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(Revision -2015)

Reg. No.....
Signature

**DIPLOMA EXAMINATION IN ENGINEERING/TECHNOLOGY/
MANAGEMENT/COMMERCIAL PRACTICE, APRIL - 2019**
SHORTHAND ENGLISH - 120 WPM (SPEED & THEORY)

PART - A - SPEED

(Time for Dictation: 7 minutes)
(Time for transcription: 1½ hrs.)

(Maximum marks: 50)

Instructions;

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. Shorthand notes and answer books should be collected from the candidates.

Honorable Speaker, Honorable Members,

I am happy to be here today with you in this august assembly. This is the first time that I am addressing you after assuming office / as Governor in this beautiful State.

The Government is in its second year now. I do not have to remind you at length, of the very difficult circumstances in which // my Government assumed office. A State on the verge of financial bankruptcy, an administration that was risky to total paralysis - on the one side and the people of Kerala /// waiting eagerly for breaking the many chains that had weighed down their energies and their vigor and enthusiasm for social and economic progress - on the other. Therefore, the primary task of (1) my Government over the past twenty months, has been all about reconstruction, rebuilding and reforms. The wasted sinews of our public systems, under threat of total breakdown, had to be / systematically restored to new vigour and life. Indeed not an easy task by any stretch of imagination.

Last year my Government had, in this very house, charged out an agenda // for progressive reforms. Determined efforts are needed to carry out our policies in the various sectors - all of them centered on modernization and development with a human face. The

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My Government has been able to unleash the energies in the educational sector.// This year alone, there has been an impressive capital investment of over Rs. 1000 crores directly due to this, not to speak of the massive spin-off benefits expected in the /// State's economy. Kerala is now poised for a quantum leap in the field of higher education. Our strategic move will restore to Kerala in the ability to supply human resources. (5)

Dear Sir,

On receipt of your letter of the 6th instant, for which I thank you, I got in touch at once with the railway company as you suggested, in / order to find out whether they could offer any explanation of delay in delivery of the packages referred to. The officials whom I saw assured me that, in view if // the special nature of the contents, every precaution had been taken to make sure that the goods should reach you within the time limit which you had laid down. They /// are, however, making further inquiries at every station along the line, and as soon as the result of these is to had they are to communicate with me. At the (6) same time I have been to the offices of the shipping company to see to what extent, if any they are responsible. It will be day or two / before I can have any definite reply to my inquiry in this quarter as they have first to communicate with their offices in Liverpool. From their attitude in the matter // however, I feel sure that they will do their best to clear the situation.

We shall be pleased to send you samples on application and can assure you that all /// your orders shall have our prompt attention, delivery being made as early as possible under present difficult conditions. Assuring you of my careful attention to your esteemed enquiries.

Yours faithfully, (7)

process /// of restoration and rebuilding is far from complete. There is no room for complacency or for resting on our laurels, But we have crossed the hump.

We are as a (2) state, more than at any time in the recent years, poised well for realizing the grand vision that we have drawn up for ourselves. Last year my Government had / promised this House that the first priority of the new Government would be to put back the financial management of the state on rails and restore the sanctity of the // budget. I am happy to inform you that the financial year ending March 2002 saw the best ever achievement in bringing down fiscal and revenue deficits and moving towards fiscal /// normalcy. Fiscal deficit came down by early 16% in a single year. The irregular practice of booking fake expenditure by transfer to the treasury Public Accounts of Government Departments has (3) been stopped completely. Now systems for ensuring better fund flows to departments and government institutions are in place. My government is in the proess of repaying liabilities accumulated in the / past and mercilessly passed on to it in May 2001. Revenue vitality has been significantly up this year and has recorded appreciable gains, particularly in the last several months. What // is also considerable reassuring is that the credibility of the State among financial institutions has notably improved over this period, as is evident from the response to bonds floated by /// government and its agencies in the market.

My government realizes that the crisis in the plantation sector calls for sustaining our proactive interventions there Notwithstanding that optimistic indications, from the (4) agricultural sector except for crops like tea, coffee and arecanut, are that the worst is over. Agricultural prices, have shown very healthy trends, clearly this will, in turn, help the / economy of Kerala and enable my Government to stage the recovery so vital to growth and prosperity.