

Total No. of Printed Pages- 3

Regd. No.

--	--	--	--	--	--	--	--	--	--

## 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 portion 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.

### Dictation

Ladies-and-gentlemen, I-thank-you for-the-opportunity that-has-been given to me to-speak about-the unity / of-the-

country. Though there may be large-number-of issues to-be dealt-with. I-would like to // make only a brief speech. Of course there-are differences among-the people. But I-am-sure even-these do /// not oppose national unity. I would like to point-out that every group seeks to gain a special favour for (1) its group and because of this sometimes the growth of-the-country is prevented.

It will be seen that the / forces working for the unity of-our-country are strong. It is difficult to-break-up this unity. In-this // connection I would like to-make-it clear that it-is-not right to say that our problems are easy /// to-solve. As you are very-well aware they are very difficult and every major problem in-the-world (2) today is difficult and probably their solution will depend on national as-well-as international factors. As-this juncture I-would / like to-state that-there-is-no-great or serious danger of external forces. At-the-same-time we should // realize that to-protect oneself is to rely on one's own strength to-have a policy of /// peace. I-think-you-will-agree-with me when I say that risks have to be taken whatever to the (3) path we follow. It-is right to say that-we-are prepared to take them. I-believe that-there-is / indeed no other-way.

I also firmly believe that if a race or a nation or an individual follows a // wrong path he-will-have to bear-the consequences. So-far-as I-am-concerned. I-am-sure that-we // cannot exist in isolation. So, it-is good thing to establish close relationship and to-march together. (4) In-this-connection I-may-tell-you that-the more freedom the states have the better their growth and development will / be. They-will learn to stand on-their-own feet and thus increase-the strength of-th

entire country. You // may-remember that no external enemy can harm us. There is a great-deal of strength in us, if only /// we-can recognize that strength and-we-can face the enemy unitedly. Let us take a pledge in-that direction.

Letter from Raja & Company, Mumbai, to Messrs. Raman and Company, Chennai (5)

Dear Sirs,

We thank-you for-your-letter / of the tenth instant we have noted the contents. We are very sorry for the delay in sending-the goods //. We would like to inform you that the delay was due to-the sudden break down of-our machinery. It /// has really put us to great difficulties. We could not resume our work till after seven days. Though our people (6) worked sincerely it was not possible for us to deliver your goods in time.

We-would-like to appreciate your / gesture in extending the date of delivery. We have-great-pleasure in informing you that your representative will meet you // in person along-with-the goods ordered by you and to-take your further orders. We /// would-like-to assure-you that we-may-be in a position to give best satisfaction in future.

Yours faithfully (7)