

Code No. **15 X**

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

July, 2015

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.

Sir,

Honourable Members will also remember that special works programmes were introduced last year to improve job opportunities in the countryside. / These schemes will continue. In addition, as I shall describe presently, we propose to make a special budgetary provision for // assisting the educated unemployed in their search for

an opportunity to serve the nation. Employment opportunities can, however, come only /// by increasing the tempo of economic activity all round. It is therefore, essential that expenditure under the plan is maintained /1/ on projected levels and that no shortfall occurs. While I am proposing to increase the plan outlays over what was / allocated last year, the emphasis has to be even

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more on the timely implementation of plan projects for which budgetary // provision $\frac{1}{2}$ is being made.

We can scarcely ignore the bad effects of price increase on both investment and income $\frac{3}{4}$ distribution./// Inflation also undermines attempts to increase the efficiency of production and to lower unit cost, which in turn $\frac{2}{2}$ affects exports. /2/ There is therefore, need for continuous vigilance. In this task we must also keep under examination the $\frac{1}{4}$ operation of the / monetary forces. Our procedure for formulating annual plans is itself in the nature of reassessment $\frac{1}{2}$ of plan priorities and // objectives. At the present time, when we have just received a new mandate, it is also $\frac{3}{4}$ necessary to make a /// fresh

review of the plan as a whole. The emphasis from now on has to be on measures taken which /3/ will speed up the $\frac{3}{3}$ process of implementation of projects, increase the employment opportunities and reduce disparities. Honourable Members are aware / of the $\frac{1}{4}$ various steps taken in recent years for encouraging growth including growth of industry in the backward areas. The // $\frac{1}{2}$ same objective has to be kept in mind in the allocation of our foreign exchange resources. Schemes intended for backward /// areas have to be $\frac{3}{4}$ given due consideration at the stage of the formulation of the plan itself.

Our Public Sector /4/ $\frac{4}{4}$ enterprises have widened the industrial base of the economy

and achieved certain basic social objectives. Efficient performance on the part / of these enterprises is important for the Government's overall development efforts. Administrative and procedural delays which hold back progress of // these enterprises are thus matters of considerable concern. Similarly, the Public Sector has to generate a big surplus since this /// surplus is a key source of future growth. During the past year, a number of steps have been taken to /5/ raise the general efficiency of public enterprises. Increasing attention is being devoted for the proper maintenance of inventories as well / as of plant and machinery in each public sector unit, and towards tackling the problem of personnel management and industrial // relations. In regard

to the latter, we would certainly like to have the advice of trade unions. They have an /// equal $\frac{3}{4}$ share in the efficiency of the public sector. I hope that with their co-operation, it will be possible to /6/ start a new 6 chapter of industrial relations in our public enterprises.

A large part of the commercial banks is now / a $\frac{1}{4}$ part of the public sector. I would like to seek the co-operation of the trade union leaders to improve // the efficiency of $\frac{1}{2}$ banking system. A beginning was made recently by starting a dialogue with the employees and the management /// of the $\frac{3}{4}$ banks. Our discussions covered such areas as credit planning and deposit mobilisation. I propose to continue this practice. /7/ 7

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Dear Sirs,

We have been greatly satisfied with your hot-water bags which had proved to be really leak proof / in ninety-nine cases out of hundred. The customers, in fact took to your products even though there were quite // a few brands in the market. Depending on your past performance we have readily ordered for two hundred of your /// ice bags understanding that the icebags will prove to be as useful as the hot water bags. Our notion has, /8/ however, proved to be wrong and we regret very much to inform you this. Almost all the customers have complained / about the icebags and to some we had to refund the money. We did not want to spoil your goodwill // in the market and so had offered

some explanation and excuse saying that the defect had been due to some /// fault in the manufacturing process and the manufacturers would soon replace us with fresh lots.

We actually want this lot /9/ to be replaced at once by better quality products and will be expecting your railway receipt to this effect showing / despatch of the goods at an early instance. Also no excuse about increase in price for the replacement will be // acceptable. We will await your instructions regarding sending back to you. We hope you will be prompt in this matter /// as time is running short and we are facing a problem in tackling dissatisfied customers. We are,

Yours truly,

Manager. /10/ 10