

**5 JULY, 2018**

[Time : 14-00]

(Total Marks (A) and (B) : 100)

**ENGLISH SHORTHAND**

(100 Words Per Minute)

**(Time allowed for Transcription of (A) and (B) passages : 2 Hrs.)****[A]****(Marks : 45 + 5 for note taking)**

The word grade is derived from the Latin word gradus where it means step. Grading is a process where in subject may be classified on the / basis of pro-defined standards. In educational context grading is essentially a method of communicating measurements of students achievement. It involves the use of a set // of symbols that ought to be clearly defined and uniformly understood by the student, teachers, parents and all others concerned. The absence of either of /// these will defeat the very purpose of awarding grades. While developing the grading systems it is of utmost significance that the meaning of each grading //1// symbol be clearly spelt out. Having done so, it becomes obligatory on the part of each examiner to adhere to the specified system of grading. / This would however in no way encroach upon the autonomy of the examiner to determine which grade to award to a particular student. A properly // introduced grading system may not only provide for the comparison of students performance, but also indicate the quality of performance with respect to amount of /// efforts put in and the amount of knowledge acquired at the end of the course.

There is no denying the fact that the bases upon //2// which the judgement of awarding the grades is made very considerably from well-known institution and from examiner to examiner. There seems to be no / common point of reference that makes it possible to compare grades awarded by different examiners and different institutions while using norm referenced measures. At best // the information that can be inferred form grades is a particular good student in a given course at a given time with a given teachers /// either above average, average or below average, if used three points grade systems in terms of academic achievement. However the comparison of students performance //3// across institutions may be made with reference to a specific criterion by employing reference measure. Thus the grades may be used for conveying both

be helpful for institutions of higher learning and for employers ///4//

[An interval of two minutes]

---

[B]

[Marks : 45 + 5 for note taking]

In presenting the report and the statement of accounts for the year which ended on the 31st March last the chairman said : As you will / have seen from the report which has been circulated to you, your company has enjoyed a record years trading. It is particularly satisfactory to be // able to state that all of our departments have contributed towards this happy result. Our sales have gone ahead well, and our manufacturing efficiency has /// reached a very high level. It is very gratifying to note that our expense ratio has fallen. This is a very creditable performance when //1// it is remembered that costs are still continuing to rise. The drop in the expense ratio is due to good planning and to an efficiency / drive throughout all our branches. In fact, our position is so good in this respect that I can sum it up by saying that we // have achieved a sales increase of more than six million rupees without any increase in the staff employee. That fully explains the increase in our /// profit figure for the year under review.

We have this year prepared a booklet called “A Review of the companies Activities” and this has been //2// circulated to all the shareholders. It has, therefore, not been necessary for me to make my statement to the shareholders quite as lengthy as usual. / If you have not read this booklet already, I ask you to do so as I am sure you will find it a most absorbing // summary of the work of this great organization.

Our total sales at home and abroad amounted to nearly ninety million rupees. This figure represents an /// increase of eight per cent over last year, and is a truly magnificent achievement. The figure of profit before providing for taxation amounts to seven //3// and a half million rupees. This is an increase of forty-nine per cent over last year’s figure, and is a remarkable increase to achieve / in the course of one year. As indicated in the financial section of “A Review of the Company’s Activities” the profit gained on the capital // employed by the company amounted to almost 15 per cent. This figure reflects the benefit of substantial capital expenditure over a long period of /// years and is not in the circumstances unreasonable. There has been a continued rise in property values, and many of our freeholds