

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

January, 2018

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.

Good Morning Ladies and
Gentlemen :

I heartily welcome all of you
to our yoga auditorium and today
is a very special day for our "Stay
Fit Organization" because our
 $\frac{1}{4}$ organization / has completed five
years of success in motivating
people for staying fit through yoga.
As a manager of this organization,
I am feeling highly privileged for
 $\frac{1}{2}$ hosting this event. As // our
organization is all about yoga and
fitness, so in this context, I would
like to say a few words about yoga
and it may help the newcomers to
 $\frac{3}{4}$ get /// motivated for staying fit.

We all know that yoga has
become a popular form of exercise

these days. Almost everyone next
to your door is practising yoga and
discussing its /1/ benefits. In fact, 1
media is also widely covering yoga-
based events or sessions to help
enlighten its audience. Moreover,
this has become a form of discipline
and is being included in / students' $\frac{1}{4}$
curriculum to be taught and
practised. So students and even
many professionals are asked to
deliver a speech on yoga citing its
benefits.

First of all, it is very // $\frac{1}{2}$
important to understand that what
is yoga ? It is the union between
body and mind or we can say that
it is a way to create a balance
between mind /// and body. Yoga $\frac{3}{4}$

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was said to be originated in India and therefore, it is known as "Yog" all around the world. Today, the knowledge and practice of yoga is getting /2/ disseminated all around the world and which is a very good thing. In yoga, we get to learn about many body postures or poses for keeping ourselves fit such as / sitting, standing, forward bending, backward bending, upside-down postures etc. There are uncountable poses in yoga.

Workout trends come and go, but literally no other form of exercise is as stable // as yoga and it has been around for over a period of 5,000 years now. Yoga helps us way beyond than just burning the calories and toning down our muscles. /// It's an all-inclusive workout that focuses on both mind and body. Under yoga training, one performs all kinds of stretching and strengthening poses, including deep breathing, relaxation or meditation. Currently, /3/ over 100 diverse forms of yoga are known, which are rigorous and intense while others are mild and relaxing.

There are different poses for

which the instructor guides you throughout ;/ these poses include standing, sitting, back bending, forward bends, upside-down asanas as well as twisting postures. Besides these, there are other different types of yoga which are especially tailored to // suit the different needs of people. For instance, there is Hatha Yoga, which is the most practiced form and deals with the breathing exercises and bodily postures. Then there are /// two other types of yoga that is Karma and Bhakti Yoga, which are advised to the people who are looking to gain spiritual experience in life.

Many poses are required /4/ flexibility such as plow pose, pigeon pose, upward bow pose, fish pose etc ; and many people does not have enough flexibility in their bodies, so there are many other poses / which do not require high flexibility such as the perfect pose, mountain pose, chair pose, triangle pose etc. As there are uncountable poses, so there are uncountable benefits of practising // yoga also. Benefits defers from one pose to another. Practising yoga is

absolutely worthy and it has the potential to cure many diseases like respiratory problems, abdominal
 $\frac{3}{4}$ problems, diseases related /// to nervous system etc. It helps in relieving negativity and toxins from our body. It helps in reducing stress level and increasing awareness. Especially for children,
 5 it helps in building /5/ concentration power and focus. It can be said that it is a best medicine for curing respiratory problems and also works best for abdominal diseases like stomach
 $\frac{1}{4}$ ache and infections. / It also helps in enhancing personality because automatically, if a person is disease free then he or she will look good and healthy.

So everyone must practice
 $\frac{1}{2}$ yoga and make // it a part of daily routine in order to get a strong, flexible and supple body. Its regular practice helps improve your body posture while you walk, sit or
 $\frac{3}{4}$ sleep./// This will in turn also help you relieve your body pain owing to inappropriate postures.

Yoga when combined with meditation has the power to better
 6 your intuitive skills so that /6/ you

can quickly ascertain what is required to be done, when it is to be done and how in order to gain positive results. This does work wonders and you / can experience $\frac{1}{4}$ the change yourself only when you practise it without fail.

On this special occasion our organization is giving a free trial session of three days to the people // who are interested in $\frac{1}{2}$ yoga. I am assuring you that it is going to change your life because I have experienced it by myself.

Finally, I would like to end /// my speech and extend my $\frac{3}{4}$ special thanks to our management committee for organizing such an inspiring event and of course to the people for joining and making this event successful. /7/ 7

Dear Sirs,

We are in receipt of your valuable enquiry for supply of hardware materials required in connection with electrification of villages and energizing irrigation pumpsets. We are glad to / note $\frac{1}{4}$ that your offer has been accepted by the Karnataka Electricity Board and you have been awarded the works. At the outset, we heartily

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congratulate you and wish you
 $\frac{1}{2}$ all // success in your new venture.

With regard to our
 establishment, we wish to inform
 you that we have started our
 industry some years ago on small
 $\frac{3}{4}$ scale industry and established///
 ourselves well now. We have been
 one of the largest suppliers of
 hardware materials to various
 divisions and circles of the
 Karnataka Electricity Board. We are
 also manufacturing various
 8 types /8/ of hardware materials
 required for the above type of
 contract works. It will not be out
 of place, if we mention here that
 we supply the hardware materials
 $\frac{1}{4}$ even outside / the State for various
 Electricity Boards and Electricity
 Contractors.

We have enclosed separately
 our quotation for the supply of
 materials which you will find very
 $\frac{1}{2}$ competitive. Our terms of //
 delivery are free delivery to the
 workspot in our transport vehicles
 which we are maintaining in good
 condition. The sales tax and
 other levies will be extra. We will
 $\frac{3}{4}$ assure /// you to deliver the

materials to your workspots within
 fifteen days from the date of receipt
 of orders. Twenty-Five per cent of
 value of materials to be ordered
 should be /9/ paid in advance by 9
 way of a bank draft obtained in
 our favour, which should
 accompany your order. On receipt
 of your order along with advance
 payment we will undertake / to $\frac{1}{4}$
 manufacture and supply the
 materials required by you.

The specification of materials
 required by you should be given
 correctly to enable us to
 manufacture the same in $\frac{1}{2}$
 accordance with // your
 specification and design. We do not
 undertake the responsibility of
 taking back the goods once
 supplied or exchange of goods as
 the materials will be manufactured
 according to your /// specification. $\frac{3}{4}$
 We hope that you will find our
 terms and conditions attractive and
 place your valuable orders
 immediately.

Assuring you of all our best
 services at all times.

Yours faithfully, /10/ 10