

**Run By Shorthand Dictation Legal Matters**

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")**

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**Note: Regular Practice is Key to Success**



Topic: Crisis of Refugee Rehabilitation

In CONCLUSION, I would like to say a word in regard to employment, with which I have been dealing so / far. According to the figures supplied, the number of displaced persons from BANGLADESH employed through employment exchanges is only / 37,000. This is very MEAGRE, compared with their total number which comes to 32 lakhs, according to / the official figures. This is with regard to Bangladesh refugees. The number of displaced persons from Pakistan employed / through employment exchanges, is not very encouraging, but still it is 75,000. I would URGE upon the hon. (100) Minister to take this into consideration and see that something is done to find employment for these people.

Of course, / there is some expenditure incurred on general education and VOCATIONAL training, but when we look at the number of persons / who have been given vocational training, we find that the number already trained and under training is only 17,000. / This figure also seems to be very small, considering the MAGNITUDE of the problem before us.

Some programmes of general / improvement have been UNDERTAKEN by the Government of West Bengal by way of setting up new industries etc. These programmes (200) should be looked into, and put into operation, with a view to giving more employment to these displaced persons.

Within / the limited time at my disposal, I shall limit my remarks to refugees from Bangladesh. The first thing which / STRIKES one, as one looks at the various BROCHURES and publications that have been given to us, is the amount / of CONTRADICTION one has to battle against. The first contradiction is in regard to the number of persons Government think / they have REHABILITATED in West Bengal. Granting that it is difficult to make a final ASSESSMENT of the number of (300) refugees who have come from Bangladesh, it is still true to say that at least there should be some / sort of PARITY between what the Union Ministry says and what the West Bengal Rehabilitation Ministry says. Only a few / days ago, the West Bengal Minister of Rehabilitation said that there are 22 lakhs of refugees who have to / be rehabilitated, but the Central Government's figures are 31 lakhs. Unless the Government know the number of people they / have to budget for, it is rather BEWILDERING to know how they mean to plan in BRINGING ABOUT their rehabilitation. (400)

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

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.

### SSC/General/Legal Matter

1. **In conclusion:** (phrase) used to introduce the final remarks or summary of a speech or text अंत में, निष्कर्ष में
2. **Meagre:** (adjective) very small in amount or quantity; inadequate अल्प, नगण्य, बहुत कम
  - Pronunciation: /'mi:ɡər/ (MEE-ger); मीगर
3. **Urge upon:** (phrasal verb) to strongly recommend or persuade someone to do something जोर देकर कहना, आग्रह करना
4. **Vocational:** (adjective) relating to skills or training needed for a particular job or profession व्यावसायिक, पेशेवर

- Pronunciation: /voʊ'keɪʃənəl/ (voh-KAY-shuh-nl);  
वोकेशनल

**5.Magnitude:** (noun) the great size, extent, or importance of something विशालता, परिमाण, महत्व

**6.Undertaken:** (verb) (past participle of undertake) to commit oneself to and begin (a task or project) शुरू किया गया, हाथ में लिया गया

**7.Strikes:** (verb) (present tense, third person singular) here: to come to one's attention; to seem apparent or noticeable प्रभावित करना, ध्यान आकर्षित करना

**8.Brochures:** (noun) (plural) small booklets or pamphlets containing information about a product or service पुस्तिकाएँ, विवरणिका

- Pronunciation: - /broʊ'ʃʊrz/ (broh-SHOORZ); -  
ब्रोशर्स / ब्रोशूर्ज

**9.Rehabilitation:** (noun) the process of restoring someone to a normal life through training and therapy after difficulty पुनर्वास, पुनःस्थापन

**10.Assessment:** (noun) the act of evaluating or judging the nature, quality, or ability of something मूल्यांकन, आकलन



- 11.**Some sort of:** (phrase) used to refer to something in a vague or indefinite way किसी प्रकार का, कुछ हद तक
- 12.**Parity:** (noun) the state of being equal; similarity or equivalence समानता, बराबरी
- 13.**Bewildering:** (adjective) confusing and difficult to understand; perplexing भ्रमित करने वाला, हैरान करने वाला
- 14.**Bringing about:** (phrasal verb) (gerund form) to cause something to happen लाना, घटित करना, सम्पन्न करना

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# Accuracy Builder:

## Capitalized Words with Simple Reasons for Capitalization:

### Part 1: Capitalization

Word/Phrase	Why Capitalized?	Simple Rule
Bangladesh	Country name	Always capitalize names of countries
Pakistan	Country name	Always capitalize names of countries
Government of West Bengal	Official institution	Capitalize official government bodies
West Bengal	State/region name	Always capitalize geographic places
Union Ministry	Official government body	Capitalize official ministries/departments
Central Government	Official institution	When referring to the specific national government
Shrimati Renuka Ray	Person's name	Always capitalize people's names (including titles)

Word/Phrase	Why Capitalized?	Simple Rule
<b>Shri A.P. Jain</b>	Person's name	Always capitalize people's names (including titles)
<b>Finance Minister</b>	Official title/position	Capitalize when referring to a specific person's title
<b>Minister of Rehabilitation</b>	Official title/position	Capitalize when referring to a specific position
<b>Fact Finding Committee</b>	Official committee name	Capitalize official committee/organization names
<b>Directorate of Rehabilitation</b>	Official department	Capitalize official department names
<b>February</b>	Month name	Always capitalize months

## Quick Rules Revision

✓ Always capitalize:

1. Names of people, places, countries, cities, states
2. Official titles when used with a name or referring to a specific person

3. **Government bodies** (ministries, departments, committees)

4. **Months** and days of the week

5. **First word** of every sentence

## Part 2: Punctuation & Comma

### COMMAS (,) -

Usage	Example from Text	Why?
After introductory phrases	"In conclusion, I would like to say..."	Separates the intro from main sentence
Before conjunctions	"...meagre, compared with their total number..."	Links two related ideas
Setting off extra info	"...to 32 lakhs, according to official figures."	Extra information that could be removed
In lists	"camps and colonies in West Bengal, we found..."	Separates items/clauses
	"As a matter of	Separates



Usage	Example from Text	Why?
After phrases like "As a matter of fact,"	fact, many other sources..."	transitional phrase

## FULL STOPS/PERIODS (.)

- End complete sentences
- After abbreviations (A.P., etc.)

## Important Comma Rules:

### Rule 1: After Opening Words

✓ "Of course, there is some expenditure..."

- After transitional words: of course, however, therefore, moreover

### Rule 2: Separating Clauses

✓ "Unless the Government know the number, it is bewildering..."

- When one part could be a sentence on its own

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