

TED (15/19) – 5144 D6
(REVISION-2015/19)

1509237282

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

**DIPLOMA EXAMINATION IN ENGINEERING/TECHNOLOGY/
MANAGEMENT/COMMERCIAL PRACTICE, NOVEMBER - 2023**

SHORTHAND ENGLISH (Condensation & Theory)

PART – A (Condensation)

(Maximum Marks:50)

(Time for dictation: 6 minutes)
(Time for Transcription: 1 hour)

Instruction:

1. *The following passage is to be dictated to the candidates loudly and distinctly and only once @100wpm.*
2. *Speed should be regulated to every quarter of minute.*
3. *Before commencement of dictation the candidates should be asked to take down the passage and condense it in to reporting style, around 200 words.*
4. *The shorthand notes tied with answer books should be collected from the candidates.*

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Participating in the seminar of heads of educational institutions meant for training candidates to succeed in various competitive examinations, the Chairman said.

My dear friends, I / am very happy to amongst you and would like to tell you how to achieve success in our aim by way of group discussions. // Such group discussions depend not merely on knowledge one enjoys in the subject chosen for the discussion or one's gift of the God but also /// on the ability of the candidate to inspire and motivate the group and carry the group-mates with him. Of course, knowledge of the subject as (1) well as power of expression, are indeed very important but they alone will not serve the purpose. We can say they are the foundations and / starting points. To build the edifice on the foundation and to reach the finishing point as definite winner from the beginning, one requires the leadership // quality.

This is the underlying secret for success in group discussions. You know why? Because that is a personality test as compared to other written /// or objective tests. To be brief, the candidate must create a strong and favourable impact on the group in which he is a member. This (2) alone will assure success. Please remember that with knowledge and power of expression, or for that matter even with mere power of expression alone, one / might be able

to create a strong impression on the group. If you speak with great fluency, authority and emphasis using flowery language for some // length of time you would certainly attract attention and make some impact on your audience. For achieving all these things, you should have good knowledge /// in English language. The demand for English language is growing day by day. This language is not confined to any individual country. All the countries (3) have recognized the growing importance of English even for the purpose of international economic and commercial transactions. They take a keen interest in promoting the / study of English.

In earlier months we did organize similar workshops, wherein the emphasis was made on the relationship between the student and teacher, not // forgetting the role of the parents. Under ideal conditions, true education could be imparted by parents and there should be minimum outside help. In other /// words parents are the first teachers. If character building is the highest destiny of any education worth the name then the foundation should be laid (4) at home. The parents, the teachers and the students must realise their responsibility. As education begins at home, the parents have the paramount duty of / shaping the formative years of a son or daughter. By the same logic the parents have a say in the making of any educational policy. // They must not think that their duty is over after sending their wards to a school or college. After all it is they who pay /// for their ward's education. Then should the parents not get back their money's worth? Educational experts may be efficient and proficient in dictating policies. But (5) ultimately the parents suffer or benefit by such policies.

Hence, it will go a long way in arranging some programmes, wherein the voice of parents / could be heard. They are like liaison officers between the teachers and the taught. They too should realise that they have a stake in their // enterprise and see that their children receive the best out of education imparted in different professional teaching and coaching institutes. For this purpose, I suggest /// that we should also organize the parents association to hear their say and discuss educational policies and determine what is good for their wards. (6)

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**DIPLMA EXAMINATION IN ENGINEERING/TECHNOLOGY/
MANAGEMENT/COMMERCIAL PRACTICE, NOVEMBER - 2023**

**SHORTHAND ENGLISH (Condensation & Theory)
PART – B (Theory)**

(Maximum Marks:50)

(Time: 1½ Hours)

PART A
(Maximum Mark : 20)

Marks

- I. Answer **any five** questions from the followings. Each question carries 4 marks.
1. Describe the use of halving principles in advanced phraseography with examples.
 2. State with example the rules regarding formation of Special Contractions.
 3. State the application of doubling principle to straight strokes with examples.
 4. Observe the rules of condensation.
 5. Explain the use of upward diphone with examples.
 6. Explain the following Prefixes with example.
Initial com- Accom- Intro- Magna-
 7. State with example the use of Dot-ing. (5 x 4 = 20)

PART - B
(Maximum Mark: 10)

- II Give shorthand outlines for the following. Each question carries ½ marks.
1. Passenger
 2. It has been
 3. November
 4. It is not
 5. that
 6. word
 7. selfish
 8. instruction
 9. you will be able to
 10. that was (10 x ½ = 5)

P.T.O

- III Differentiate the meaning of following pairs of words :
- (a) Site, sight (b) Long, belong (c) Stationary, Stationery
(d) Debt, doubt (e) Principal, principle (5 x 1 = 5)

PART C

(Maximum Marks 20)

- IV Transcribe into shorthand.

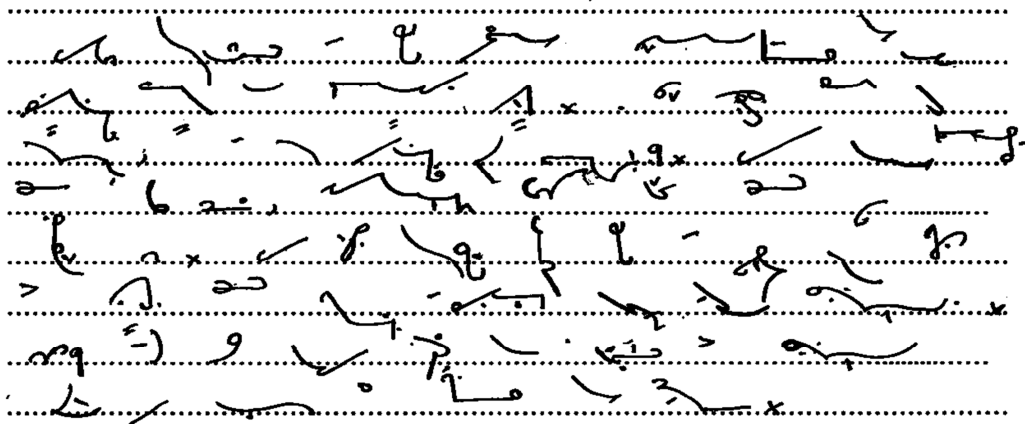
Dear Sirs,

We thank you for the letter of the 6th instant. We would like to inform you that we have received just now the three consignments of the glass articles sent by you by rail. We are glad to inform you that we are very much pleased with the quality of the goods supplied to us. However, we are sorry to inform you that one of the consignments has been damaged very much with the result that they have become useless. But we wish to tell you that the damage has not been due to any mistake on your part. It is clear that the damage has occurred during transit by rail. We have noticed that the railway authorities have not taken sufficient care in handling the goods.

We are glad to inform you that the consignment contains glass jars have been received intact. We and our customers are very much satisfied with the product.

Yours faithfully. (10 x 1 = 10)

- V Transcribe into longhand.



(10)

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