

Run By Shorthand Dictation Legal Matters

Since 2005

(Sir Isaac Pitman's Shorthand)

Krishna Shorthand Institute

कृष्णा आशुलिपिक संस्थान

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(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)

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

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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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

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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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