

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE

Government Commercial Certificate Examination

3 JULY, 2018

[Time : 09-00]

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

ENGLISH SHORTHAND

(150 Words Per Minute)

(Time allowed for Transcription of (A) and (B) passages : 2 Hrs. and 55 Min.)

[A]**(Marks : 45 + 5 for note taking)**

Our Prime Minister and Tony Blair together sent out a clear message today that globalisation and change were inevitable for any economy.

Departing from the prepared text of the address at sixth Indian Business Summit in the / Capital, Prime Minister said “Do not be fearful of change, learn to live with it.”

Earlier, Blair, in his address to the business delegation said “globalisation is not a matter of debate” but was a reality and emphasised // that despite the problems individual economists face, there was a need to “embrace and manage it.”

Blair, speaking in this capacity as the president of European Union said as the “World becomes integrated both side and India /// will benefit and added it is better to open up rather than close down”. He did clarify that the entire process of transition to an open economy cannot be left to the market. Voicing the same sentiment, Prime Minister //1// said “Success belongs to those who opt to the process of change.” And this was what he defines the “role of the government.” To over-come the transitional pain that came with change, the Government had / the responsibility to smoothen the transformation process.

Prime Minister said the India-Europe relationship had to be “win-win” and urged the Europe to take a relook at their non-tariff barriers for goods from India.

Our business // community says European markets have suddenly become difficult to access. While tariff have come down, various non-tariff business have come up. We need to address any such issue urgently, he said.

He specifically pointed to an /// directive on traditional and herbal medicines which restricts India's market access for these products in the Europe.

This directive has the effect of having an insurmountable barrier in respect of ayurveda products. I hope our concerns will //2// be noted and implementation delayed till our experts can discuss this as proposed in the Joint Action Plan.

From the Indian perspectives, Prime Minister said we would welcome measures that could be pursued to our mutual advantage / and was therefore happy that both sides had formed the Joint Working Group to iron out issues related to Sanitary measures and tariff barrier in trade.

Blair reassured businessmen on the fears of backlash on Quit sourcing saying "Out sourcing // in fact helped in boosting of local business houses."

He substantiated his argument by quoting examples of what happened within the Europe when ten more members countries were inducted. Despite the initial fears of free movement of /// cheaper labour, the end result was that economics were actually strengthened.

It was initially feared that out sourcing or relocation would cause job losses. But companies have used outsourcing to move up the value chain and create better Company //3// structure. Blair said According to him, the future of Europe costs on knowledge based sectors and the two sides could move up the value chain through investments to science and technology.

This is where he defined a / new source for the two sides and said India and Europe must work together in developing human capital.

As though in response, Prime Minister said “A brand conscious and yet price sensitive market in search of new products // and new technologies is waiting to be tapped. I sincerely hope you will not miss the bus.”

In a far reaching development, India and the Europe decided on a joint initiative to enhance trade and investments, energy security, /// information and biotechnology. A joint action plan unveiled at the Sixth Indian Europe Summit here said the two sies have agreed to Co-operate in nuclear energy oil and gas sector with a view to promote security and stability. //4//

[An interval of two minutes]

[B]

[Marks : 45 + 5 for note taking]

I want to talk for a little while this week about Shorthand writing. How many words a minute can you write at present ? How many words a minute would you like to able to write ? Are you taking / any steps to increase your present rate of writing ? I think that there are very few of us who do not feel that we would like to be able to write more quickly. Whether we can take down // good Shorthand notes at 80 words a minute or at 160 words per minute. There is always present a desire to add another 10, 20 or 30 words to our rate of writing. I think also that is /// probably true to say that very few people ever reach the highest rate at which they could write. I believe that most writers, could with a little training and work, write more quickly.

A question often asked //1// “What rate of writing is required to meet the needs of most office bosses ?” Often you will find that the answer given is to the effect that 80 words a minute will be good enough to carry / the writer through most of his daily work. But experience has shown that in many offices this is not the case, and I think that those of you who are at present writing at 80 or 100 // words a minute should make up, your minds that you will continue your training untill you can write at 150 words a minute or more. If, when you leave your day school, you are able to /// write

at 100 make up your minds in use a little of your free time each week in perfecting your knowledge of the system and in increasing your rate of writing. You will not find it a //2// waste of time to do this. The good situations in offices are given to those who can do better than the masses.

There is too, the question of your finding happiness in your work, if when you / get out of bed each morning, you know that you are going into an office where you will be asked to do just a little more than you are able to do you will not feel very // happy about it. You will perhaps feel like the little girl who was seven years old and had been to school for three weeks. She was asked by the mother. “Well and how do you like /// school” ? Oh said the little girl. “I wish I was married and out of it all.” If you take a real interest in your work and know that you can easily meet the demands which will be //3// made upon you. Then you are likely to find happiness in it. Therefore, it is time well used in your early days if you work hard to become an expert writer. When you reach a rate of 100 words / a minute, do not regard it as the end of the Shorthand word. It is rather as a step on the road to a high rate of shorthand writing. Our shorthand system is such that is // very easy to reach 120 and 150 words a minute and with a little work much high rates can be achieved.

Few points for your shorthand is always use good quality paper for our shorthand notes, /// and lightly, passing quickly from one outline to the next and from the end of one line to the beginning of the next. A high and easy touch is a sure way to increase your rate of writing. //4//
