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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)

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.**

Success Mantra!

**Practice of 510 Advance Phrases and Joining
(Total Words: 1655) 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, one line
each, 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.**

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**Part:
3**

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First Part (Dictation No. 1:

Phrases: 345 approximately

Total Words: 1173

Second Part (Dictation No. 2:

Phrases: 350 approximately

Total Words: 1193

Third Part: (Dictation No. 3:

Phrases: 510 approximately

Total Words: 1655

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

In the series of three dictations, you will have acquired knowledge of 1205 Phrases and 4021 Words.

After carefully reading all the outlines provided in the PDF, you must practise this dictation by correctly joining the outlines as demonstrated in the PDF, at least once or twice. Once you become fully familiar with each outline, you may

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discontinue practising it as seen and switch to unseen audio dictation.

While practising through audio dictation, ensure that all outlines are written accurately, neatly, and with proper fluency.

As part of today's lesson, we have provided 510 phrases, comprising a total of 1,655 words. These phrases have been carefully selected to enhance your speed, improve accuracy, and develop familiarity with commonly used shorthand outlines.

Regular and consistent practice of these phrases will not only increase your writing speed but also improve smooth joining of outlines and build confidence in transcription and ensure success in SSC/Court etc. related skill tests.

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For Unseen Practice:

Note: After this phrases lists, outlines have also been given separately.

according to the, is not able to, within the purview of the, under the purview of the, I hope that the, we hope that the, having been, sooner than, set apart, all these things, all those things, foreign countries, we shall be able to, we should be able to, we could have had, at my disposal, at your disposal, at their disposal, at our disposal, crores and crores, larger and larger, greater and greater, higher and higher, further and further, we were, were not, on the contrary, as a matter of fact, and as such, under the circumstances, in the circumstances, under the present circumstances, in the present circumstances, or the other, or not, as we have been, in pursuance of the, should not be there, money lenders, sought to be, said to be, Chairman of the Commission, under the Chairmanship of the, in any case, on many occasions, I had requested, previous speaker, in some other cases, what is to

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be done, in such a way, to amend the, as we have, as we think, as we say, as we can, to some other, would also be, has been done, to do so, lakhs and lakhs, in the last session, I do not find, I don't find, did not have, they will not, will not be given, as they were, let us say, let us see, according to me, according to him, who have not, which have not, are to be given, he is not able to, university education, public undertakings, public sector undertakings, private undertakings, private sector undertakings, Government undertakings, State undertakings, industrial undertakings, electricity undertaking, that there will be, has gone up, in the current year, must be given, has already been, industrial development, industrial development of the country, industrial sector, Planning Commission, which should be, community development, Member of the, Members of the, which cannot be, which could not be, going to be, more or less, could not be, in the interest of the, in the interest of the, in the interests of the country, I should also like to know, we should like to know, I would like to refer, to look into

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the matter, in these cases, we are able to, electric power, I do not understand, all-India services, to keep in view, I can tell you, whatever may be the, industrial development of the country, Lok Sabha, internal resources, external resources, I do not propose, and that is the, in support of the, with reference to which, needs to be done, I do not wish, I do not say, as the case may be, to tell us, we were told that, cannot be said, it is suggested that, is not likely to be, for the time being, just now, some reference, secondary education, what will be the, on my part, on your part, on their part, state of affairs, because he was, if he will, it is absolutely essential, should be borne in mind, there should not be, we are told that, has taken over charge of the, generally speaking, go a long way, tax payer, *I would not have, they should not be, such other things,* President's Address, national level, Central level, State level, district level, village level, panchayat level, lower level, in the context, in the context of the, Members of the Parliament, day to day, in the way of, has

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said that, in the hands of the, at the hands of the, as I said, at the present moment, at the present time, at the present juncture, out of place, fag end of the session, at the end of the session, in such a case, in such cases, I think there is, I do not think that the, put forward, is being done, any part of the, aware of the fact that, this is not the, what is happening, at one time, food prices, food production, in the first year, rather than, considerable amount, as against, has to be remembered that, excise duty, much greater, much better, that would not be, it is to be, it has to be, is that the, we shall not be, Rajya Sabha, copy of which, deficit financing, in the light of the, it is said that, yet to be, dearness allowance, what he is, sources of revenue, balance of payments, balance of payment position, sterling balances, Vice-Chancellor, Vice-Chancellors, financial year, we would ask that the, in recent years, in recent months, in recent weeks, in recent days, in recent times, somehow or other, somehow or the other, primary education, higher education, side by side, in many

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directions, is said to have, it is said that the, said that the, stated that the, consumer goods, commensurate with the, it is hoped that the, as for the, from the other, as it were, I will not say, again and again, should not be done, in the same way, so long as, that this is, in as much as, well considered, this has been, in great detail, by virtue of the, it should be remembered that, as far as I can, as far as I know, it would be better, it should not be, in the next few years, in the next few months, in the next few weeks, in the next few days, in the next five years, in the next Five Year Plan, to set up, long-term, short-term, invite the attention of the House, invite the attention of the hon. Members, invite the attention of the hon. Minister, medium-sized, large-sized, this will, to do away with, doing away with, done away with, might have been, Jawaharlal Nehru, Indira Gandhi, and there is no question, to impress upon the, nuclear weapons, as it was, at the rate of the, in this behalf, according to their, I shall now, as laid down, in some other, to certain other, in certain other,

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for a number of years, I do not know, we do not know, it is appeared, scope of the, rate of interest, we know that the, as has been, they should have been, it would mean, it is well known, Statement of Objects and Reasons, brought forward, look forward, much more, much more than the, certainly been, welfare state, terms and conditions, terms of reference, there is hardly, or another, so many times, in view of this, in the case of the, what happens, what happened, what is happening, somewhere else, is that the, whether it is, where it is, in many countries, that there should be, this is being done, not merely, it is not merely, to draw upon, for their own, you may have, all these subjects, all those subjects, at all levels, at all events, some time ago, some time back, have not been, certain provisions, specific provisions, there is no provisions, great responsibility, we would not like, above all, we would be, seems to be, there seems to be, seems to have been, would not be able to, they will be made, in this country, earlier than the, good fortune, misfortune, President of India,

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public opinion, in accordance with the, on previous occasions, we are aware that the, which have to be, you will find, from the Government, whenever there is, what are known, all the same, as they have done, ought to have been, far better, are being taken, very great importance, will remember that the, as will be seen, we realise, could not be done, in the history of, of those who were, in this way, piece of legislation, by their own, it should have been, industrial workers, come into being, came into being, we have not done, not being able to, which have not, cannot be said, as they were, if it was, it has not been, whenever there is, legislative measures, labour relations, it is a matter of, sugar cane, sugar industry, textile industries, has not yet been, water supply, as a matter of course, might not have, as long as, to my own, in many places, in certain places, this is the case, agricultural production, industrial production, for a long time, to say a few words, multi-purpose, point of view, from the point of view of the, points of view, as it has been, I think there is, we should know, we should like to

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know, that they should be, they should have, will not be there, those who are, those who have been, is not being given, in his own, that they have been, Chief Secretary, Additional Secretary, Joint Secretary, General Secretary, Deputy Secretary, Under Secretary, Private Secretary, Estimates Committee, Public Accounts Committee, is taken up, are taken up, will be taken up, in charge of the, my colleagues, on behalf of the Government, for many years, from some quarters, as was, in the meantime, Budget speech, Budget proposals, Budget estimates, let us consider, should consider the, and the like, other than, courts of law, during the course of the, we shall not be able to, come into force, came into force, certain other things, I would like to emphasise, middle classes, mixed economy, it is essential that, per annum, from year to year, has stated, who would be, which would be, Head of the Department, Head of the Government, before the country, before the world, general elections, bye-elections, *I am glad to know, if there are no, it was said that, each and every, in response*

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to the, in agreement with the, commerce and industry, all of a sudden, that being so, less than the, much less than the, up to the mark, as is being done, in the meanwhile, one-third, two-thirds, unless there is, Western countries, this morning, to a considerable extent, Ministry of Railways, Railway Administration, Agricultural Minister, Education Minister, Ministry of Finance, Ministry of Education, Ministry of Information and Broadcasting, All India Radio, Union Public Service Commission, Delhi Transport Authority, Ministry of External Affairs, Railway Ministry, Agriculture Ministry, Home Ministry, Finance Ministry, Education Ministry, Railway Enquiry Committee.

Total Words: 1655 Words

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.....	according to the	crores and crores
.....	is not able to	larger and larger
.....	within the purview of the	greater and greater
.....	under the purview of the	higher and higher
.....	I hope that the	further and further
.....	we hope that the	we were
.....	having been	were not
.....	sooner than	on the contrary
.....	set apart	as a matter of fact
.....	all these things	and as such
.....	all those things	under the circumstances
.....	foreign countries	in the circumstances
.....	we shall be able to	under the present circumstances
.....	we should be able to	in the present circumstances
.....	we could have had	or the other
.....	at my disposal	or not
.....	at your disposal	as we have been
.....	at their disposal	in pursuance of the
.....	at our disposal		

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.....	should not be there	in the last session
.....	money lenders	I do not find
.....	sought to be	I don't find
.....	said to be	did not have
.....	Chairman of the Commission	they will not
.....	under the Chairmanship	will not be given
.....	of the	as they were
.....	in any case	let us say
.....	on many occasions	let us see
.....	I had requested	according to me
.....	previous speaker	according to him
.....	in some other cases	who have not
.....	what is to be done	which have not
.....	in such a way	are to be given
.....	to amend the	he is not able to
.....	as we have	university education
.....	as we think	public undertakings
.....	as we say	public sector undertakings
.....	as we can	private undertakings
.....	to some other	private sector undertakings
.....	would also be	Government undertakings
.....	has been done	State undertakings
.....	to do so	industrial undertakings
.....	lakhs and ikhs	electricity undertaking

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.....	that there will be	could not be
.....	has gone up	in the interest of the
.....	in the current year	in the interest of the
.....	must be given	in the interests of the country
.....	has already been	I should also like to know
.....	industrial development	we should like to know
.....	industrial development of the country	I would like to refer
.....	industrial sector	to look into the matter
.....	Planning Commission	in these cases
.....	which should be	we are able to
.....	community development	electric power
.....	Member of the	I do not understand
.....	Members of the	all-India (H) services
.....	which cannot be	to keep in view
.....	which could not be	I can tell you
.....	going to be	whatever may be the
.....	more or less	industrial development of the country

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..... President's Address
 national level
 Central level
 State level
 district level
 village level
 panchayat level
 lower level
 in the context
 in the context of the
 Members of the Parliament
 day to day
 in the way of
 has said that
 in the hands of the
 at the hands of the
 as I said
 at the present moment
 at the present time
 at the present juncture
 out of place
 at the end of the session
 at the end of the session
 in such a case
 in such cases

..... I think there is
 I do not think that the
 put forward
 is being done
 any part of the
 aware of the fact that
 this is not the
 what is happening
 at one time
 food prices
 food production
 in the first year
 rather than
 considerable amount
 as against
 has to be remembered that
 excise duty
 much greater
 much better
 that would not be
 it is to be
 it has to be
 is that the
 we shall not be
 Rajaya Sabha

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..... Lok Sabha
..... internal resources
..... external resources
..... I do not purpose
..... and that is the
..... in support of the
..... with reference to which
..... needs to be done
..... I do not wish
..... I do not say
..... as the case may be
..... to tell us
..... we were told that
..... cannot be said
..... it is suggested that
..... is not likely to be
..... for the time being
..... just now
..... some reference

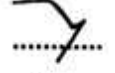
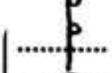

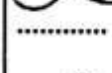
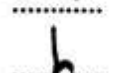
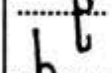
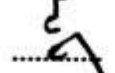
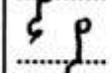
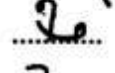
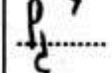
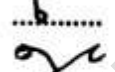




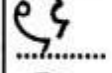
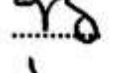
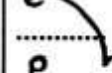
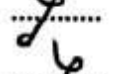
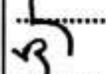
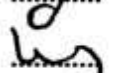
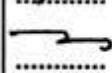
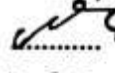
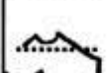
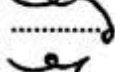
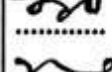
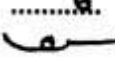

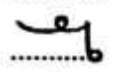
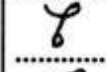
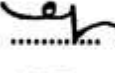
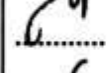



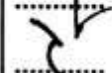
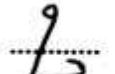
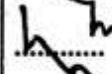






..... secondary education
..... what will be the
..... on my part
..... on your part
..... on their part
..... state of affairs (N.C)
..... because he was
..... if he will
..... it is absolutely essential
..... should be borne in mind
..... there should not be
..... we are told that
..... has taken over charge of the
..... generally speaking
..... go a long way
..... tax payer (H)*
..... I would not have
..... they should not be
..... such other things

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 copy of which	 side by side
 deficit financing	 in many directions
 in the light of the	 is said to have
 it is said that	 it is said that the
 yet to be	 said that the
 dearness allowance	 stated that the
 what he is	 consumer goods
 sources of revenue	 commensurate with the
 balance of payments	 it is hoped that the
 balance of payment position	 as for the
 sterling balances	 from the other
 Vice-Chancellor (H)	 as it were
 Vice-Chancellors (H)*	 I will not say
 financial year	 again and again
 we would ask that the	 should not be done
 in recent years	 in the same way
 in recent months	 so long as
 in recent weeks	 that this is
 in recent days	 in as much as
 in recent times	 well considered
 somehow or other	 this has been
 somehow or the other	 in great detail
 primary education	 by virtue of the
 higher education	 it should be remembered that

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	as far as I can		to do away with
	as far as I know		doing away with
	it would be better		done away with
	it should not be		might have been
	in the next few years		Jawaharlal Nehru
	in the next few months		Indira Gandhi
	in the next few weeks		and there is no question
	in the next few days		to impress upon the
	in the next five years		nuclear weapons
	in the next Five Year Plan		as it was
	to set up		at the rate of the
	long-term (H)		in this behalf
	short-term (H)		according to their
	invite the attention of the House		I shall now
	invite the attention of the hon. Members		as laid down
	invite the attention of the hon. Minister		in some other
	medium-sized (H)		to certain other
	large-sized (H)		in certain other
	this will		for a number of years
			I do not know
			we do not know

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.....	it is appeared	in the case of the
.....	scope of the	what happens
.....	rate of interest	what happened
.....	we know that the	what is happening
.....	as has been	somewhere else
.....	they should have been	is that the
.....	it would mean	whether it is
.....	it is well known	where it is
.....	Statement of Objects and Reasons	in many countries
.....	brought forward	that there should be
.....	look forward	this is being done
.....	much more	not merely
.....	much more than the	it is not merely
.....	certainly been	to draw upon
.....	welfare state	for their own
.....	terms and conditions	you may have
.....	terms of reference	all these subjects
.....	there is hardly	all those subjects
.....	or another	at all levels
.....	so many times	at all events
.....	in view of this	some time ago
		some time back

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..... have not been
..... certain provisions
..... specific provisions
..... there is no provisions
..... great responsibility
..... we would not like
..... above all
..... we would be
..... seems to be
..... there seems to be
..... seems to have been
..... would not be able to
..... they will be made
..... in this country
..... earlier than the
..... good fortune
..... misfortune
..... President of India
..... public opinion
..... in accordance with the

..... on previous occasions
..... we are aware that the
..... which have to be
..... you will find
..... from the Government
..... whenever there is
..... what are known
..... all the same
..... as they have done
..... ought to have been
..... far better
..... are being taken
..... very great importance
..... will remember that the
..... as will be seen
..... we realise
..... could not be done
..... in the history of
..... of those who were
..... in this way

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..... piece of legislation
..... by their own
..... it should have been
..... industrial workers
..... come into being
..... came into being
..... we have not done
..... not being able to
..... which have not
..... cannot be said
..... as they were
..... if it was
..... it has not been
..... whenever there is
..... legislative measures
..... labour relations
..... it is a matter of
..... sugar cane
..... sugar industry
..... textile industries
..... has not yet been
..... water supply
..... as a matter of course

..... might not have
..... as long as
..... to my own
..... in many places
..... in certain places
..... this is the case
..... agricultural production
..... industrial production
..... for a long time
..... to say a few words
..... multi-purpose
..... point of view
..... from the point of view of the
..... points of view
..... as it has been
..... I think there is
..... we should know
..... we should like to know
..... that they should be
..... they should have
..... will not be there
..... those who are
..... those who have been

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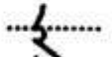
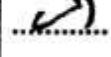
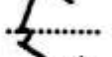
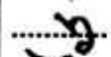
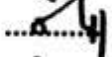
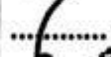
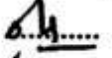
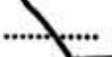



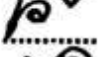
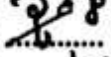
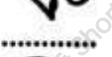


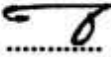

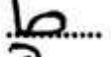
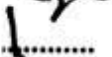
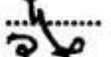

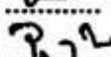
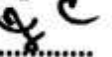


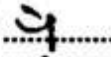


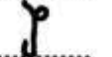
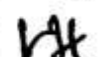



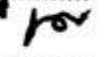
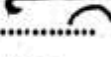


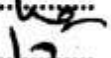



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..... is not being given
..... in his own
..... that they have been
..... Chief Secretary
..... Additional Secretary
..... Joint Secretary
..... General Secretary
..... Deputy Secretary
..... Under Secretary
..... Private Secretary
..... Estimates Committee
..... Public Accounts Committee
..... is taken up
..... are taken up
..... will be taken up
..... in charge of the
..... my colleagues
..... on behalf of the Government
..... for many years
..... from some quarters
..... as was

..... in the mean time
..... Budget speech
..... Budget proposals
..... Budget estimates
..... let us consider
..... should consider the
..... and the like
..... other than
..... courts of law
..... during the course of the
..... we shall not be able to
..... come into force
..... came into force
..... certain other things
..... I would like to emphasise
..... middle classes
..... mixed economy
..... it is essential that
..... per annum
..... from year to year
..... has stated

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	who would be		one-third (H)
	which would be		two-thirds (H)*
	Head of the Department		unless there is
	Head of the Government		Western countries
	before the country		this morning
	before the world		to a considerable extent
	general elections		Ministry of Railways
	bye-elections (H)*		Railway Administration
	I am glad to know		Agricultural Minister
	if there are no		Education Minister
	it was said that		Ministry of Finance
	each and every		Ministry of Education
	in response to the		Ministry of Information and Broadcasting
	in agreement with the		All India Radio
	commerce and industry		Union Public Service Commission
	all of a sudden		Delhi Transport Authority
	that being so		Ministry of External Affairs
	less than the		Railway Ministry
	much less than the		Agriculture Ministry
	up to the mark		Home Ministry
	as is being done		Finance Ministry
	in the mean while		Education Ministry
			Railway Enquiry Committee

Total : 510 Phrases (1655 Words)