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Total No. of Printed Pages - 3

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SHORTHAND SPEED DRILLS & TRANSCRIPTION (80 WPM)

PAPER - II (English Version)

MODEL QUESTION PAPER

(For the Academic Year 2021-22 only)

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 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 should be told to take down the following passage and letter in the intermediate style of phonography.
- (iv) As soon as the dictation is over, the candidates should be told to transcribe into long hand 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-am-very-happy to welcome all-the Share-holders to-the Second Annual-General-Meeting of-/-our-Company. The Annual-Report and also-the Balance-Sheet have-been circulated. From-the report, we-can understand that // our-company had a successful year of operation.

We also had-the privilege of-our factory being opened by-our /// Prime-Minister. I-am-sure, you-can recollect that-the inauguration function was attended by large-number-of-people from {1} all-parts of-the State and-it-was a grand success. The operation of-the plant was started without much / trouble. Because of-the sufficient profits in-the-first-year, we-are-able to pay a portion of-the arrears of // dividend on preference shares. In-this regard, I-wish to inform to all-the share-holders that-the products of-///-our-company have-been well received and are reaching fast in-the-market without leaving any stock at-the factory. {2}

We-are expecting the same tempo and even far better-than last-year as-far-as-the performance of-the / company is concerned. However, the power position has-been causing considerable anxiety. Any major power-cut cause very severe damage // to-the plant. Although-the Andhra Pradesh Electricity Regulatory Commission is fully aware of-the delicate nature of-this plant /// and in-spite-of its consideration we-have suffered power-cut. Because-of-the scarcity of foreign exchange, we-are-{3}-not-in-a-position to obtain raw-materials as per our requirements. We also propose to manufacture sufficient quantity of / equipment needed for expansion in-our-country itself and-thereby we-would-be-able-to minimize-the requirements of foreign // exchange.

We-are-sure, this will-have effect on-the Company's resource. It-was-the intention of-the Board-of-///-Directors to use-the company resources for expansion without increasing-the share capital or by

taking external borrowing. Therefore, there-^{4}-is-no-need to raise share capital but it-may-be necessary to approach Development Bank for loan so-that / our expansion programme may-not-be delayed. We-are-sure, the Government-of-India would grant loans to companies like // us. I-am-happy to-place on record-the new proposal for construction of school and a hospital to cater /// to-the needs of-our workers, staff and-their children also.

Dear-Sir, We-thank-you for-your-letter of-^{5}-the 22nd February. The design and specification which you-have chosen for-your dress is a very popular one. In-/-the-last few weeks, the demand for-it has-been so high that at-the moment we-regret to say // that-we-are out-of stock of-the necessary materials.

You-may, therefore decide to-wait in-order-to get /// exactly what-you want. If so, the complete cost of-the materials of design required by-you in-the shades ^{6} you wanted works-out to Rupees five hundred only. However, if-you-cannot wait three weeks, perhaps you-will-be / good-enough to-choose another design. In-this-regard, to-give-you a wider range of choice, we herewith enclose // another pattern sheet which-has just-been received. Our customers normally settle their orders with cash while placing order /// itself. If-you prefer to avail yourself of-the cash on delivery, that can also-be arranged easily. Yours-faithfully, ^{7}

