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**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.*

**Note: Analysis of  
Passage is given.**

Topic: Government's Response on Administration & Development

Handwritten text in Hindi script, appearing to be a dictation exercise. The text is written on lined paper and is somewhat difficult to read due to the cursive style and some ink bleed-through. It seems to be a transcription of the printed text on the right side of the page.

In the course of the debate yesterday on the Home Ministry's Demands, a number of points were raised by hon./ members. In particular, I am happy that some Members of this House appreciated the efforts that were being made by / the State Governments as also by the Centre, so far as the various subjects under discussion were concerned; especially, so / far as the law and order situation was concerned, it was very good on the part of some Members to / have appreciated the efforts made by the State Governments in this regard.

There were a number of other points also (100) which were raised, and in respect of some of them, I should like to enlighten the House so far as / the real position is concerned. These points deal very briefly with Tripura, the Andamans, Delhi and Gujarat and they have / also some BEARING on the question of the Scheduled Castes, the Scheduled Tribes and the Services. These, therefore, are the / various points, and I should like to place the correct picture before this House, so that the House will know / what Government have been doing so far as all these questions are concerned.

With your permission, I would deal briefly (200) with Tripura first. When the Part C States Act was passed, in view of a number of circumstances, the geographical / position of the State, the backward nature of the State, the existence of a very large number of tribal people, / and a number of other circumstances, it was considered ADVISABLE, so far as the administration of this State was concerned, / that it ought to be directly under the Government of India so that they can spend more for the purpose / of developing this backward area. Now, the question is often raised why we are not immediately introducing popular government in (300) this TINY State, the population of which is half a million. That question cannot be considered SINGLY, but will be considered in the context of the Report that we are receiving very shortly, in the course of the next / three or four months from the States Reorganisation Commission. The whole question will be considered. Their recommendations will be placed / before the House, and only then Government will take appropriate action. So far as the present regime is concerned, it / will also be kindly noted that it is not an AUTOCRATIC rule in the popularly accepted sense of the term. (400)

# CAPITALS & PUNCTUATION ANALYSIS

## PART 1: CAPITAL WORDS — Why We Capitalize Some Words?

### CATEGORY A — Proper Nouns: Places / Regions

Capital Word	Reason
Tripura	Name of a specific State — always capital
Andamans	Name of specific islands/place
Delhi	Name of a specific city
Gujarat	Name of a specific State
Bangladesh	Name of a specific country

### CATEGORY B — Proper Nouns: Institutions/Official Bodies

Capital Word	Reason
Home Ministry	Official government department name
Agriculture Department	Official department — proper name
Agricultural Prices Commission	Official body — full proper name
Advisory Committee	Official body — proper name
States Reorganisation Commission	Official body name

Government of India	Official proper name of the nation's government
Part C States Act	Name of a specific law/legislation

### CATEGORY C – Titles and Forms of Address

Capital Word	Example	Reason
Mr.	Mr. Speaker	Title before a name/address
Speaker	Mr. Speaker, if agricultural...	Formal address to an official position
Member	Yesterday, a Member of the Advisory Committee stated...	Parliamentary title used as proper form of address
House	to place the correct picture before this House	House = Parliament itself — used as a formal proper noun
State	so far as the administration of this State	Refers to a specific political/governmental unit
Centre	as also by the Centre	Refers specifically to the Central Government of India

### CATEGORY D – Scheduled Communities (Official Constitutional Terms)

<b>Capital Word</b>	<b>Example</b>	<b>Reason</b>
<b>Scheduled Castes</b>	<b>the Scheduled Castes as also the Scheduled Tribes</b>	<b>Official constitutional/legal categories – always capitalised</b>
<b>Scheduled Tribes</b>	<b>rehabilitating the refugees...from the Scheduled Castes</b>	<b>Same as above</b>
<b>Services</b>	<b>the Scheduled Castes, the Scheduled Tribes and the Services</b>	<b>Refers to official Civil Services – used as a proper term</b>

### **CATEGORY E – ALL CAPS Words (Special Emphasis in Dictation)**

<b>ALL CAPS Word</b>	<b>Example from Text</b>	<b>Reason</b>
<b>ADVISABLE</b>	<b>it was considered ADVISABLE</b>	<b>Teacher's Note: ALL CAPS words in dictation texts means that these words are important and its spelling and meaning must be learnt by a student. There is no grammatical reason for capitalization of such</b>

		words.
<b>TINY</b>	this TINY State	"
<b>AUTOCRATIC</b>	it is not an AUTOCRATIC rule	"
<b>BEARING</b>	they have also some BEARING	"
<b>SINGLY</b>	cannot be considered SINGLY	"
<b>PERSONNEL</b>	the service PERSONNEL in this tiny State	"
<b>VAGUE</b>	Very VAGUE statements were made	"

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# **PART 2: PUNCTUATION — REASONS EXPLAINED**

## **SECTION A — The Comma**

<b>Rule</b>	<b>Example from Passage</b>	<b>Reason</b>
<b>After introductory phrase</b>	<b>In the course of the debate yesterday on the Home Ministry's Demands, a number of points were raised</b>	<b>Long phrase introduces the sentence — comma separates it from the main clause</b>
<b>After short linking word</b>	<b>In particular, I am happy that some Members appreciated...</b>	<b>In particular is a connector — comma follows it</b>
<b>After Therefore</b>	<b>Therefore, from this point alone, all possible steps should be taken</b>	<b>Therefore starts the sentence as a linking adverb — comma follows it</b>
<b>After Yesterday</b>	<b>Yesterday, a Member of the Advisory Committee stated...</b>	<b>Time word opening the sentence — comma after it</b>
<b>After In fact</b>	<b>In fact, multiplication of seeds is done under the orders...</b>	<b>Transitional phrase — comma after it</b>
<b>After Now</b>	<b>Now, the question is often raised...</b>	<b>Now as a discourse marker — comma after</b>



		it
After First and Then	First, seeds should be of the right quality...Then, improved pesticides and water.	Sequence markers — comma after each
Commas around inserted phrase	Take, for instance, seeds.	for instance is an interrupting phrase — comma on both sides
List of places	Tripura, the Andamans, Delhi and Gujarat	Items in a list — comma between each
List of noun phrases	the geographical position of the State, the backward nature of the State, the existence of a very large number of tribal people, and a number of other circumstances	Long list of noun phrases — comma after each
Before but joining two full sentences	That question cannot be considered SINGLY, but will be considered in the context of the Report	But joins two clauses — comma before it
After a condition	If cost of production is not taken into account,	If clause comes first — comma before the

clause	I would like to state here that...	main clause
After condition	So far as the present regime is concerned, it will also be kindly noted...	Introductory condition — comma separates it from main clause

## SECTION B — The Semicolon

Example	Reason
...various subjects under discussion were concerned; especially, so far as the law and order situation was concerned, it was very good	Two closely related but distinct ideas — semicolon links them without using a full stop. Stronger than a comma, weaker than a full stop.

**Teacher's Note:** Use a semicolon when two sentences are so closely connected that a full stop feels too strong a break.

## SECTION C — The Question Mark

Example	Reason
What steps has Government taken in this regard?	Direct question — always ends with ?. Always use ? in such words as avoiding it would cost you one complete error.
Is it not of vital importance	Direct question — ends with ?

that seeds should be pure and unadulterated?	
Why has not Government taken up this question in its own hands?	Direct question — ends with ?
If cost of production is not taken into account...difficult to see on what basis the Agricultural Prices Commission fixed the prices.	No ? here — this is an indirect/reported question, so full stop only

**Teacher's Note: Indirect questions (He asked why...) never take a question mark. Only direct questions do.**

## SECTION D — The Apostrophe

Example	Reason
Home Ministry's Demands	Possessive — the Demands belonging to the Home Ministry. Add 's after the noun.
yesterday's debate	Possessive — the debate of yesterday. Add 's after the noun.

**Teacher's Note: Apostrophe + s ('s) always shows ownership or belonging.**

## SECTION E – Full Stop in Abbreviations

Example	Reason
Mr. Speaker	Mr. is an abbreviation of Mister – full stop shows letters are missing
Rs. 95 crores	Rs. abbreviates Rupees – full stop after abbreviation
No. 13	No. abbreviates Number – full stop after it

Teacher's Note: In modern British English, Mr and Dr are written without a full stop. But in formal/older style as seen here, Mr. with a full stop is correct.

### Quick Summary Rule Table for the Student to Revise in a Glance

Punctuation	When to Use	Quick Memory Tip
Comma	After intro phrase, in lists, before but/and joining sentences	Pause and breath point
Semicolon	Between two linked full sentences	Stronger than comma, weaker than full stop
Question Mark	After every direct question	Are you asking? Use ?
Apostrophe 's	To show ownership	Belonging = apostrophe
Full Stop in	After shortened	Letters missing = dot

abbrev.	words like Mr. No. Rs.	
<b>ALL CAPS</b>	Word stressed by speaker in dictation	It just means that meaning of such words is given in the passage on next page. It is not a grammatical reason.
Capital Letter	Proper names, titles, official bodies, places	Specific and unique = Capital

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**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.**

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## Vocabulary Building:

### SSC/General/Legal Matter

page: 2

1. **In particular:** (adverb phrase) especially; more than others; specifically विशेष रूप से
2. **Bearing:** (noun) relevance; connection; influence on something प्रभाव / संबंध
3. **Geographical position:** (noun phrase) the physical location or situation of a place on earth भौगोलिक स्थिति
4. **Advisable:** (adjective) recommended; wise and sensible to do under the circumstances उचित / समझदारी भरा
5. **Ought to be:** (modal verb phrase) should be; morally or logically necessary होना चाहिए
6. **Singly:** (adverb) separately; individually; alone; in isolation अकेले / अलग से
7. **Tiny:** (adjective) very small in size or number; extremely little अत्यंत छोटा / नन्हा

**8. Autocratic rule:** (noun phrase) governance by a single person with absolute, unrestricted power; dictatorship तानाशाही शासन / निरंकुश शासन

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