

TED (21) - 5141
(REVISION-2021)

2109230234

Reg.No.....
Signature.....

**DIPLOMA EXAMINATION IN ENGINEERING/TECHNOLOGY/
MANAGEMENT/COMMERCIAL PRACTICE, APRIL - 2024**

SHORTHAND ENGLISH (ELABORATION) 100WPM

[Maximum Marks:75]

[Time for Dictation: 6 minutes]
[Time for Transcription: 2 ½ hours]

Instructions:

1. The following matter is to be dictated to the candidates loudly and clearly and only once @100 wpm. Instruct the students to transcribe each answer in proper form and in separate page.
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.

Answer all the questions from the following. Each question carries 'Fifteen' marks.

(5 x 15 = 75 Marks)

Module Outcome Cognitive level

		Module Outcome	Cognitive level
I.	Prepare a Government Order issued by Vinod Rai, Principal Secretary (Finance) Government of Kerala, G.O(P) No. 1225/2017/Fin. Dated 17th December, 2017. Abstract - Travelling I Allowance - Official Journey of Government Employees by Train- Eligibility for 2nd class AC Coaches - Orders issued - Finance (Expenditure - B) Department. Read: Letter dated 4.5.2017 from II the General Secretary KSA Thiruvananthapuratn. Order - It has come to the notice of the Government that Railway Authorities have either stopped or reduced the first-class III accommodation. Accordingly, the employees who are eligible for travel in the first-class compartment as per existing Travelling Allowance rules cannot travel in the A.C Coaches (I) and claim Travelling Allowance, as there is no class of accommodation equivalent to the abolished first class. Government after having examined the matter in detail I are pleased to order that Government employees, who are eligible to travel in 1 st Class compartments will be entitled to travel in 2 nd class AC II Coaches. To; I. The A.G Kerala, Thiruvananthapurarn. 2. The Registrar High Court, Ernakulum.	M1.03	A

II.	Draft a letter No. 576/ snq/ 2017 dated 17 May 2017 from III BIOTECH, 67, Adarsh Nagar, Karnataka to M/s Amar Engineering works, Gupta Place, New Delhi on the subject shown below. Subject Quotation for filling machines. (2) We are pleased to inform you that we are one of the leading manufacturers and suppliers of Ayurvedic products in the state of Karnataka. We I shall be grateful if you could kindly quote us your most competitive rates for the supply of the above said machine. If there is any II catalogue giving the specifications of the machine the same may also, please be sent. Likely period of delivery from the date of order may also III please be intimated. Thanking you and awaiting for your prompt response. Yours faithfully, Manager.	M2.03	A
III.	The managing Director, Steel Industrials Kerala Limited, Athani, Thrissur invited applications (3) for the post of Stenographer in the scale of Rs.25000-1000-28000-2000-40000 with usual D.A and H.R.A. Applications from Graduates with previous I experience preferred. Higher salary will be given according to qualifications, experience and merit. You are qualified for the post and have six years' experience in II the line. Draft an application for the post stating your qualifications, previous experience, age and aptitude, in response to the advertisement published in the "Hindu" III dated 10th July 2022.	M3.02	A
IV.	A four-year old girl died on the spot after she was hit by a lorry in Kalamassery. The accident took place (4) when the girl was playing behind the vehicle near her house. She was the eldest child of a plumber.. The lorry was carrying goods for I a bakery. It had offloaded the goods and was backing up. The lorry driver had not seen the girl playing behind the vehicle. The driver II tried to flee the spot. But the Railway Protection Force personnel caught him and promptly handed him over to the Kalamassery Police Station for investigation. III He was arrested by the Police. Prepare an eye witness account of the accident.	M4.02	A
V.	Sealed Competitive tenders are invited by Zacharia, Chief Fire Officer, Fire (5) Service Department from reputable firms for the construction and delivery of the following. Name .of the work: for construction and delivery of mobile tank units I and ambulances on chassis to be supplied by Department. Two percent of the tendered value to be deposited as earnest money in cash or in II the form of demand draft in favour of Government Treasury. Cheques are not acceptable. Copies of specifications and conditions can be had from the office III of the Inspector General of Police, Fire Service, Kerala on remittance of Rs. 500/- into any Government Treasury to the credit of Government of Kerala. (6)	M4.03	A
