

**Run By Shorthand Dictation Legal Matters**

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**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.**

So far as the Government policy is concerned, we find that a sum of Rs. 4 crores has been allowed / to be invested this year. We do not know how it is to be used up. We have been told / that during the period 2008-13, nearly Rs. 35 crores have been allowed to / be invested in textile machinery and generally in the textile industry. We have seen to what extent cotton and jute / have been dominated by the national capital and to what extent they play the role as against the demand for (500) them. We know further what the Government is doing in regard to these industries and how the Indian COUNTERPART in these industries are behaving. Then, why this further PENETRATION of foreign capital ?

Even in regard to the expansion scheme, we / find that paints, soaps, electric fans and machine tools are some of the industries where the Government has allowed foreign / interest to establish or expand their factories. It will adversely compete with the production of the country, when the INDIGENOUS / producers do not find any market in this sphere. Therefore, we have got to see to what extent the capital (600) issue has been REGULATED by this Government and particularly by the Finance Department so that the national WELL-BEING of / the country could be GUARANTEED.

Then, we have got to look into the fact as to how far the new / industries are allowed to function. So far as the oil REFINERIES are concerned, some of them have been established and / some more are going to be established very soon. In the control of the administration, the Indians have no share. / There are only PREFERENCE shareholders and they have no voice in the management. So far as the administrative aspect in (700) this industry is concerned, the most important part of it is the technical KNOW-HOW. They do not guarantee that they / will train the Indians. That means they say, even after 20 years, we will have to face the problem of / the know-how in respect of the oil refineries. I do not know why the Government are showing softness to / foreigners in this matter.

Then, we have another investment in COLLABORATION with the Indian Chemical Industries for the manufacture of / CIVIL, EXPLOSIVES. Here, as far as I have gathered, only 20 per cent is going to be Indian capital. The (800) majority of the shares will remain with the Indian Chemical Industries. No-body else has been allowed to make any investment. / It would have been better if other companies and private individuals had been given an opportunity to purchase the shares. (840 words)

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

## SSC/General/Legal Matter

1. **Counterpart:** (noun) a person or thing that has the same position or function as another in a different place or situation समकक्ष, प्रतिरूप
2. **Penetration:** (noun) the action of entering or spreading into something प्रवेश, घुसपैठ
3. **Expansion:** (noun) the action of becoming larger or more extensive विस्तार, प्रसार
4. **Adversely:** (adverb) in a way that prevents success or development; harmfully प्रतिकूल रूप से, हानिकारक ढंग से
5. **Indigenous:** (adjective) originating or occurring naturally in a particular place; native देशी, स्वदेशी
6. **Regulated:** (verb) (past participle/adjective) controlled or supervised by means of rules and regulations नियमित, विनियमित
7. **Well-being:** (noun) the state of being comfortable, healthy, or happy कल्याण, भलाई
8. **Guaranteed:** (verb) (past participle/adjective) provided with a formal assurance or promise गारंटीकृत, सुनिश्चित
9. **Refineries:** (noun) (plural) industrial installations where crude oil or other substances are purified शोधनशालाएं, रिफाइनरियां

**10. Preference:** (noun) a greater liking for one alternative over another; priority वरीयता, प्राथमिकता

**11. Collaboration:** (noun) the action of working with someone to produce something सहयोग, सहकार्य

**12. Civil explosives:** (noun) (compound noun) explosive materials used for non-military purposes such as mining or construction नागरिक विस्फोटक, व्यावसायिक विस्फोटक

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# Accuracy Builder:

## Capitalized Words with Simple Reasons for Capitalization:

### Part 1: Capital Words Analysis

Capital Word	Grammatical Reason	Simple Explanation
Demands for Grants	Proper Noun (Official Document)	Official name of a government budget document
Finance Ministry	Proper Noun (Government Body)	Specific government department name
Ministry	Proper Noun (when referring to specific ministry)	Used for the particular Finance Ministry
State	Proper Noun (Government Entity)	Refers to the nation/government as an institution
Government	Proper Noun (specific government)	India's government (specific institution)
Madam	Title/Address	Respectful title for the presiding officer (like addressing the Speaker)
Member	Parliamentary Convention	Refers to a specific Member of Parliament

Capital Word	Grammatical Reason	Simple Explanation
Prime Minister	Proper Noun (Title)	Official governmental position title
Indian/Indians	Proper Adjective/Noun	Nationality - always capitalized
Indian Chemical Industries	Proper Noun (Company Name)	Specific company name
Rs. (Rupees)	Abbreviation Convention	Currency symbol/abbreviation

### Key Rule:

- **Specific names** (people, places, organizations) = Capital
- **General words** (ministry in general, government as concept) = small letter
- **Titles when addressing someone** = Capital
- **Nationalities** = Always capital like Indian

## Part 2: Comma & Punctuation Analysis

### COMMAS -

Type	Example from Text	Rule	Why Used
After Introductory Word	"Madam, we must try..."	Comma after vocative (address)	Separates the person being addressed
Before Coordinating	"...granted, we should keep..."	Links two independent	Joins two complete

Type	Example from Text	Rule	Why Used
Conjunction		clauses	thoughts with "and/but/or"
Around Relative Clauses	"...Member, who just now spoke, said"	Non-essential information	Can be removed without changing main meaning
In Lists	"...paints, soaps, electric fans and machine tools..."	Separating items in series	Makes list clear (note: no comma before final "and" - British style)
After Dependent Clause	"In discussing the Demands for Grants, we have got to see..."	Introductory phrase	Shows where introduction ends
Around Parenthetical Phrases	"...department of the Government, so to say, but it is..."	Extra information	Sets off additional comment

## OTHER PUNCTUATION

Mark	Example	Purpose
Full Stop (.)	End of sentences	Marks complete thought
Question Mark (?)	"Then, why this further penetration...?"	Shows interrogative sentence

Mark	Example	Purpose
Hyphen (-)	"know-how", "2008-13"	Connects compound words or ranges

### Key Comma Rules:

✓ Use comma when:

1. Starting with "Madam/Sir" (address)
2. After long introductory phrases
3. Separating items in a list
4. Before "but/and/or" joining two complete sentences
5. Around extra information that can be removed

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