

Transcription is the life line for speed writers. Transcription is as important as the blood in our Veins. Our body minus the blood is just a bundle of flesh. Most of the speed students are by nature averse to daily transcription, they feel lazy to do it. They think that doing transcription daily is superfluous, time absorbing or rather second rate exercise. Conversely, the same students derive pleasure in writing dictations, whatever the speed may be within their range or<sup>80</sup> outside, whether they outlines are shabby or they cause omission of words not at one place but at places without number will any accredited shorthand writer like working Grade C Stenographers or SP or Private Secretaries working in Government of India or in the public or private sector corporates approve of it? Ask him or them. Transcription is the daily progress report. How one fares in a shorthand class of a particular range of speed. What is his worth for<sup>160</sup> the competitive test whether all India or Departmental or in a particular organisation? Nobody on the earth can play miracles, only by doing the transcription of the Test passage delivered by the examining body or the employer if a shorthand student does not do the transcription daily, he defeats the very purpose of his attending the class. Thus, he wastes his own hard-earned money or of his parent in class fee, cost of stationery, shorthand magazine, bus fare, all of<sup>240</sup> which are costly more than this, he wastes his most valuable time of the very short span of his career making youth, only 5 years from 21 years of age to 25 years. On acquiring the age of 25 years, all the gates of the Government of India, the largest employer in the country, are closed, I should say sealed, forever. The student should develop a speechless love for his transcription because it is his art, it is his bread<sup>320</sup> giver, the transcription produced by him should be like the rose among flowers whose fragrance should attract the employer. He should upraise the efficiency and accuracy of his transcription to such an extent that the employer starts chasing him instead of his pursuing the employer from pillar to post A craftsman h awarded for what? For his adept fingers. Cannot you even do so? Mind it, it is the age of excellence. You should vow that I shall do my<sup>400</sup> transcription daily as I take my food daily. And shall be second to none in the art of producing fool proof transcription. The transcription must be checked, unchecked transcription is like driving on an unmetalled road Mistakes should be properly made in big X with red ball pen total your mistakes and divide the total mistake by the number of hundreds of words. For example, in Grade D Stenographer Exam, 800 words are dictated and your total mistakes are 40.<sup>480</sup>