

Code No. **14 X**

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

January/February, 2020

Time : { Dictation : 10 Minutes
Transcription : 105 Minutes

[Max. Marks : 100

Instructions to Readers :

The following passage should be dictated to the candidates at the rate of 100 WORDS PER MINUTE as marked herein and they should be asked to take down the same in the corresponding style of phonography and transcribe the same into longhand (English).

Ladies and Gentlemen,

It is a great pleasure for me to welcome you to this meeting. I am grateful that you have found it possible / to attend it.

With the creation of a separate Department of Sports at the Centre, time is ripe for exchange of views on matters of mutual interest relating to sports and youth activities. According to the Constitution of India, sports is a state subject. The State Governments, therefore, have to play the principal role in its

promotion and development. As in other affairs of this nature, the centre also has an important role to play /1/ to supplement the efforts being made by the State Governments in the promotion of sports and raising the sports standard in the country. All round/ development of the country is possible only if the productivity of the individual is raised. Just as it is necessary for high productivity, an individual// should possess the necessary education and skill, so also it is necessary that he should

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[Turn over

possess a healthy and competent
 $\frac{3}{4}$ body. Besides, the value of ///
 sports is well recognised as a
 means of ensuring physical fitness.
 In view of these considerations, a
 high priority is given to the
 2 promotion of /2/ sports in the
 context of our all round
 development.

Only when an overall decision
 has been taken to accord to sports
 $\frac{1}{4}$ such a high priority,/ it will be
 possible for the Central and State
 Governments to make adequate
 funds available for the promotion
 of sports.

The Draft Resolution on
 $\frac{1}{2}$ National// Sports Policy is before
 you to recommend and accord such
 a high priority to sports. It is a
 matter of common concern that so
 $\frac{3}{4}$ far,/// significance of sports in the
 sphere of national development has
 not been fully realised in our
 country, nor have adequate
 financial provisions been made
 3 for/3/ the purpose. The per capital

expenditure on sports in our
 country is very small. Facilities and
 equipment are very inadequate.
 The Resolution on National Sports/ $\frac{1}{4}$
 Policy is intended to be the first
 step in this direction. It is my
 conviction that the usefulness of
 sports for health, physical fitness
 and// individual productivity as $\frac{1}{2}$
 well as capacity for the realisation
 of talent and skills in a disciplined
 manner need to be properly
 understood in the country./// $\frac{3}{4}$ On
 the one hand, every citizen should
 have opportunities and place to
 enjoy games, sports and
 recreational activities, on the other,
 it is necessary to/4/ raise the $\frac{1}{4}$
 standard in sports and games in
 order to enhance the credibility of
 our sportsmen in International
 Competitions and Meets. It should
 be, therefore,/ the endeavour of all $\frac{1}{4}$
 those who are connected with
 sports and its administration to
 provide full facilities for the all
 round development of traditional

$\frac{1}{2}$ as// well as modern sports and
 games in all parts of the country.
 It is my hope that this Draft
 Resolution would receive your
 $\frac{3}{4}$ endorsement and /// that we
 would thus be able to take the first
 concrete step in giving sports its
 due place in national life. I might
 5 add that /5/ the Draft Resolution
 has also been considered by the
 Consultative Committee of
 Parliament attached to the
 Department of Sports, and that the
 $\frac{1}{4}$ Draft before you/ includes
 suggestions made by it.

I would now like to invite your
 attention to the need for looking
 after the welfare of sports men
 $\frac{1}{2}$ and// women, particularly those
 who have given the energy of their
 youth to bring sports glory to the
 country, but are now either
 $\frac{3}{4}$ disabled or otherwise/// in
 distress. Very often, talented
 sportsmen and women who had
 reached great heights and brought
 glory to the country have suffered

silently because of lack /6/ of 6
 social support in their declining
 years. With a view to assisting such
 cases of needy sportsmen, a
 National Welfare Fund has been
 raised by / the Department of $\frac{1}{4}$
 Sports. Details of the Fund and
 composition of the Committee to
 administer it, have been circulated
 to you. The sportsmen of the // $\frac{1}{2}$
 country are the concern of all of
 us, and their welfare needs cannot
 be met only by contribution of the
 Central Government. Therefore,
 I would/// like to appeal to you $\frac{3}{4}$
 all to mobilise possible resources
 for this Fund so that we will be
 in a position to help the
 sportsmen./7/ 7

Dear Sir, we acknowledge
 receipt of your cheque for rupees
 three hundred for which we thank
 you. It is presumably in payment
 of our accounts / for the goods $\frac{1}{4}$
 which we supplied to you in
 November last. The amount,
 however, is not correct. Evidently

you seem to have deducted the
 $\frac{1}{2}$ discount// that is usually allowed
if a remittance is sent in
accordance with our special
Concession Scheme, which will not
 $\frac{3}{4}$ be applicable in this case. So,///
we shall esteem it a favour if you
will let us have another cheque for
the balance due, as we desire to
8 close our accounts /8/ for the
current year.

Your order of the 10th instant
will receive our immediate
attention. We note that you have
 $\frac{1}{4}$ made a wise choice and/ feel sure
that you will have no cause to
regret the additional expenditure
that will be involved. But we regret
 $\frac{1}{2}$ that we cannot let you// have the
desired quotation by next week. At
this moment, prices are unsteady
and it is necessary for us to get into
 $\frac{3}{4}$ touch with several///
order to secure essential

information. We will however do our
best to communicate with you by
the end of this week. The
probability /9/ is that the increase 9
in prices compared with our
quotations of October last, will be
about five per cent.

However, we regret that we
are / not in a position to grant the $\frac{1}{4}$
financial concessions which you
ask for. During the past three
years, our expenditure has been
exceptionally heavy owing // to $\frac{1}{2}$
alterations and extensions, and we
have costly schemes on hand.
Nevertheless, in view of our long
business relations, we desire to
assist you as ///
 $\frac{3}{4}$ far as possible. We realise that your present
circumstances are only unusual
and temporary.

Please reply along with a
cheque for the balance amount.

Yours faithfully,/10/

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