

Code No. **11 X**

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

June, 2016

Time : { Dictation : 7 Minutes
Transcription : 105 Minutes
[Max. Marks : 100

Instructions to Readers :

The following passage should be dictated to the candidates at the rate of 150 words per minute as marked therein. They should be asked to take down the same in the reporting style of phonography and transcribe the same into longhand.

Friends,

It is a privilege and pleasure for me to extend to you all a very warm and cordial welcome to this Tenth Annual general meeting of your Company. I am indeed thankful for your presence, which reflects / the interest that you have been taking in the working of your Company.

The Annual Report, together with the Audited Statement of Accounts, and Director's Report, which have been in your hands for some time now, therefore, // pertains to the working of 12 months period ended

31st March, 2013. I presume you have had the opportunity of going through the same ; with your permission, I propose to take them as read.

The /// working results for $\frac{3}{4}$ the period under review are not comparable with that of the previous year, which have been severely affected due to loss of effective production of about six months on account of suspension of operations./1/ All of you will 1 naturally be interested to know about the present working of the Company. During the first quarter of the current year ; you will be

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happy to note, the levels of
 $\frac{1}{4}$ production and sales have been /
 much encouraging. In view of
 uncertainties involved, I would not
 like to make any forecast of the
 working result for the current year.
 Need I mention that the
 Management will strive its utmost
 $\frac{1}{2}$ to improve the operation // and
 achieve the best possible results.

For financing the capital
 expenditure, as mentioned in the
 Director's report, the company
 proposes, subject to the approval
 of the Members and other
 concerned authorities, to make a
 $\frac{3}{4}$ Rights Issue of /// Secured Non-
 confident you will, as in the past,
 extend your fullest co-operation
 and support. May I, at this stage,
 with your permission, now deal in
 brief, with some of the aspects of
 2 the environment in which we /2/
 are to operate. I sincerely hope this
 will enable you to evaluate the
 situation in its proper perspective.

The year just rolled by was
 gloomy on the economic front
 largely due to a widespread drought

and recession. The / drought, apart $\frac{1}{4}$
 from causing adverse effects on
 agricultural production and power
 situation, also contributed to
 inflationary pressures. Let us thank
 the Almighty for satisfactory
 monsoon this year. As a result, our
 country is poised for a bumper // $\frac{1}{2}$
 crop of foodgrains, oil seeds and
 cotton. The output of oil seeds and
 cotton is also expected to reach a
 new high. The downward revision
 of fertilizer prices was a correct and
 timely decision. Thus, the overall
 outlook /// of the current year $\frac{3}{4}$
 appears bright.

Certain features, nevertheless,
 are discernible. Recession
 continues to haunt industry,
 infrastructural deficiencies in
 area of coal — both as to quality
 and quantity, movement of freight
 by road and rail and power
 continue /3/ to hamper the 3
 industrial growth. The balance of
 payment position too continues to
 be adverse. Indicating the need for
 sustained efforts to promote
 exports especially in view of the

bleak prospects of any external aid.

$\frac{1}{4}$ The timely measures adopted / by the Government of India have gone a long way in curbing inflation which is an international phenomenon. Inflationary pressures however, have been of late, gathering momentum and an all out effort is called for before it assumes // frightening proportions. Before I conclude, I would like to express my sense of gratitude to the Bankers for their continued and active support.

$\frac{3}{4}$ Coming to the role of Planning in Development, the argument of some that the exercise /// of Planning is a waste and should be scrapped cannot be accepted. Planning is not merely drawing up a list of projects and finding resources to execute them but it is a continuous movement towards a goal. Political /4/ freedom is not full without economic freedom. It should give an opportunity to a large number of people to profit by the democratic method and to have equal chance to prosper. To achieve

this goal, Planning is necessary. / $\frac{1}{4}$

The basis of Planning is to strengthen the nation and to increase production. Nothing is more important than production when we have to solve the problems of poverty and disease. It is obvious that agricultural and industrial // $\frac{1}{2}$ production must increase and for this our people must have technical training. As our Industries grow, the Agricultural Sector grows and our country becomes stronger. Earlier we were totally dependent on other countries for even small things. Today, /// due to $\frac{3}{4}$ Perspective Planning, we have progressed from a major importer to a major exporter.

Progress and Planning are interrelated. We may take help from others, but should rely on ourselves. This is the basis of progress./5/ Progress of all 5 sections is the essence of Planning. At the time of our independence, we were very backward. It was the successive Five-Year Plans which enable us to move forward and

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$\frac{1}{4}$ today we are one of the / fast developing nations and respected by rest of the world. In conclusion, I wish to state that instead of fighting over the minor issues, we should work in a planned way towards united and prosperous India.

$\frac{1}{2}$ Further, // it may have to be noted that the present day agricultural practices have upset the nature's balance causing major changes in the nature's system. Air is polluted by bacteria and insects. Wrong use of fertilizers and $\frac{3}{4}$ introduction of /// high yielding varieties have made the matter still worse.

Human waste is another important cause of nature's pollution. The particular health dangers of wrong waste disposal are soil pollution, water pollution etc. Environment is getting more 6 polluted /6/ by bad public toilet facilities in almost all cities of India.

Thus problem of pollution is reaching dangerous levels. Rivers have been carrying all the town's wastes and discharges. State's river is the best example for this. The / $\frac{1}{4}$ major industries that are causing pollution include cement as well as consumer goods.

Environment protection has become necessary for people's existence and safe living. A knowledge has to be created among people about this. It is to be // $\frac{1}{2}$ noted that economic development should not be at the cost of environment. In India, the Department of Environment has set up a Research Committee to look into the problem. Pollution control standards are to be necessarily followed./// Every one of us should $\frac{3}{4}$ think and act in this regard.

I extend my thanks to our esteemed customers and dealers in India for their valuable support and for taking increasing interest in the products of our Company /7/. 7