

53 CP

TED (15) 3145
(Revision -2015)

Reg. No.....
Signature

**DIPLOMA EXAMINATION IN ENGINEERING/TECHNOLOGY/
MANAGEMENT/COMMERCIAL PRACTICE, OCTOBER/NOVEMBER – 2018**

SHORTHAND ENGLISH 60 W.P.M

[Maximum Marks: 100]

Time for dictation : 7 minutes
Time for Transcription: 1 Hr. 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.

.....

Whatever you do, be sure to welcome the writer when he comes to the university /to speak. It is very difficult to publish anything on this subject. We think you//should put that largebalance in government certificates. A wonderful welcome was given to the/// representative from New York who had distinguished himself. Do you have any knowledge of this (1) individual's character? Do you think the objection is on his behalf, or in the / interest of the school?

Nothing has been sent to us for the deliveries of November, //January and February, and we think we should have more information as to the financial /// responsibility of this organization. The representative of the local authority remarked: "They would be surprised (2) if they knew how difficult it is, especially in view of the present financial position"/. It is significant that in the United States of America insurance representatives are sent to// special schools for instruction.

On his appointment, the capable and influential Englishman improved the balances /// of the two insurance organizations. In retrospect, the amalgamation was seen to have been a (3) mistake. The building has been mortgaged. For years the inscription was neglected. Whether in the / circumstances there is any justification for his satisfaction it is difficult for me to give// an opinion.

The arbitrator must, of course, be of unquestionably high character, and capable of /// an independent and impartial decision. How much do you think the difference should be? I (4) have to speak for two hours on the subject of "Different influences on Our Language."/ Have you any

influence with the young Lord? We have delivered the chairs, although,as// we have already remarked, we think you ought to have a larger number of them./// Next year, however, we expect to have instruction in insurance, advertising and financial organization.(5)

Dear Sirs,

We are very glad to inform you that we have completed ten years/ of useful service to our customers. You will be pleased to know that we shall// be celebrating our tenth Anniversary on the 30th of this month. On this occasion, we/// have great pleasure to invite you and your staff members and seek your continued support. (6).As you know, an important festival comes off towards the end of the month. In/ order to meet the needs of the occasion, we have received new stock of textiles// from leading mills. We are sure that you will be pleased with them and that/// you will be able to make your selection with great satisfaction.

Thanking you,

Yours faithfully, (7)