

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.**

Topic: Budget Discussion

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)

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

Sir, it may not be necessary to continue these levies for a long time; rather I am inclined to think that before long it may be possible to give up some of them at least. I have very valid reasons to think so. Our public undertakings are coming to their own and some of our important irrigation and power projects have just been completed. Some others are nearing completion and in due course, I think in the very near future, they must YIELD RETURNS. This will go a long way to LIGHTEN the burden of the common man.

We might, (500) Sir, also RESORT to some other ways. I suggest that we might take to public trading in some specific items of export and import. That would also certainly go a long way and help us. The private CORPORATE sector has been STEADILY growing and has been developing capacity. It is sure to benefit from all these present concessions and develop / greater capacity. This sector must come forward to meet new demands for taxation in the future. I agree that so far as indirect taxation is concerned, it has reached the SATURATION point, but the corporate sector, growing as it is (600) in strength, in VITALITY and in capacity, will not, I am sure, SHIRK its responsibility to contribute to the common fund. I wish, Sir, the committee which had been appointed to go into where the additional national income had gone, had entered upon its labours a bit earlier and had made its findings available to us. I do not want to state its findings, but I have a feeling that the committee, when it CONCLUDES its labours, will come to the conclusion that a major portion of this additional national income has gone into the pockets of a comparatively small (700) number of men, small number of individuals. And it is they who must in future contribute their share to the country's taxation needs because the profits they have earned are not all due to their own efforts and enterprise only. To a very large measure, they are the result of the economic policies of the Government and due to certain other / circumstances to which they did not contribute anything. Therefore, there is ample justification for the two taxes, the capital gains / tax and the excess profits tax. I need not go in detail into all the reasons that my hon. friend (800) has explained earlier so LUCIDLY but I must say that I entirely agree with them all. Having said this, I would like to say a few words about allocations which have been made to the various Ministries in the Budget. (840 words)

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

SSC/General/Legal Matter

1. **Public undertakings:** (noun phrase) government-owned businesses or enterprises सार्वजनिक उपक्रम
2. **Yield:** (verb) to produce or generate (profits, results, or returns) उत्पन्न करना / देना
3. **Returns:** (noun) (plural) profits or income generated from an investment प्रतिफल / लाभ
4. **Lighten:** (verb) to reduce or make less heavy (burden, load, or difficulty) कम करना / हल्का करना
5. **Resort to:** (phrasal verb) to turn to or adopt (a particular course of action) सहारा लेना / अपनाना

 ACCURACY MANTRA -

VERBS THAT NATURALLY "FOLLOW TO": In English, some verbs are often followed by "to" because the verb itself points toward an action, choice, decision, or movement.

 **Golden Rule:**

If the verb shows direction, decision, or dependence —your must write "to".

1. Resort to

Meaning: to turn to something as a last or necessary option

Hindi: सहारा लेना / मजबूरी में अपनाना

Example:

- He **resorted to** legal action.
- The police **resorted to** force.



Dictation Tip:

"Resort" is **never** used alone in this sense.

✗ resort something → wrong

✓ resort to something → correct

👉 Your pen must write **TO instantly after "resort".**

2. Adhere to

Meaning: to follow strictly

Hindi: पालन करना / डटे रहना

Examples:

- Employees must **adhere to** the rules.
- We should **adhere to** the schedule.

🧠 Why "to"? Because you are **attaching yourself to a rule or principle**.

🎯 Accuracy Mantra:

Adhere = stick → stick to

3. Refer to

Meaning: to mention / to look at

Hindi: उल्लेख करना / संदर्भ लेना

Examples:

- He **referred to** the report.
- Please **refer to** page 10.

⚠ Very common SSC mistake:

refer the book
 refer to the book

4. Object to

Meaning: to oppose

Hindi: आपत्ति करना

Examples:

- She **objected to** the proposal.
- They **object to** the plan.

 **Grammar Logic:**

You are directing your opposition towards something → hence to

5. React to

Meaning: to respond

Hindi: प्रतिक्रिया देना

Examples:

- He **reacted to** the news.
- The market **reacted to** the policy.

 **Dictation Alert:**

"React" always sounds complete, but without "to" it is incomplete.

6. Respond to

Meaning: to reply

Hindi: उत्तर देना

Examples:

- Please **respond to** the notice.
- He did not **respond to** the email.



Accuracy Trick:

Respond = answer → answer **to**

7. Lead to

Meaning: to result in

Hindi: कारण बनना

Examples:

- Negligence **led to** the accident.
- Hard work **leads to** success.



⚠ Dictation Trap:

Do NOT write "lead for" or "lead into" unless clearly spoken.

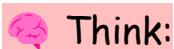
8. Contribute to

Meaning: to help in causing

Hindi: योगदान देना

Examples:

- Pollution **contributes to** climate change.
- She **contributed to** the project.



Think:

Contribution always goes **towards** something → **to**

9. Submit to

Meaning: to surrender / to obey

Hindi: समर्पण करना / मान लेना

Examples:

- He **submitted to** authority.
- The accused **submitted to** the court.



Steno Tip:

In legal dictation, **submit to the jurisdiction** is very common.

10. Confess to

Meaning: to admit

Hindi: स्वीकार करना

Examples:

- He **confessed to** the crime.
- She **confessed to** her mistake.

Accuracy Warning:

✗ confess the crime (spoken English ok sometimes)

✓ confess to the crime (exam-safe)

In Short:

Verb	Most often follows
resort	to
adhere	to
refer	to

Verb	Most often follows
object	to
react	to
respond	to
lead	to
contribute	to
submit	to
confess	to

6. **Corporate:** (adjective) relating to large business companies or corporations निगमित / कॉर्पोरेट

7. **Steadily:** (adverb) in a continuous and gradual manner लगातार / निरंतर रूप से

8. **Saturation:** (noun) the point at which no more can be absorbed or accepted संतृप्ति / पूर्णता

9. **Vitality:** (noun) energy, strength, and capacity for activity जीवन शक्ति / ऊर्जा

10. **Shirk:** (verb) to avoid or neglect (a duty or responsibility) टालना / कर्तव्य से बचना

11. **Concludes:** (verb) (third person singular, present tense) to finish or complete समाप्त करना / निष्कर्ष निकालना

12. **Comparatively:** (adverb) relatively; in comparison to others तुलनात्मक रूप से

13. **Circumstances:** (noun) (plural) conditions or facts affecting a situation परिस्थितियाँ

14. Lucidly: (adverb) in a clear and easily understandable manner स्पष्ट रूप से / सुबोधता से

**By Sir AV Kushwaha,
Krishna Shorthand Institute,
via online Telegram Class at 7355504435**

Shorthanddictation.com

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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