

SYLLABUS

(MAXIMUM MARKS :100)

Dictation and Transcription Test

CONFIDENTIAL ASSISTNT GRADE II – KERALA WATER AUTHORITY

(CAT NO : 093/2023)

“ A PASSAGE IN ENGLISH CONSISTING 400 WORDS WILL BE DICTATED IN 5 MUNUTES (80 WORDS PER MINUTE) AND THE CANDIDATE HAVE TO TAKE DOWN THE PASSAGE IN SHORT HAND, THEN TO WRITE THE PASSAGE IN LONG HAND USING INK WITHIN ONE HOUR”.