

and growing at an ever increasing rate.// So much is certain. What is equally certain is that we have not learned how /// to use this great mass of knowledge for the highest advantages of all the people (4) of the world. In this respect, we have fallen down, and fallen badly. Happily, we / are wise enough to face this fact and leaders of thought throughout the whole world// are making plans for that better world which we all hope to see brought into/// being before too many of the future years have turned into years that have passed. (5)

Dear Sir,

For some time, I have been considering a scheme for setting up branch / offices in various parts of the country. I am not ready to give you a // complete plan, but I am able to enclose a report in which it is set /// out in their broad outline. If it were not for the present state of the (6) nation's finances, I would endeavor to put the plan into operation this year but, I / do not think there is nothing to gain by undertaking the work for some time // to come in view of the present circumstances. At the same time, I do not /// wish to abandon the scheme and would like to have your views early.

Yours sincerely, (7)

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TED (15) 3145
(Revision 2015)

Reg.No.
Signature.

DIPLOMA EXAMINATION IN ENGINEERING/TECHNOLOGY/MANAGEMENT/
COMMERCIAL PRACTICE – APRIL -2019.

SHORTHAND ENGLISH 60 WPM

(Maximum Marks : 100)

[Time for dictation: 7 minutes
Time for Transcription: 1 hour 30 minutes]

INSTRUCTIONS:

1. The following matter is to be dictated to the candidate loudly and clearly and only once at a speed of 60wpm.
2. Speed should be regulated to every quarter of a minute.
3. Before commencement of dictation, candidates are advised to take down the Matter in Shorthand and transcribe into longhand using ink or typewriter within the given time.
4. The total marks (100) is divided into two. 20 marks for clarity of shorthand outlines (after verifying the performance in writing outlines) and 80 marks for transcription.

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We hear, in these days much talk of Planning. It is hoped that by planning/ now, and on the right lines, the face of the world will be changed in // such a way that life will become, for all mankind, a happier and fuller thing./// Man has passed through the Stone Age and through the Iron Age. He has existed (1) during very recent years, in what he has sometimes been pleased to call the Electrical / Age. It would seem that now he is about to step into an age of // Planning. If the future of the people of this world is to be better than /// their past, if they are to be free from want, and if they are to (2) live in a world in which the nations are at peace with one another, it / seems necessary that the people should, through their leaders, plan now, plan well and plan // over a wide field.

In the past one hundred years, we, the people of this /// earth, have learned much. Our knowledge of the natural forces governing the earth and of (3) the materials making up the earth, and the uses to which these forces and materials/ can be put, is all the time growing