



SSC Stenographer and other exams important Skill test essential commas & Important Rules.

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Some Essential Commas.

1. As we know,
2. As we are aware,
3. To that extent,
4. At the outset,
5. In the Beginning,
6. First of all,
7. In the first instance,
8. In this connection,
9. On the other hand,
10. At the same time,
11. In due course,
12. To a large extent,
13. At the present moment,
14. As a matter of fact,
15. To a certain extent,
16. In the second place,
17. A few years ago,
18. At the moment,
19. For a moment,
20. At the present time,
21. In the meantime,
22. For the time being,
23. In course of time,
24. In the first place,
25. In this context,
26. So far as I know,
27. As far as possible,
28. By and large,

29. On the one hand,

Essential Commas (If in the beginning)

1. First, / Firstly,
2. Secondly,
3. Certainly
4. Well,
5. Moreover,
6. Lastly,
7. Today,
8. Naturally,
9. Originally,
10. However,
11. Therefore,
12. Obviously,
13. For instance,
14. For example,
15. Sir,
16. Madam,
17. Now,
18. In fact,
19. Perhaps,
20. Undoubtedly,
21. Fortunately,
22. Unfortunately,
23. Surely,
24. So,
25. Then,
26. Surely,

A large, light blue circular graphic with a wavy, scalloped border. Inside the circle, the text "Steno Vibes" is written in a bold, yellow, sans-serif font.

27. But,
28. Also,

WHEN IN THE MIDDLE OF THE SENTENCE

1. ,etc,
2. , that is to say,
3. , in my opinion,
4. , for instance,
5. , especially,
6. , if I may say so,
7. , specially,
8. , however,
9. , particularly,
10. , namely,
11. , of course,
12. , therefore,
13. , sir,

TWO ADJOINED WORDS

Countryside, forthwith, uppermost, overwhelm, lifeblood, wherefrom, threadbare, furthermore, outbreak(out-break), thereby, foolproof, backbone, worthwhile, topmost, shareholder, groundnut, overdraft, turnover, wayside, widespread, thereon, thereto, aftermath, befit, deadlock, Toto, layman, outcome, whereabouts, foodstuff, overdue, forthcoming, brotherhood, bloodshed, cannot, anywhere, anything, anybody, everywhere, wherever, overall, everybody, somewhere, something, someone, somebody, sometimes, somehow, nevertheless,

nobody, altogether, indifference, handshake, heartburn, policyholder, unrest, updated, watermark, hereunder, malfunction, nonetheless, overburden, overcome, overview, painstaking, software, shortfall, superpower, taxpayer, throughout, withdraw, withdrawal, worthwhile, youthful, watchdog, malnutrition, meantime, straightway, sweetheart, etc..

TWO WORDS

All right, All round, Common man, In spite of, In charge, At least, After all, Instead of, All together, Every one, Some time, via media, Ex officio, De facto, In as much as, Prima facie, Status quo, Vice versa, Viva voce, Bullock cart, Ad hoc, Ad valorem, At once, Along with, Bona fide, Common man, Day by day, Per annum, Per capita, Per cent, Free market, Free trade, En route, Electoral rolls, Mala fide, To be, Sub judice, Pari passu, Up to, In respect of, etc...

HYPHENATED WORDS Format of Hyphenated words (W-W) no space between words and hyphen:

Self-reliance, Self-interest, Up-to-date, Large-scale, Small-scale, Long-term, Medium-term, Work-to-rule, So-called, Heart-burning, Heart-rending, Far-reaching, Far-sighted, Heart-breaking, Income-tax, Two-fold, President-elect, Red-tape, Two-fold, Result-oriented, Ex-Prime Minister, Three-fourths, Anti-national, Multi-purpose, Vice-Chairman, High-level team, Centre-State relation, Well-known, High-powered committee, Well-known facts, Result-oriented, All-round, High-handed, Large-scale, Nitty-gritty, Free-for-all, Non-official, Pro-BJP, Self-evident, Wrist-watch,

Re-write, Non-violence, Multi-lingual, Category-wise, Water-borne, Self-satisfied, Short-lived, Self-interest, Ten-rupee note, Re-examination, Non-controversial, Toning-up, etc..

A list of frequently occurring HYPHENATED Words:

Self-reliance Self-interest Large-scale Short-term small-scale medium-term Up-to-date long-term Work-to-rule Walk-in Heart-burning Heart-breaking now-a-days heart-rending far-sighted So-called far-reaching short-sighted President-elect Income-tax Red-tape Three-fourths super-tax two-fold ex-Prime Minister result-oriented all-round All-party Plain-clothes Self-evident pro-American under-developed anti-social category-wise pre-paid anti-national Captain-designate multi-purpose Vice-Chairman well-known fact Non-official Vice-Chancellor multi-lingual Centre-State relation ten-rupee note high-level team capital-at-charge April-December stock-piling Commander-in-chief High-powered Committee water-proof Long-established Sub-caste day-to-day sub-Section two-fold Under-employment Eye-wash Viva-voce country-women time-limit under-world medium-scale rain-fed over-burdened black-market Post-graduate

Self; non; vice; re(again); ex(former); pre(before); made; being;... etc. all these prefixes and suffixes are usually written in hyphenated form, such as :-

Self-employed, Vice-Chairman, ex-Deputy Chairman, non-arrival, re-cast, Pre-independence, Know-how, foreign-made, well-being, pre-requisite, Country-made, quasi-federal,

Here is the solution of Capitalization needed for a paragraph in the Skill test.

We are providing some rules with which you can transcribe your dictation easily with some editing tools like Full stop, Hyphen, Comma, Question Mark, Capitalization of words, etc..

- **When there is any Government post or Designation, then write the every starting word in Capital ;**

Examples:-

Chief Minister, Prime Minister, Chief Secretary, Finance Minister, Planning Minister, Railway Minister, Food Minister, Health Minister, Chief Secretary, Vice-Chairman, Deputy Chairman, President, Foreign Secretary, Deputy Secretary, Attorney-General, Chief Justice, Judge, Deputy Registrars, Junior Inspectors, Senior Inspectors, Regional Directorates, Income-tax Officer, President, Collector, Secretary, Ticket Collectors, General Managers, Divisional Managers, Director of Sericulture, Monarch of England, Supreme Commander, etc...

- **When there is any Government Institutions, write them in Capital.**

Examples:-

[Vibes](#)

Government, Central Government, State Government, Governing Body, Court, High Court, Supreme Court, Supreme Court Judge, High Court Judge, Chief Justice, Governor, Member, Members of Parliament, Parliament, Cabinet, State, Circle, Union Territories, Universities, Budget, Resolution, Bill, Clause, Legislature, Act, Rules, Article, Report, Mover, Lok Sabha, Rajya Sabha, Constitution, Constitutional, Head, Table, Party, Ordinance, Defence, Army, Naxalites, English, Hindi, Railway(s), Department, Disarmament, Committee, Commission, Corporation, Independence, Press, Press of India, House, Capital Investment, Directive Principles, Directives, Fundamental Rights, Opposition etc.

Some more Examples:-

Government of India, Government servants, President's Address, Western world, Western countries, Head of the State, Constitutional power, Article 52 of the Constitution, Council of States, People Act, Defence personnel, Defence Services, Central Services, Supply Corps, Post and Telegraph levies, Railway Board, Railway Budget, Railway Inspectorate, Railway administration, Railway officials, Railway traffic, Railway taxes, Railway authorities, Railway organisations, Station Master's Union, US Press, Indian Press, Press Council, State Department, SAARC Summit, SAARC framework, Constitutional history, Code of Conduct, Congress policy, Budget proposals, Budget speech, Budget figure, British regime, British Railways, Nation's progress Anganwadi classes, Concurrent List, State List, National Seminar, Demands for Grants, Constituent Assembly, State of Gujarat, Committee's recommendation, Dantwala Committee's recommendations, Food Foundation team, Opposition leaders, Secretary of State, American policy, Table of the House, Vote No.

9, Chapter IV/V, Constitution (Amendment) Bill, Cinematograph (Amendment) Bill, Company Law (Amendment) Bill, Company Law (Amendment) Act, Government Servants (Conduct) Rules, Negotiable Instruments Laws (Amendment) Bill, Direct Tax (Amendment) Act, Press Council (Amendment) Bill, Press Council (Second Amendment) Bill, Mineral Concession Rules Plan, First Plan, Second Plan, First Plan, Third Plan, Third Plan Period, Action Plan, First Five Year Plan, Second Five Year Plan, Third Five Year Plan, Seventh Five Year Plan, Eleventh Five Year Plan, etc...

- **While converting Abbreviated-Form (shortform) into Full form or When there is a Name of any Organization/Institution/Committee/Commission, write their names in Capital because it is used as a Proper Noun in a Sentence.**

Examples:-

National Integration Council, Central Public Works Department, Life Insurance Corporation, University Grants Commission, University Education Commission, International Monetary Fund, Narasimham Committee, Sarkaria Commission, European Common Market, Industrial Policy Resolution, Reserve Bank of India, State Bank of India, Central Silk Board, Standing Committee, Fiscal Commission, Ramkrishna Mission, General Agreement on Tariffs and Trade, Congress Working Committee, Council of Ministers, Board of Film, Cultural Film Society, Children's Film Society, Children's Film Club, Central Legislative Assembly, Joint Select Committee, National Service Force,

Education and Scientific Division, Indian Oil Corporation, Oil and Natural Gas Commission, Non-Proliferation Treaty, National Security Council, Public Financial Institutions, Statement of Objects and Reasons, Coal Board, Censor Board, Boards of State Bank Group of Banks, Social Welfare Board, Board of Directors, Estimates Committee, Bhanu Pratap Committee, Unipublic Service Commission, Scheduled Caste, Scheduled Tribe, Criminal Procedure Code, Indian Penal Code, National Development Council, State Trading Corporation, Indian Chambers of Commerce and Industry, National Housing Policy, Backward Classes Commission, Election Commission, Export Promotion Council, Public Accounts Committee, National Cooperative Union, Consumer Cooperative Societies, Warehouse Corporations, Banking Public Financial Institutions, Integrated Rural Development Programme, National Drinking Water Mission, National Front Government, Federal Republic of Germany, International Bank for Development, State Trading Corporation, Rural Credit Survey Committee, Mudaliar Secondary Education, Chittranjan's Locomotive works, Vice-Chancellor's Conference, Scientific Policy Commission, Civil Supplies and Public Distribution System, Cauvery River Valley Authority, Damodar Valley Corporation, Employees Provident Fund, Central Board of Worker's Education, Assam State Electricity Board

- **Months and Days are always written in Capital.**

Examples:-

January, February, March, April, May, etc.

Sunday, Monday, Tuesday, Wednesday, etc.

- **Abbreviations (shortforms) are always written in Capital.**

Examples:-

B.A. M.A. I.A.S. I.P.S. C.A. L.L.B., etc...

Except :- When there are more than one letters in Abbreviated form, then write only the first letter of Abbr. form in the Capital.

Examples:-

I.Sc. B.Sc. Ph.D

- **Write these letters always in Small letters.**

Examples:-

a.m. p.m. e.g. etc. i.e.

- **Proper Adjectives are always written in Capital form.**

Example:-

Indian, American, British, Japanese, Bengali, Punjabi, Bihari

- **Proper Nouns like (Person's name/Place/Country/Political Party) are always written in Capital**

Examples:-

Dr. Mookerjee, Dr. Syama Prasad Mookerjee, Mr. Bhupesh Gupta, Dr. Kunzru, Dr. Radhakrishnan, Shri Narshimha Rao, Mrs. Chandramani, Mr. Humayun Kabir, Shri Vasant Sathe, Mr. Mishra, Mr. Madhu

Limaye, Shri Balram Jhakar, Shri Lal Bahadur Shastri, Prof. Das,
Sardar Swaran Singh, Mirza Afzal

Ayodhya, Delhi, Calcutta, West Bengal, Kerala, Jammu & Kashmir,
Orissa, Bombay, Madras, Kanpur, America, Japan, Britain, India

The Congress Party, The Bharatiya Janata Party, Rashtriya Janata Dal

- **Government Ministries and Institutions are always written in Capital.**

Examples:- Home Ministry, Education Ministry, Food Ministry, Broadcasting Ministry, Commerce and Industry Ministry, Ministry of Housing, Ministry of Finance, Ministry of Rural Development, Ministry of Agriculture (Department of Food), Ministry of Civil Supplies/ Public Distribution, Public Accounts Committee.

- **Titles and Degrees, written as a prefix in someone's name, always written in Capital form.**

Examples:-

Mr. Mrs. Sir Dr. Prof. Lt. Capt. Prof. Hon.

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