

COMMERCE EXAMINATIONS
ENGLISH SHORTHAND
SENIOR GRADE – I Paper (Speed)

January/February, 2020

Time : { Dictation : 10 Minutes
 { Transcription : 2 Hours

[Max. Marks : 100

Instructions to Readers :

The following passage should be dictated to the candidates at the rate of 120 W.P.M. as marked hereunder and the candidates should be asked to take down the same in the reporting style of phonography and transcribe the same into longhand.

Ladies and Gentlemen,

I am very glad to be present here at the Seventeenth Convocation of the Young university. I extend my hearty congratulations and best wishes to those who / have carried away the ranks. My sincere wish is that may God bless them with a bright future. I know how much industry, patience and strain and how many hours // of toil put forth by these young men and women at the examinations. To the others who have also taken their degrees at this Convocation, I wish a bright future./// With regard to those who have not been as successful

in their examination as they thought they deserved to be, I can only say that they should not think it /1/ as a failure in their career. 1

I call you "fellow students" because I hope I have not stopped learning. I would like to pay my tribute to those teachers and / professors here and at the other universities who keep the silver lamp of knowledge bright from generation to generation. They spend their entire lives on significant work quite unnoticed. In// the history of our Universities, there is one fact which deserves to be remembered even now. In olden times, Kings and Emperors thought

$\frac{3}{4}$ it was a privilege to sit at /// the feet of a man of learning, and men of knowledge were given the highest honour in society. Most unfortunately, now we have ignored such intellectuals and men of knowledge./2/ At present an intellectual means a person who is intelligent enough to know on which side his bread is buttered.

Now let me say a few words $\frac{1}{4}$ to the graduates / who are about to face the struggle of life. It has been said that there are two kinds of fools in the world. They are those $\frac{1}{2}$ who give advice and // those who do not take it. I would like to belong to the first category with a hope that you may not belong to the second. In order to achieve /// that $\frac{3}{4}$ object, it has to perform two important functions, that is, it should enlighten the understanding and it must improve the character. The two marks of a truly educated $\frac{3}{4}$ man/3/ are a capacity to think clearly and the anxiety to understand the things properly. If your education has made it possible for you to think for

yourself on the problems / which $\frac{1}{4}$ face you and which face the entire country, your institution has done very well by you. If this habit of thinking for yourself has not yet been developed in // you, you $\frac{1}{2}$ would be well advised to acquire it immediately after your leave this Institution. A formal education at an university does not mean the end of educational road. You /// $\frac{3}{4}$ should continue to learn thereafter. The ability to think clearly should enable the student to reject, when necessary, the ideas which are imposed on him by the mass media of /4/ communication. If you are $\frac{1}{4}$ able to think clearly, you will adopt an attitude of reserve towards ideologies that are known and be critical of the schemes that are modern. Students / of modern $\frac{1}{4}$ sciences must fear popular approval. Evil is with them when all men speak well of them. It is almost impossible for a student to be a true citizen // and to have $\frac{1}{2}$ the reputation of being one at the same time. The students should continue the process of learning even after they have come out of

$\frac{3}{4}$ the University. The /// interest of
 knowledge and the thorough search
 of the priceless cultural heritage of
 our country and the other nations
 are too vast for the longest life. A
 5 well furnished mind /5/ is as rare
 as a well-lived life. I hope you will
 not commit the error as you go
 through life of just doing your odd
 $\frac{1}{4}$ jobs day after day. Reserve/ a few
 seconds for great literature. I would
 recommend to you the important
 habit of reading at least a few pages
 of an immortal classic for every day
 $\frac{1}{2}$ before going // down into the battle
 of the day. Inevitably, the young
 men and women who are about to
 face the world will find
 disappointment in store for them.

$\frac{3}{4}$ Let me now /// come to the
 second function of education,
 namely, developing the character.
 What we need today more than
 anything else is moral leadership
 founded on courage, honesty and
 6 a sense of /6/ values. There is no
 substitute for a sense of values. It
 is necessary that students should
 have an understand of and a lively
 feeling for value. A sense of

values / would enable you to find $\frac{1}{4}$
 happiness within yourself and joy
 in the most ordinary things which
 we often pass by unseen. The
 students who are familiar with the
 immortal heritage // of nation $\frac{1}{2}$
 know the importance of the sense
 of values.

At various recent
 convocations, students have been
 known to say that they want
 jobs and not degrees. I have
 understood /// your problems. I $\frac{3}{4}$
 sympathize with your difficulties.
 But never forget the problems of
 unemployment and poverty can
 never be solved by empty slogans.
 They can be solved by realistic
 economic policies. /7/ 7

My dear Friend,

Please permit me to state that
 it was with very great pleasure that
 I received your letter of yesterday's
 date, and I was more than
 delighted to / find that it was $\frac{1}{4}$
 written in shorthand. Let me first
 of all congratulate you upon the
 wonderful progress that you have
 achieved in your comparatively
 brief study of the subject // of $\frac{1}{2}$

shorthand. I am not surprised to learn that you found constant reading and copying of printed shorthand of great value. If only all students of shorthand would do this,/// the number of expert shorthand writers would be considerably increased. I think it is a fine idea to have a shorthand library of your own, and I am sending you /8/ a few small volumes from my library has to give a start. You will notice from the list enclosed herewith that there is wide selection from which to choose. When / I was your age, I spent most of my pocket money on shorthand books and periodicals and many a happy hour I had with them. I know a large number// of highly skilled writers, and all of them are convinced that they owe much of their skill to the reading of shorthand.

You will soon be able to read shorthand /// as easily as you now

read ordinary print. Such ability will help you in the cultivation of speed, as you will seldom have to hesitate over the outlines for words /9/ dictated to you. That is one of the very obvious "secrets" of high speed. I am very particular that you should become a high speed writer, and I am also/ hopeful that you will be one such very soon.

I shall be pleased to hear from you again soon, and if you think that I can assist you at any time and in any // manner, I hope you will not hesitate to ask. I am still conducting a speed class on Saturdays and Sundays, and have a fine batch of/// keen students. Some of them desire dictation at well over two hundred words a minute.

Wising you the best of luck in your attempt, I remain,

Ever yours friendly,

Ramesh. /10/ 10