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(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)

English Shorthand grows with time – when you practice daily with patience and aim to achieve accuracy, your hand slowly builds muscle memory, hesitation disappears, and speed comes naturally as a result, not as a shortcut.

AV Kushwaha

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

These words occur in passage frequently. So practice it at least 30 times and then keep on revising it occasionally once every two week.

Note: All phrases are separated by comma (,), so disable punctuation setting while transcribing this matter in website dictation settings.

Success Mantra!

**Practice of 345 Advance Phrases and Joining
(Total Words: 1173) For Speed Building/
Speed Boosting.**

**Note: Adopt advance outlines only when you
find them easy to understand and
transcribe without any confusion.**

How to practice it?

**First play audio and read all outlines. You
may also practice some outlines if you
consider it difficult. Then proceed to take
dictations. If you can't make the outlines
together, make them separately, but try not
to leave any word during dictation.**

Note: All outlines of Phrases and Words are given below the texts.

Advanced Phraseography/Joinings. Practice of it will drastically enhance/boost your speed and accuracy.

After carefully studying all the outlines given in the PDF, you should practise the following material as unseen dictation by correctly joining the outlines of the words as indicated in the PDF at least once or twice. Once you become fully familiar with each and every outline provided, you may stop practising it as unseen matter and switch to practising through audio dictation, ensuring that all outlines are written accurately and fluently.

As a part of today's lesson, we have provided 345 phrases containing a total of 1,173 words. These phrases have been carefully selected to improve your speed, accuracy, and familiarity with commonly used shorthand outlines.

Regular and repeated practice of these phrases will help you develop better speed, smoother joining of outlines, and greater confidence in transcription.

For Unseen Practice:

Prime Minister, Cabinet Ministers, Central Ministers, Chief Minister, Railway Minister, Home Minister, Finance Minister, Honourable Finance Minister, Honourable Minister, Health Minister, Food Minister, as the Honourable Minister, by the Honourable Minister, Central Government, Union

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Government, Government of India, Five Year Plan, First Five Year Plan, Second Five Year Plan, Seventh Five Year Plan, Eighth Five Year Plan, during the plan Period, Honourable House, in the House, as the Honourable Member, to the Honourable Member, by the Honourable Member, Honourable Speaker, as the House is aware, are necessary, it is necessary that the, it was necessary, as may be necessary, absolutely necessary, it is absolutely necessary that the, very necessary, more necessary, if necessary, wherever necessary, consider necessary, all the more necessary, it would be necessary, it is, therefore, necessary, will become necessary, deems necessary, to the fact that the, of the fact that the, and the fact that the, of the House, in this House, both Houses, from this side of the House, in the other House, by the other House, when the House, for the House, told the House, informed the House, I would like to assure the House, before the House, to the House, on the floor of the House, on the floor of this House, on the table of the House, Members of the House, Honourable Members of the House, Honourable Members, and the fact that the, due to the fact that the, from the fact that the, in view of the fact that the, in spite of the fact that the, despite the fact that, because of the fact that the, could have been, which had been, which had not, which do not, which have been, who have been, you are aware that the, I am told that the, whether there is, where there is, that is to say, from the beginning, in the beginning, at the beginning, we will be able to,

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what about the, so far as the, in so far as the, is concerned, are concerned, were concerned, come to the conclusion, came to the conclusion, comes to the conclusion, for the purpose of, for the purposes of, for that purpose, for this purpose, can be done, I am afraid, too much, I beg to suggest, I beg to request, I would like to submit, I would like to suggest, I would like to request, I should like, I should like to request, I should like to say that the, we should like, we should have been, we should be able to, in regard to the, with regard to the, as regards the, in this regard, having regard to the, it is a matter of gratification, and so on, and so forth, so much, as to how, as to how many, how far, as to how far, as to why, as to what, as to when, as to whether, as to where, I can have, must not be, in a manner, in the manner, in the manner in which, in such a manner, report of the, part of the, on the part of the, I would like to say that the, I would submit, I would suggest, I would request, I beg to submit, and so on, and so forth, if there is, it is difficult, if he were, I believe that the, that we have not, in reply to the, one of the most important, I do not think that, in any way, I can say that, if that is so, to begin with, living standard, standard of living, standard of life, cost of living, in order that, in order to, on the one hand, on the other hand, in the shape of, in the form of, will also be, may also be, it will also, has also been, has also to be, it has also been, have also been, had also been, is also, there is also, are also, should also, was also, were also, they have

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also, we are also, in addition to the, in addition to this, much more important, more important than, most important, most important things, to the extent, to some extent, to a certain extent, to a great extent, to a very great extent, to such an extent, to a large extent, to that extent, to this extent, to the extent possible, I do not mean to say, we did not have, it is bound to be, there is no provision, there should have been, cooperative societies, cooperative banks, has said that, non-officials, large number of, large numbers, most important matters, from the point of view of the, immediate attention, prompt attention, more attention, my attention, your attention, I draw the attention of the, I would like to, draw the attention of the, to draw the attention of the, drawing the attention of the, in many ways, at the time of the, at a time, at times, at that time, could not, I could not, we have had, by and large, to an extent, in this measure, to look into the matter, for instance, for example, in the first instance, in the first place, rural areas, urban areas, with a view to, apart from the, apart from this, what has been done, difference of opinion, differences of opinion, who has been, which has been, all over the country, all over the world, by my honourable friend, honourable mover, they might be able to, in connection with the, I will not be, I would not, should be taken, should not be taken, will be taken, will have to be taken, was taken, were taken, in the year, during the year, it may have been, I am very sorry, I am very grateful, I am very happy, on behalf of the, in this

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behalf, advisory board, Railway board, civil services, Government service, Scheduled Tribes, Scheduled Castes and Tribes, Backward Classes, per capita, national income, as quickly as possible, laid down, lays down, laid down, more or less, few days ago, they would be, that would be, in the world, in this world, it is obvious that the, it appears that the, is likely to be, are likely to be, for my part, Government servants, minority community, in other words, in view of the, anti-social, Indo-Pakistan, to consider the, come to an end, came to an end, socio-economic, social and economic, economic and social, United States of America, United States, U.S., U.S.A., United Kingdom, if I may say so, on the whole, as a whole, as well, in the countryside, Scheduled Castes, it is true that, in some other way, or some other way, if possible, it is possible that the, it is quite possible, it is not possible, it will be possible, it will not be possible, it would be possible, it would not be possible, it may be possible, it may not be possible, it has been possible, as far as possible, so far as possible, as soon as possible, as early as possible, if it is possible, to the extent possible, great importance, until and unless, unless and until.

Total Words: 1173

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Part: 1

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.....	Prime Minister	as the hon. Member
.....	Cabinet Ministers	to the hon. Member
.....	Central Ministers	by the hon. Member
.....	Chief Minister	hon. Speaker
.....	Railway Minister	as the House is aware
.....	Home Minister	are necessary
.....	Finance Minister	it is necessary that the
.....	hon. Finance Minister	it was necessary
.....	hon. Minister	as may be necessary
.....	Health Minister	absolutely necessary
.....	Food Minister	it is absolutely necessary that
.....	as the hon. Minister	the
.....	by the hon. Minister	very necessary
.....	Central Government	more necessary
.....	Union Government	if necessary
.....	Government of India	wherever necessary
.....	Five year Plan	consider necessary
.....	First Five Year Plan	all the more necessary
.....	Second Five Year Plan	it would be necessary
.....	Seventh Five Year Plan	it is therefore necessary
.....	Eight Five Year Plan	will become necessary
.....	during the Plan period	deems necessary
.....	hon. House	to the fact that the
.....	in the House	of the fact that the
.....		and the fact that the

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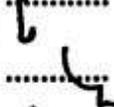
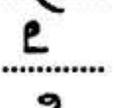
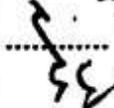
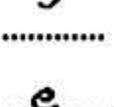
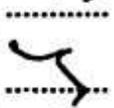
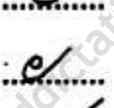
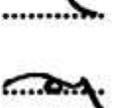
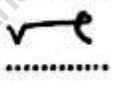
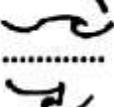
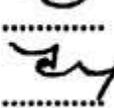
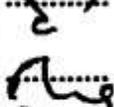
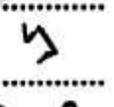
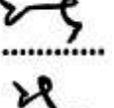
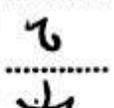
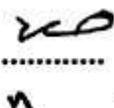
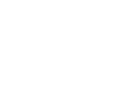
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..... in the beginning
 at the beginning
 we will be able to
 what about the
 so far as the
 in so far as the
 is concerned
 are concerned
 were concerned
 come to the conclusion
 came to the conclusion
 comes to the conclusion
 for the purpose of
 for purposes of
 for that purpose
 for this purpose
 can be done
 I am afraid
 too much

..... I beg to suggest
 I beg to request
 I would like to submit
 I would like to suggest
 I would like to request
 I should like
 I should like to request
 I should like to say that the
 we should like
 we should have been
 we should be able to
 in regard to the
 with regard to the
 as regards the
 in this regard
 having regard to the
 it is a matter of gratification
 and so on
 and so forth

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..... 	so much 	and so on and so forth
..... 	as to how 	if there is
..... 	as to how many 	it is difficult
..... 	how far 	if he were
..... 	as to how far 	I believe that the
..... 	as to why 	that we have not
..... 	as to what 	in reply to the
..... 	as to when 	one of the most important
..... 	as to whether 	I do not think that
..... 	as to where 	in any way
..... 	I can have 	I can say that
..... 	must not be 	if that is so
..... 	in a manner 	to begin with
..... 	in the manner 	living standard
..... 	in the manner in which 	standard of living
..... 	in such a manner 	standard of life
..... 	report of the 	cost of living
..... 	part of the 	in order that
..... 	on the part of the 	in order to
..... 	I would like to say that the 	on the one hand
..... 	I would submit 	on the other hand
..... 	I would suggest 	in the shape of
..... 	I would request 	in the form of
..... 	I beg to submit 	will also be

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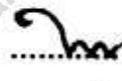
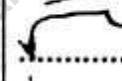
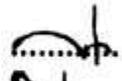
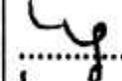
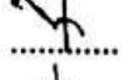
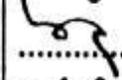
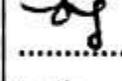
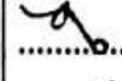
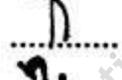
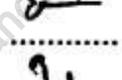
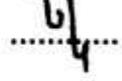
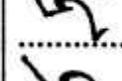
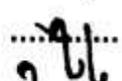
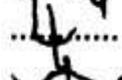
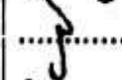
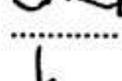
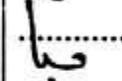
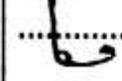
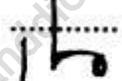
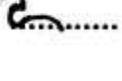
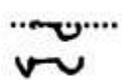
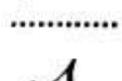
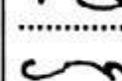
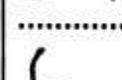
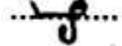
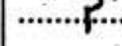
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..... may also be
 it will also
 has also been
 has also to be
 it has also been
 have also been
 had also been
 is also
 there is also
 are also
 should also
 was also
 were also
 they have also
 we are also
 in addition to the
 in addition to this
 much more important
 more important than
 most important
 most important things

..... to the extent
 to some extent
 to a certain extent
 to a great extent
 to a very great extent
 to such an extent
 to a large extent
 to that extent
 to this extent
 to the extent possible
 I do not mean to say
 we did not have
 it is bound to be
 there is no provision
 there should have been
 cooperative societies
 cooperative banks
 has said that
 non-officials (H)
 large number of
 large numbers

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 most important matters	 in this measure
 from the point of view of the	 to look into the matter
 immediate attention	 for instance
 prompt attention	 for example
 more attention	 in the first instance
 my attention	 in the first place
 your attention	 rural areas
 I draw the attention of the	 urban areas
 I would like to	 with a view to
 draw the attention of the	 apart from the
 to draw the attention of the	 apart from this
 drawing the attention of the	 what has been done
 in many ways	 difference of opinion
 at the time of the	 differences of opinion
 at a time	 who has been
 at times	 which has been
 at that time	 all over the country
 could not	 all over the world
 I could not	 by my hon. Friend
 we have had	 hon. Mover
 by and large	 they might be able to
 to an extent	 in connection with the

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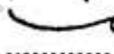
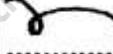
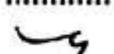
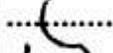
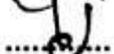
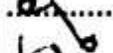
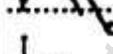
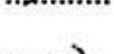
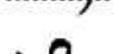
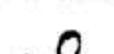
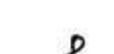
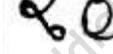
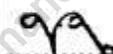
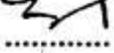
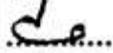
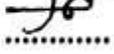
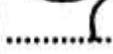
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..... I will not be
 I would not
 should be taken
 should not be taken
 will be taken
 will have to be taken
 was taken
 were taken
 in the year
 during the year
 it may have been
 I am very sorry
 I am very grateful
 I am very happy
 on behalf of the
 in this behalf
 advisory board
 Railway Board
 civil services
 Government service

..... Scheduled Tribes
 Scheduled Castes and Tribes
 Backward Classes
 per capita
 national income
 as quickly as possible
 lay down
 lays down
 laid down
 more or less
 few days ago
 they would be
 that would be
 in the world
 in this world
 it is obvious that the
 it appears that the
 is likely to be
 are likely to be
 for my part

Advanced Phraseography/Joinings. Practice of it will drastically enhance/boost your speed and accuracy.

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	Government servants		it is true that
	minority community		in some other way
	in other words		or some other way
	in view of the		if possible
	anti-social (H)		it is possible that the
	Indo-Pakistan (H)		it is quite possible
	to consider the		it is not possible
	come to an end		it will be possible
	came to an end		it will not be possible
	socio-economic (H)		it would be possible
	social and economic		it would not be possible
	economic and social		it may be possible
	United States of America		it may not be possible
	United States		it has been possible
	U.S.		as far as possible
	U.S.A.		so far as possible
	United Kingdom		as soon as possible
	If I may say so		as early as possible
	on the whole		if it is possible
	as a whole		to the extent possible
	as well		great importance
	in the countryside		until and unless
	Scheduled Castes		unless and until

Total : 345 Phrases (1173 Words)