

Code No. **15 X**

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

January, 2019

Time : { Dictation : 10 Minutes
Transcription : 1½ Hours

[Max. Marks : 100

Instructions to Readers :

The following passage should be dictated to the candidates at the rate of 80 words per minute as marked herein and they should be asked to take down the same in the reporting style of phonography and transcribe the same into longhand (English) within the stipulated time.

Hon'ble Chief Guest,
delegates, teachers, Ladies and
gentlemen, I have great pleasure
in offering you welcome on
 $\frac{1}{4}$ behalf of the / Pitman
Shorthand School and of my
own. We have been planning to
hold this Seminar for quite some
 $\frac{1}{2}$ time now.// The dream has been
fulfilled today.

The main object of this
Seminar, the first of its kind in
 $\frac{3}{4}$ India is /// to enable the

teachers and the students in the
field of commercial subjects like
shorthand, typewriting, book-
keeping, accountancy, etc., /1/ 1
to get together from all parts of
the country and exchange ideas
and share their experiences and
problems. Madam, you / are $\frac{1}{4}$
fully aware of the role of teachers
and the institutes in training of
the Right type of candidates-
Secretaries // Personal $\frac{1}{2}$
Assistants, Stenographers,

Typists, Accountants, etc. It is the work of the people in these institutions away from the limelight /// and publicity that would enable the governmental and commerce machinery to run smoothly and efficiently. Like the professional teachers, the hands of these dedicated people who are giving shape to these untrained minds go unnoticed for all practical purposes and / even at times, their own pupils feel shy to recognize them after attaining high positions.

Let me sound a warning// to the teachers who really want to be, respected and accounted for in the society of today by their students /// we, Teachers, must recognize that the present day student, has less time at his disposal and wants to be trained /3/ in the least possible

time to enable him to be self-supporting or a supporter of his family. For / this the teacher has to keep himself in touch with the day-to-day developments in the subjects they teach.// They have thus, to read constantly the magazines and books and have a library of their own. Very few of /// them have the reading habit and possess a library. Then the question arises what about the school and public libraries. /4/ The answer again is that they have not paid much attention in keeping books on commercial subjects, shorthand and typewriting./ It is high time that we suggest to the institutes and public libraries to have a good collection of books// in their libraries.

But, the question arises again, when the teachers don't possess libraries of their own when they earn /// their bread and butter out of the subjects they teach. They have this profession simply to supplement their income. It /5/ may not be out of place to mention that our school possesses a library for the use of the teachers. / The books are displayed in the exhibition which I request you Madam, to declare open to-day. Coming back to// the main subject I suggest to the teachers to move with the time and adopt the modern methods of teaching/// for the benefit of their students.

Happily the Governments have now come in the picture for they are now teaching /6/ the subjects in the multipurpose schools, industrial training

institutes, polytechnics, etc. This is a turning point in our education. What / I have said $\frac{1}{4}$ above would hold good for every other commercial subject. In fact, what is lacking in this respect // is the trained $\frac{1}{2}$ teachers and incentives for good pupils to turn to these subjects. There is no systematic approach to /// train boys and girls to $\frac{3}{4}$ become teachers of these commercial subjects as in the case of other branches of education /7/. 7

Dear Sirs,

We regret to note that you have not replied to our two letters sent during the last month,/ calling your attention $\frac{1}{4}$ to an outstanding balance of Rupees three thousand on your account. You will perhaps agree that as // this sum is long $\frac{1}{2}$

overdue, we are at least entitled to some expression of your intention in the matter.

$\frac{3}{4}$ We /// would like to point out in this connection that we have already waited for too long
8 for the settlement of /8/ this account. As we on our part, make it a matter of principle, to
 $\frac{1}{4}$ pay all our debts promptly, we / have to insist on prompt payment by our customers in their turn. We would like to
 $\frac{1}{2}$ make it clear that // it would not be possible for us to wait any longer, and insist on your remittance positively within
 $\frac{3}{4}$ seven days /// from this date.

Though we are willing to assist you, by allowing

reasonable time for clearing our bills, we cannot /9/ accept the 9 inordinate delay in settling them.

It may kindly be noted that, the maximum time limit for payment is / thirty days from the date of $\frac{1}{4}$ invoice. In future, we request you to kindly ensure that, when making payment, our // $\frac{1}{2}$ maximum credit limit of thirty days is not exceeded.

We are not at all satisfied with your dealings even in /// $\frac{3}{4}$ the past. We expect you to send cheque within seven days of receipt of this letter.

Yours faithfully,

Sales Manager /10/ 10