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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.**

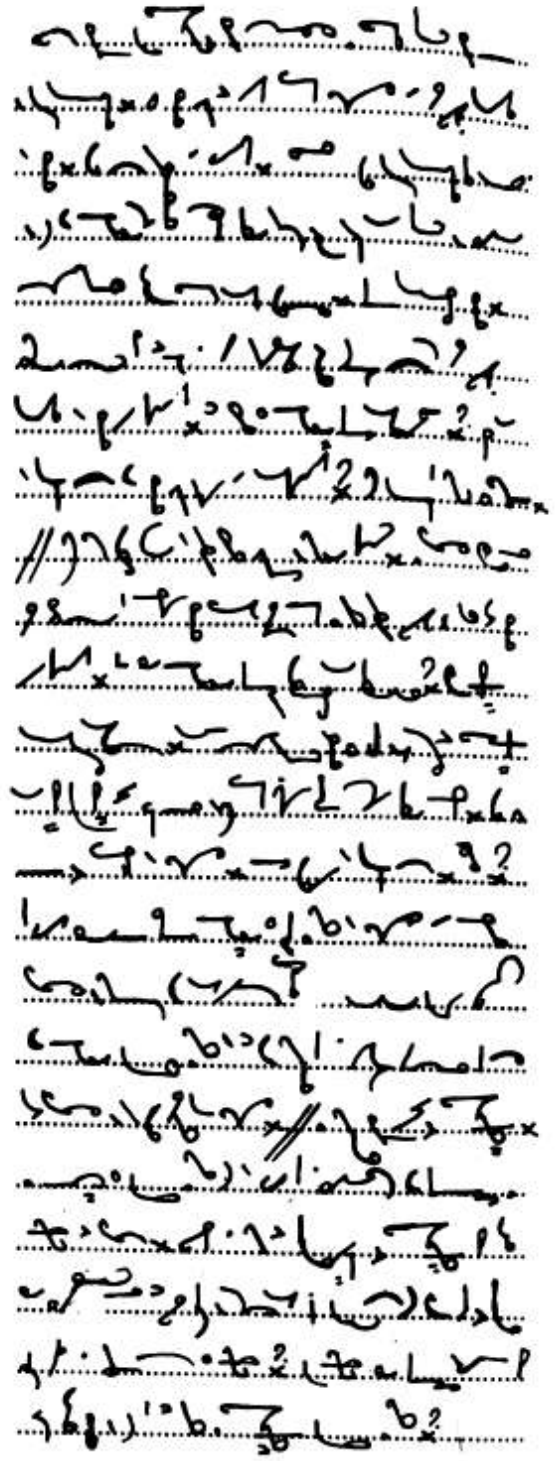
Skill Test Based Dictations/ General Dictation: It covers all skill tests conducted by any Government Department or Court including any private institutions.

Topic: Parliamentary Speeches on National Policy, Agriculture & Enforcement

Mr. Speaker, if agricultural production has to be maximised, the greatest attention has to be given to four factors. First, ²⁰ seeds should be of the right quality fertilisers and high yielding varieties of seeds. Then improved pesticides and water. As regards ⁴⁰ these four factors, it is interesting to see that Government or the Ministry does not appear to have paid any ⁶⁰ attention to certain malpractices that have crept into these matters. Take, for instance, seeds. There is no mention at all ⁸⁰ of the fact that a large percentages of these so called improved or high yielding varieties of seeds are adulterated. What ¹⁰⁰ steps has Government taken in this regard? Is it not of vital importance that seeds should be pure and unadulterated? ¹²⁰ Their effect on production is very great.

Therefore, from this point alone, all possible steps should be taken to prevent ¹⁴⁰ adulteration. The farmer suffers because he spends money on costly seeds in order that he may get the best possible ¹⁶⁰ yield, but finds that the seeds are adulterated. Why has not Government taken up this question in its own hands? ¹⁸⁰ Every State Government interferes in this matter. In fact, multiplication of seeds is done under the orders of the Agriculture ²⁰⁰ Department in State after State and yet when it comes to their quality control, adequate machinery does not exist. Then ²²⁰ you come to the question of fertilisers. Again these are of vital importance. What has happened? At one single stroke, ²⁴⁰ Government has doubled the prices of fertilisers and expects farmers to procure them in the required quantities knowing fully well ²⁶⁰ also that Government fixes the prices of what they produce at a level which makes it impossible for the farmers ²⁸⁰ to pay these high prices for fertilisers.

The previous speaker referred to the Agricultural Prices Commission. The Commission has fixed ³⁰⁰ the price, say, of wheat, at a certain level without taking into account the cost of production of the farmer. Yesterday, a ³²⁰ Member of the Advisory Committee to the Agricultural Prices Commission stated that he has sent his resignation because what ³⁴⁰ use it was to remain in the committee if no importance was ever attached to the advice tendered ³⁶⁰ on such a basic matter as cost of production? If cost of production is not taken into account, I would ³⁸⁰ like to state here that it is difficult to see on what basis the Agricultural Prices Commission fixed the prices. ⁴⁰⁰



Grow Your Vocabulary with Daily Word Learning from Our Dictation Passages, Provided with Each and Every Dictation.

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.

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Vocabulary Building:

SSC/General/Legal Matter

page: 1

- 1.Maximised:** (verb) (past tense) increased or developed to the greatest possible extent अधिकतम करना
- 2.Fertilisers:** (noun) (plural) chemical or natural substances added to soil to increase crop productivity उर्वरक
- 3.High yielding:** (adjective) producing a greater than average quantity of crops अधिक उपज देने वाला
- 4.Varieties:** (noun) (plural) different types or kinds of the same plant or crop किस्में / प्रकार
- 5.Pesticides:** (noun) (plural) chemical substances used to kill insects or pests harmful to crops कीटनाशक
- 6.As regards:** (preposition phrase) concerning or with reference to something के संबंध में
- 7.Malpractices:** (noun) (plural) improper, illegal or negligent professional conduct or actions कदाचार / अनुचित आचरण

- 8.Crept into:** (verb phrase) (past tense) gradually and unnoticeably entered or spread into something धीरे-धीरे घुस आना
- 9.For instance:** (adverb phrase) as an example; for example उदाहरण के लिए
- 10.Adulterated:** (verb) (past participle) made impure by adding inferior or harmful substances मिलावटी / भेषज
- 11.Vital:** (adjective) absolutely essential or critically important अत्यंत आवश्यक / महत्वपूर्ण
- 12.Multiplication:** (noun) the process of increasing rapidly in number or quantity गुणन / बहुगुणन
- 13.Adequate machinery:** (noun phrase) sufficient and appropriate mechanism or system पर्याप्त तंत्र / व्यवस्था
- 14.At one single stroke:** (adverb phrase) by one sudden decisive action; all at once एक ही झटके में
- 15.Previous:** (adjective) existing or occurring before in time or order पूर्व / पिछला
- 16.Resignation:** (noun) a formal written notice of leaving one's position or office इस्तीफा / त्यागपत्र

17.Advice tendered: (noun phrase) formal recommendation or suggestion officially submitted दी गई / प्रस्तुत की गई सलाह

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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)

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

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

ALL CAPS Word	Example from Text	Reason
ADVISABLE	it was considered ADVISABLE	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

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

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PART 2: PUNCTUATION — REASONS EXPLAINED

SECTION A — The Comma

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

		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.	
ALL CAPS	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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