	Introductory phrase	Phrase at start of sentence
Comma after "Plan"	"This Plan, to my mind, Sir,..."	Parenthetical insertion	Extra info in the middle
Comma before "in view"	"...ambitious, in view of..."	Clause separator	Adding reason/explanation
Comma after "said"	"as I said, is nearer..."	Parenthetical	Brief interruption
Comma before "or"	"...others can claim, or at least..."	Alternative option	Showing another possibility

The 5 Most Important Comma Rules Here:

1. VOCATIVE COMMAS (Addressing someone)

- Before: "I agree, Sir, that..."
- After: "Sir, the Budget..."
- Both sides: "To my mind, Sir, the Budget..."

2. INTRODUCTORY PHRASES

- "To my mind, Sir, the Budget..."
- "According to us, however, Sir..."
- "As a matter of fact, most of us..."

3. PARENTHETICAL INSERTIONS (removable extra info)

- "This Plan, to my mind, is not..."
- "We are passing, Sir, through..."
- Remove what's between commas—sentence still works!

4. BEFORE COORDINATING CONJUNCTIONS (in compound sentences)

- "...it is not very ambitious, but looking to our needs..."
- Only when joining two complete sentences

5. IN LISTS

- "sincere, conscientious and at the same time" (3+ items)
- "strength, in vitality and in capacity" (parallel structure)

Common Student Mistakes:

✗ "Sir the Budget..." → ✓ "Sir, the Budget..." ✗ "To my mind Sir..." → ✓ "To my mind, Sir..." ✗ "I agree Sir, that..." → ✓ "I agree, Sir, that..."

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