

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

**SHORTHAND ENGLISH 80 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 candidates loudly and clearly and only once at a speed of 80wpm.
2. Speed should be regulated at every quarter of a minute.
3. The shorthand notes tied along with the answer book should be collected from the candidates.
4. The question paper should not be handed over to the candidates.

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Today, I have come to meet you all and say a few words about Education. This is a subject in / which I am very much interested. In our country, we would like to provide free and compulsory education to all // our children. It is very unfortunate that even after such a long period after getting independence; we are not able /// to provide education to a large number of our children. From time to time the Planning Commission has been advising (1) the State Governments and the Central Government to increase the number of schools in the rural areas. In the / light of that, number of schools are being opened in the rural areas. I very much appreciate the steps taken. // But strictly speaking, we are not able to get the maximum results for the money that is being spent. /// Each one of us must admit this. I feel that it is because of one simple and fundamental reason. (2) We have no proper system for rural primary education. I hope the Education Department would take some steps and do / something worthwhile in this respect.

We have been talking of establishing colleges and universities in the rural areas. But, what // is the position of primary education in the rural areas? Primary education in the rural areas has been completely neglected. As you know, I have had

a big hand in the administration for a long time. At that time, (3) we have before us this problem of rural education. We had the problem of lack of funds even during those / days. However, we had made a successful beginning in the field of rural education. With the help of educated youth, // we could open school in each village. These schools were later called single teacher schools. I am afraid they /// are all in a bad shape today because of one problem or the other. I call upon the Government to (4) examine this question in greater detail and give better shape to it. In this process, besides educating the people / we will also be providing employment to the educated unemployed. I hope the education Department would take the initiative and // try to open many more such schools.

After gaining Independence, we have adopted the parliamentary form of Government. We claim /// ourselves to be the biggest democratic country in the world. As you are well aware, everyone have the right to vote. (5)

Dear Sir,

We have received your letter, addressed to our Managing Director. The information furnished by you in your letter / has really attracted the attention of all the people in our Company. In fact, our Managing Director spoke very high // of your people in the Research Department who have been putting in a great deal of effort every day. Their /// work is something which has no parallel and they deserve to be congratulated for their efforts.

As you are aware, (6) we are in the field of marketing for the last so many years and have established a great deal of / reputation. We have very skilled and capable people to take care of each and every aspect of marketing of the // products taken up by our company. We would like to bring to your notice that we have our offices /// in all the States of the country. We have been thinking of stepping into the export market also.

Yours faithfully, (7)