

**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.*

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

Topic: Government's Response on Administration & Development

Handwritten notes in Hindi script, including the number '10-11' and various lines of text.

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Therefore, I am pointing out to this House certain circumstances from which the House will gather that Government have been / trying their best to improve the conditions there and to develop it to the extent that is possible.

I would / make a very brief reference to the expenditure during the last three years. For the year 2010-11 Government spent Rs.95 crores There is a considerable Scheduled Tribes population as also a Scheduled Castes / population. Mostly, they have come from Bangladesh. A sum of Rs. 17 crores has been set apart for the (500) purpose of improving the condition of the Scheduled Castes as also the Scheduled Tribes. Then, very great efforts are being / made for the purpose of rehabilitating the refugees, most of whom are from the Scheduled Castes, and it will be / found that as a matter of fact, 1,90,000 people have been rehabilitated in this tiny State / of Tripura. Out of them, 99,000 and odd have been rehabilitated in Government colonies and land loans have / been given, facilities for education have been given, and in respect of medical facilities, it will be found that the (600) amount has increased by at least five times.

Then, a point was made that unemployment was rising. So far as / the question of unemployment is concerned, it is a general question and has only a very short specific point so / far as the State is concerned. You will find that in view of the development projects that Government have undertaken, / the number of persons employed or the service PERSONNEL in this tiny State has increased. These persons are actually under / employment in respect of the different departments, so far as development projects are concerned. Then, you will also note that (700) for the purpose of providing good buildings for offices, especially for schools and hospitals, the Government have a proposal before / them which is being implemented, according to which Rs. 1 crore are going to be spent for the purpose of / construction of various buildings. Then we are also taking care to see that crime is not increasing at all. Very / VAGUE statements were made that crime was increasing. In fact, so far as the border area is concerned, there were / only two dacoities and no more. Even all the offenders in respect of these offences have been brought under control. (800 words)

**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

- 1.Point out:** (phrasal verb) to draw attention to or indicate something clearly किसी बात की ओर ध्यान दिलाना
- 2.Brief reference:** (noun phrase) a short or passing mention of something संक्षिप्त उल्लेख
- 3.Rehabilitating:** (verb) (present participle) restoring someone to a normal, healthy or productive life पुनर्वास करना
- 4.Personnel:** (noun) the people employed in an organisation or engaged in a service कर्मचारी वर्ग / कार्मिक
- 5.Implement:** (verb) to put a plan, decision or policy into action लागू करना / क्रियान्वित करना
- 6.Vague:** (adjective) not clear, precise or definite in expression or meaning अस्पष्ट / अनिश्चित
- 7.Dacoities:** (noun) (plural) acts of violent robbery carried out by an armed gang; used specifically in Indian law डकैती

**8.Offenders:** (noun) (plural) persons who commit a crime or illegal act अपराधी / दोषी

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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)



<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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