

Code No. **13 Z**

**COMMERCE EXAMINATIONS**  
**ENGLISH SHORTHAND**  
**SENIOR GRADE – III Paper**  
**( Condensation & Transcription )**

**January/February, 2020**

{ Time : 2 Hours  
{ Max. Marks : 100

1. Prepare a Summarised (condensed) Report of the following passage in about 300 words in indirect form and in past tense : ( Marks : 50 )

Addressing the United Nations General Assembly, on 28th September, the Prime Minister of India, Manmohan Singh said :

Mr. President and distinguished delegates,

I congratulate you, Mr. President, on your election to the august office. Your long association with the United Nations and your experience gives us hope that during your tenure the organisation will gain strength. We are also glad to see our Secretary-General, Dr. Henry P. Joy. His analysis of the current world situation deserves serious reflection. We wish success to his patient and untiring labour in the cause of world peace.

I am here on a quest for peace and co-operation. I have the privilege of addressing you not only on belief of the people of India, one of the founder-members of the United Nations, but also on behalf of members of 100 others members of the non-aligned movement. These nations met in New Delhi six months ago and renewed their pledge to work for a world which would not be driven by distrust and hatred, and for a truly international community, where nations would stretch hands of friendship across geographical frontiers.

For the last 20 years, the non-aligned have customarily met once in three years, and the chair-person has reported to the United Nations. Firm faith in the United Nations is central to the non-aligned. All members of the non-aligned movement are members, current or potential, of the United Nations. However, the United Nations is an institution, the non-aligned group a movement. The United Nations is, or ought to be, a forum for solving disputes. Non-aligned movement eschews discussion of bilateral problems. But the aim is the same to maintain peace by removing the sources of tension, and to bring out the humanity in human beings.

At the New Delhi Conference, we adopted a comprehensive statement on the economic and political state of the worlds. Our views were summed up

in what has now come to be called the New Delhi message. The final paragraph says, "The crisis which confront our civilization to-day is unprecedented in history. Great tasks call for wise decisions. We appeal to the great powers to give up mistrust, engage in sincere, forward-looking negotiations in a spirit of shared good faith to reach an agreement on various disarmament measures and to find a way out of the deepening economics crisis, which threatens all of us. United, the members of the non-aligned movement are prepared to do everything in their power to assist in this process. The earth belongs to us all. Let us cherish it in peace and true brotherhood, based on the dignity and equality of all human beings".

I am here to give this message to the entire world. When the non-aligned plead with the aligned to give up confrontation and conflict, it is not of presumption. We are aware of our own weaknesses, of the unnecessary discords and disputes among ourselves. But being militarily weak, we do not have to find justification for strength. Being familiar with pain and suffering, we do not want them to increase anywhere. Our plea for peace is not out of superior virtue, because peace is indispensable, because present military technology threatens the extinction of the human race. No peace to-day, no life tomorrow.

Scientists, scholars and some notable soldiers have vividly described the outcomes of a future nuclear war. Imagine a hundred or a thousand Hiroshimas at one time. Imagine a world with nowhere to hide and perhaps nobody left to hide. As more and more people in all countries grasp the full implications of the monstrous stockpiles of nuclear death, peace movements grow in number and beyond political ideology, driven by people's in most urge to live. We can all live only, if we all combine in the struggle for peace.

Some quarters believe that nuclear armaments can be controlled, and deployed with exact calculation of cost effectiveness. Equally frightening is the preparation and willingness to use other deadly chemical, biological and other such devices. Even more disturbing is the talk in depersonalized terms of using outer space for future wars.

The relentless search for even increasingly barbaric weapons systems is undertaken in the name of society. India and other non-aligned countries are convinced that only general and complete disarmament can provide real and enduring society. Nuclear weapons powers owe it to humanity to renounce the use or threat of nuclear weapon in any situation whatsoever. As a first step, they must resume negotiations for disarmament and ban the production and testing of all nuclear weapons.

In four days, we shall celebrate Mahatma Gandhi's 85th birthday. There is renewed awareness of the continued relevance of his message of non-violence and tolerance.

Man as animal is violent, but as spirit is non-violent. The moment he awakes to the spirit within, he cannot remain violent. Either he progresses towards non-violence or rushes to his doom. That is why the prophets and avatars have taught the lessons of truth, harmony-brotherhood and justice-all attributes of non-violence.

The new order cannot be confined to the economic or social or cultural. It must encompass all of them, yet be bigger.

We must create a new international order of humanity, where power is tempered with compassion, where knowledge and capability are at the service of all humanity.

2. Transcribe into Phonography Style (300 words) : ( Marks : 25 )

We all know that reading books opens the door to a vivid imagination, expanded vocabulary and the ability to succeed academically. While the basics of why a reading habit is essential, we can dig deeper and further evaluate why. The academic reasons alone should be enough to comprehend the importance of a reading habit. But if you are interested in learning more about reading habits I'm going to share a few important reasons with you. It has been proven time and time again that those who have a reading habit often show signs of advanced Intelligence levels. With an abundant amount of genres, books open the mind to use new words and embark upon a whole new world of word usage.

Developing a reading habit will continuously make you think beyond immediate moments. Due to your intelligence and creative side being stronger from reading, you will be able to think of smart solutions to everyday problems. Proper word usage is a vitally important part of being a human being. From a young age, we have to develop communication skills with concise word usage to get our point across. Reading helps master this skill. There are many books based on real-life events but written in a fictional story based design. We love Living books ! Having a reading habit means you can learn history and real-life events first hand. Not only can you learn history, but you can learn anything you want from reading a book.

Reading can open the doors to a whole new adventure with each turn of the page. When a child is young, they may be discouraged from developing a reading habit. Especially in this age of electronic usage being so popular. It is not always easy to find that perfect genre for your young child.

3. Transcribe the following passage into longhand : ( Marks : 25 )

