

Code No. **15 X**

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

**January, 2018**

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 corresponding style of phonography and transcribe the same into longhand (English).

Welcome Speech for Chief Guest  
Mr. Kapoor by the Principal of  
Indian Public School at Annual  
day Function,

$\frac{1}{4}$  Good evening everyone,/

I heartily welcome you all  
on the behalf of Indian Public  
School, Noida, for the prestigious

$\frac{1}{2}$  occasion of our school//  
celebrating its 25th Annual day  
on the event of completing its

25 golden years, in other words,  
 $\frac{3}{4}$  celebrating its Silver/// Jubilee.

The idea of putting the  
foundation of an educational  
institution is so inspiring : Here  
I can see a blend /1/ of 1  
extraordinary and smart  
students and their parents who  
have made this day arrive ; they  
have come to us from / each  $\frac{1}{4}$   
and every corner of the city.

Every year, I find it to be  
my pleasure to address you  
people // who are the young  $\frac{1}{2}$   
minds of today and the

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responsible citizens of tomorrow. I and whole of our dedicated teachers'/// team appreciate the efforts put in by the parents along with their wards. So, here

2 I feel privileged to extend /2/ my warm welcome to all the dear parents who are constantly extending their support & love

$\frac{1}{4}$  to pupils as well / as faculty members of this schools.

Taking our evening further and to begin with the Anual

$\frac{1}{2}$  Function, I on the // behalf of everyone present here, heartily welcome the inaugurator and the dignitary of the priceless

$\frac{3}{4}$  function today, the Guest of/// honour, Mr. Kapoor, who is the social worker, educationist and philanthropist. I am especially

3 thankful to him as when we/3/ approached him with the invitation card & requested him

to grace the evening as the Chief Guest, Mr. Kapoor accepted our / request and readily agreed  $\frac{1}{4}$  when he looked at today's event and its program.

Mr. Kapoor is a well-known name in // the matters related  $\frac{1}{2}$  to Women Empowerment. He has put in a lot of efforts for promoting the education of girl /// child, for this he has  $\frac{3}{4}$  even set up many small education centres for girls and ladies. His initiative of setting /4/ up an orphanage  $\frac{4}{4}$  and the old age home is what everyone is talking and praising about, nowadays.

Sports, is a / great activity  $\frac{1}{4}$  for children that provide us a variety of benefits other than physical fitness. Participation in sports can help// build self-  $\frac{1}{2}$  esteem, confidence and can

motivate children to excel academically and can help build their social skills. It can even /// teach children the ways and benefits of goal setting & practice.

So, with this purpose, we organize a sports meet /5/ every year in an order where 100% participation is encouraged and each participant is rewarded and it is the participation / of children that is most important for us and gives us immense joy. This year our school has been declared // as one of the best institutions of the city which has included and is following extra-curricular activities in the daily /// time-table. I wish to thank and congratulate each one of you dear parents for, without your support, it would not /6/ have been possible for us. Dear

parents, what you see today, is the culmination of massive, continuous efforts put in / by  $\frac{1}{4}$  the students and teachers. I am pleased to share that the distinguished guest to honour us with his presence // today as  $\frac{1}{2}$  the Chief Guest of our annual day function.

Give a huge round of applause as I can upon ///  $\frac{3}{4}$  Mr. Kapoor, for the lamp lightening ceremony and request him to speak a few words about his endeavours.

Thank you /7/ 7

Dear Sir,

We very much regret having to draw your attention to the fact that there has been a considerable / reduction in the  $\frac{1}{4}$  turnover of your Branch during last four years. The Head Office

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has received complaints from  
 $\frac{1}{2}$  many of // your customers,  
 some of whom have already  
 withdrawn their customs.

This cannot, in any  
 circumstances, be attributed to  
 $\frac{3}{4}$  adverse trade /// conditions for  
 we all know that they are better  
 than they have been for a long  
 8 time. Nor can it /8/ be explained  
 by local difficulties for we  
 understand that our competitors  
 in this particular district are  
 making record profits.

$\frac{1}{4}$  We / are, therefore, forced  
 to come to the conclusion that  
 there must be a real foundation  
 $\frac{1}{2}$  for the complaints we have //  
 recently received and that the  
 service given to customers is  
 very much below the standard  
 $\frac{3}{4}$  which they have every right///  
 to expect.

We ask you to do your  
 utmost to eradicate these faults  
 and we are particularly anxious  
 that all /9/ deliveries should be 9  
 made promptly, and certainly on  
 the day promised. Great care  
 should be taken to avoid any  
 damage / in packing or  $\frac{1}{4}$   
 transport. All delivery men must  
 recognize that this Company  
 insists on courtesy to all  
 customers and we // wish you  $\frac{1}{2}$   
 to forward immediately to the  
 head office any complaints that  
 you may have in this connection.  
 Every effort /// must be made  $\frac{3}{4}$   
 by all concerned to make all our  
 customers feel that they treated  
 fairly and promptly.

Yours faithfully, /10/ 10