

Total No. of Printed Pages- 3

Regd. No.

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SHORTHAND
Paper II

Time : 7 Minutes for Dictation**Max. Marks : 50****1.00 Hour for Transcription****Note : Instructions to the Chief Superintendent :**

- (i) The following passage is to be dictated to the candidates ONCE only in a loud and distinct voice, no word or phrase being repeated and no punctuation stop mentioned.
- (ii) The passage is to be dictated at the rate of Eighty words in a minute. It is marked into portions of one minute's duration and each of these is sub-divided into quarters. The reader will read with a watch in hand and notice every quarter minute whether he is strictly adhering to the speed or not.
- (iii) Before dictation is commenced, the candidates be told to take down the following passage and letter in the intermediate style of phonograph.
- (iv) As soon as the dictation is over, the candidates should be told to transcribe into longhand what they have written.
- (v) They should also be informed that no candidate will be allowed to pass who makes more than five percent of errors and omissions in his transcription.
- (vi) At the end of the time allowed for transcription, both the shorthand and longhand performances of the candidates should be fastened together and given to the Chief Superintendent.

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DICTATION

I-thank-you for-your cordial welcome and for-the nice things you have said about me. I have always regarded myself as a humble worker in the vast army of men-and-women who-took-part in-the great national struggle for independence under-the leadership of Mahatma Gandhi. My contribution has-been made possible because-of-the co-operation and goodwill. My present job as the head of-the state Andhra Pradesh will, I am sure give me (1) opportunities of service to-the citizens of-the state. I must first of all congratulate you on-the beautiful setting in-which your school is situated and also on the measure of success you-have achieved in training these young students properly. It-is-no-wonder therefore that your school has-been attracting successive governors to pay-visit-to-it. I must also congratulate the school children and the staff on the smart turn-out and the excellent parade and (2) I-am-glad that so many of-the children have the privilege of getting trained in this-school. The entertainment that I have been a witnessing this morning by-these boys-and-girls have been really enjoyable. It is good to see these young girls-and-boys engaging themselves in fun and giving us also first class recreation at-the same time. I and my wife are happy indeed to associate ourselves with this morning's function. The report of-your activities (3) for the past year read by-the Principal makes an interesting reading. I-am-very-happy to-find that-the pupils live in separate cottages and-that-they are-not given any servants to assist in their work. This provides an excellent opportunities for the children to learn to work themselves at home and to stand on-their own legs. The practical experiences which they get in running these home will stand them in good stead in their future career. (4) The principal has also referred to-the dignity of labour. I-have-no-doubt that-these children when-they go out will carry with-them-the-advantages of training in

this-institution. Mahatma Gandhi always preached the great principle of doing one's own duties at home. This practice will certainly bring in self-confidence. Thus the idea of social service, is deeply rooted in the pupil at a very young age. I-have-no-doubt that children receiving such training (5).

Dear Sir,

I-am-in-receipt-of-your-letter, dated 20th July, 2012 which was placed before the directors. I-have-been directed by-them to reply to it as follows the directors thank-you for-the suggestion contained in paragraph one of your representation in regard to working hours. They wish me to state that steps have already been taken to decrease the hours of work in the Accounts departments by-the sanction of additional staff before the middle (6) of next month. As you are aware, the director were pleased to sanction two months salary as bonus last year. It-has-not-always-been possible to allow the staff to enjoy the leave earned by them owing to condition beyond their control. But with-the increase in staff, there-should-be no difficulty in satisfying all applications for leave in conclusion, I-wish to assure the members of-the union that-the director will continue their work.

Yours faithfully (7)