

**DIPLOMA EXAMINATION IN ENGINEERING/TECHNOLOGY/
MANAGEMENT/COMMERCIAL PRACTICE, NOVEMBER – 2023**

SHORTHAND ENGLISH – 120 W.P.M (SPEED & THEORY)
PART –A (SPEED)

[Maximum Marks: **50**]

[Time for Dictation: **7 minutes**]
[Time for Transcription: **1 ½ hrs.**]

1. The following matter should be dictated to the candidates loudly and clearly and only once@120wpm.
2. Speed should be regulated to every quarter of a minute.
3. Before commencement of the dictation, the candidates should be asked to take down the dictation in shorthand and transcribe into longhand.
4. The Shorthand notes and answer books should be collected from the candidates.

This question, Sir, in my humble opinion, should be viewed from a different angle from which it was looked at and discussed here yesterday. It is true that it is correct in principle that the Railways whose entire capital at-charge is drawn from the General revenues, should be able to make a good contribution to the General revenues, but in applying this principle, care must be exercised. If we are looking at railway systems in advanced countries like the United Kingdom or the United States of America or any such country this principle, no doubt, could be applied on all fours. But in a country like India whether it could be applied is a question that should be considered. It (1) was argued that the Railways have a long history and because they have long been an established concern, they should now be able to contribute to the General Revenues. Although it is true that Railways are a long-established concern, still the circumstances under which the Railways were run are not being examined here. The Railways, as we all know, before independence, were run not on a welfare state basis but they were run on the system of strategic lines. When the Railway lines in India were formed, it was not the question of developing economic resources, it was not the question of linking up industrial centres, it was not the question of linking up the railway system with pilgrim (2) centres or centres of density, that prompted the authorities, the private companies to start the Railways in India, but it was the strategic concern of the British Government then that prompted these companies to form Railways. The question of arriving at a correct pattern of railway system from the point of view of developing and exploiting the natural resources of the country, from the point of view of developing the backward areas of the country, is still there to be examined and to be attended to.

Well, from this point of view, as anybody can see, there is much scope for developing the Railways. In fact, there is so much pressure on honouring the Railway Minister for new lines (3) that one will be at a loss as to where to find the resources from. They have undertaken in the second part of the five year plan to construct new/ lines of 1,500 kilo metres in length. In order to have a perfect railway pattern, to be able to exploit and make use of the natural resources of the country to the fullest extent, although we cannot dismantle the railway lines that we have now, still these lines have to be linked up to fulfil that requisite of exploiting the natural resources. So, my point in bringing out these arguments is to show that the Railways have a full development programme on their hands, and they need funds. They can (4) no longer draw from the General revenues of the country, as the Railway finance is separated from the General Finance. They have to obtain the resources that are required for the development either by loss or otherwise.

There is the other need also be examined in this connection, the need of passenger amenities. Both inside these Houses of Parliament as well as outside, it has been agitated that passenger amenities are required to be given in a larger and larger number. The second class passengers, before independence did not get adequate amenities. In fact, the condition of the bogies, the condition of the waiting rooms, the condition of catering facilities and the condition of housing, all these things needed much (5) attention. Although the Railways have now taken up the amenities programme, and according to the recommendation of the convention committee, we are now earmarking Rs.3 Crores per annum for this purpose, still, I think, it is totally recognized the fact that greater and greater passenger amenities are to be given. But, they are not going, on the right lines. I may make this statement clear by saying that they are not following proper lines with regard to the amenities that are to be given.

I will take just one example and point out how they fall short of the requirements. Well, the question of providing waiting halls for second class passengers has been a much mooted question, and that (6) naturally gets a top priority in the amenities programme. Well, the so-called waiting halls that are now provided are like this. The halls are there; the exit gate from the platform opens into the hall, so much that in fact the hall is only a passage. When people come and go, how can the secondclass passengers take rest here? That is a question which I have not been able to understand. Secondly, for the passengers who have to wait for a number of hours in these halls, necessary sanitary facilities should be provided. Now, the sanitary arrangements may be inside the platforms, where the waiting passengers cannot go. If they commit nuisance, there will be policeman to haul (7).

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SHORTHAND ENGLISH – 120 w.p.m (Speed & Theory)
PART-B (Theory)

[Maximum Marks: **50**]

[Time: **1½** Hours]

- I. Answer **any five** of the following questions. Each question carries **4** marks.
1. Describe the use of hooks in advanced Phraseogram with examples.
 2. State the uses of P, T, D and G in intersection along with examples.
 3. How essential vowels are employed? State with examples.
 4. State the rules of special contractions with example.
 5. Describe the use of halving and doubling principle in advanced Phraseogram with examples
 6. Give outlines for the following:-
 - a) Account Sales
 - b) Parliamentary Committee
 - c) Respectfully yours
 - d) Bank note
 - e) United States
 - f) Labour Party
 - g) Clearing house
 - h) Life policy
 7. Give outlines for the following:-
 - a) Articles of association
 - b) Lord Chancellor
 - c) Fellow Creature
 - d) Kingdom of God
 - e) Motor Car
 - f) Free on board
 - g) Railway Manager
 - h) General manager
- (5 x 4=20)
- II. Write advanced Phraseogram/Contractions:-
1. Advertisement
 2. All circumstances
 3. I have received
 4. Familiarization
 5. Acknowledge
 6. By some means

7. In this matter

8. From us

9. You cannot

10. Few words

(10 x ½ =5)

III. Differentiate the meaning of following words:-

1. Dew, due

2. Great, grate

3. Hole, whole

4. Knight, night

5. Peace, piece

(5 x 1=5)

IV. Write into Shorthand

The chairman, in the course of his speech, said that to seek the preservation of the concern when the profits were so unsubstantial and so disproportionate to the amount invested, and when the price of the stock was so depreciated, was absurd, and it was inadvisable to carry on the company.

The advertisements in the paper are out of all proportion to the news, which is very deficient, and we marvel at the prosperity of the publication and the confidence of the publishers. It has often subscribed substantial amounts to public funds, opened its columns for national subscriptions, and given distinguished services to the cause of charity.

The performer who performed at the theatre is a Russian, and his artistic performance of the play brought out all the peculiarities of the Slav race, although there was a disproportion in his acting which would render a long engagement impracticable.

(10 Marks)

V. Write into longhand.

(10 Marks)

Handwritten text in longhand script, consisting of approximately 10 lines of cursive writing on lined paper. The text is written in a fluid, cursive style with many loops and flourishes. The first line begins with a large, ornate capital letter. The writing is dense and fills most of the lines. Below the main body of text, there are several more lines of the same script, followed by a line of asterisks.
