



C20-CCP-406

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BOARD DIPLOMA EXAMINATION, (C-20)

OCTOBER/NOVEMBER—2023

DCCP – FOURTH SEMESTER EXAMINATION

ENGLISH SHORTHAND (80 WPM)

Time : 7 Minutes for dictation

1 Hour for transcription]

[Maximum Marks : 100

- Instructions :**
- (1) The following passage is to be dictated to the candidates once only in a loud and distinct voice; no word or phrase shall be repeated and no punctuation marks mentioned.
 - (2) The passage is to be dictated at the rate of 80 words per minute. The passage is marked into portions of one (1) minute duration which again is subdivided into quarters. The reader will read with a watch in hand with centre seconds and notice every quarter minute to ensure he/she is strictly adhering to the time.
 - (3) As soon as the dictation is over, the candidates should be told to transcribe into Longhand what they have written and hand over the Answer-book and speed notebook fastened together to the Invigilator immediately after the completion of the time allowed for transcription.
 - (4) Before commencement of the dictation, the candidates should be told to take down the matter to be dictated in Shorthand only.
 - (5) The reader should go through the passage and get acquainted with words and phrases used before actually starting the dictation.
 - (6) Immediately after the dictation is over, all the copies of Shorthand Paper-I must be sent in a sealed cover after duly signed by the Observer, Dictator and the Chief Superintendent to the Secretary, State Board of Technical Education and Training by name separately (not along with the Answer-books).

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I convey my friends, congratulations to you, the members of this august House and the people of India on the / historic occasion of the Sixtieth anniversary of the first session of the Parliament.

The Lok Sabha is a true representation // of the unique diversity and genius of the Indian people. Its members have come from every region, community, religion and /// sections of the society. Whether from the Left or the Right, from the government or treasury benches, this House has (1) voiced the problems of ordinary Indians and provided relief to them by passing laws that translated the social and economic / ideals of our nation into practical reality. What the Constitution intended, Parliament translated into action.

As we look back over // these years, we feel a sense of quiet satisfaction that this august institution representing the will of the sovereign has /// indeed lived up to the ideals of the founding fathers of our republic. In times of calamity or crisis, our

(2) Parliament has always demonstrated the ability to reflect the collective resolve of our nation and show solidarity with the people / and the government. However, as we look ahead, this occasion should also become the moment for some candid and serious // introspection. The manner in which we have conducted our affairs, especially over the past couple of years has created a /// sense of frustration and disappointment among the people. The daily routine of disruptions, adjournments and shouting in the House are (3) leading many outside to question the efficiency of this institution and its place in public affairs. If we are to / restore the prestige of this institution, each and every one of us must lead by example. We need to resolve // that the Rules of Procedure and conduct that we have collectively evolved would be honoured in letter and spirit. The /// leaders of political parties should sit together to find ways to raise issues, small or big, and air differences in (4) a manner that does not stall Parliament at every occasion.

We all have a sacred and solemn responsibility to the / people who have elected us. But equally we bear a moral responsibility to do what is right by the generations // still to come. We must therefore always keep in mind that our conduct and the actions we take here today /// determine the state of the nation we will give to our children and grandchildren.

With these words, I conclude.

(5)

Letter from the Principal, Government Polytechnic for Women, Nandigama, to the Indian Typewriter Services Limited, Vijayawada.

Dear Sirs,

In the / first instance, we wish to inform you that we have forty five typewriters in our Typewriting Lab. They require overall // maintenance including

oiling and cleaning from time to time so that they may be kept in good condition. For this /// purpose, we would very much like to enter into annual maintenance contract with you for a period of one year, (6) In view of this, we shall be glad to know from you whether you are willing to do this work. / If you are in a position to undertake the work, we shall be pleased to know the terms of contract // so that we may be able to take further action in the matter. We shall be pleased if we hear /// from you at a very early date so that we may reach a decision.

Thank you very much.

Yours faithfully, (7)

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