

Question Booklet Sl. No.

320007

SHORTHAND IN ENGLISH**Dictation Time : 05 Minutes**

Total Number of Question : 1

Time : 1 Hour 05 Minutes

Max. Marks : 100

Instructions : 1) The following matter should be dictated to the candidates loudly and distinctly and only Once, at the rate of **80** words per minute.

2) Speed should be regulated at every quarter of minute.

3) Before commencement of the dictation, the candidate should be asked to take down the matter in shorthand and transcribe into longhand in ink.

Leadership is described as a process of social influence in which one person can enlist the aid and support of others in the accomplishment of a common task. Leadership is organizing a group of people to achieve a common goal. A person who influences a group of people towards the achievement of a goal is a leader. Leadership involves three components person, people and purpose. Person influences people. People act to achieve purpose. The person and people are committed to purpose.

A leader by its meaning is one who goes first and leads by example, so that others are motivated to follow him/her. To be a leader, a person must have a deep rooted commitment to the goal that he will strive to achieve it even if nobody follows him. Personal vision is the essentiality for leadership. Vision is the ability to visualize one's goal as an accomplished

fact, a thing already achieved. The leader has to be practical and a realist, yet must talk the language of the visionary and the idealist. The effectiveness of leadership depends on the leadership style, followers, expectations, leader group relations, organizational climate, task structure and power position of a leader. Dedication, magnanimity, humbleness, openness, creativity, fairness, assertiveness and sense of humour are some qualities of a leader. There are three types of leaderships autocratic or authoritarian, democratic or participative and free reign leaders.

Leader appears as simple and vibrant, describes future position, show credibility in present situation, acts as a bridge between present and future, youngsters and elders, energizes followers, speaks at an emotional, political and spiritual level. A person with leadership quality enables the followers to adopt his/her vision as their own. A leader should be the master of different techniques such as narratives, metaphors, symbolic actions, leading by examples, incentives and punishments. When management involves power by position, leadership involves power by influence. Research on the leadership Process identified seven traits associated with successful leadership Drive, the desire to lead, honesty and integrity, self confidence, intelligence, job relevant knowledge and extraversion.

Leaders have a relatively high desire for achievement, they are ambitious, they have a lot of energy. No universal characteristics found in all leaders and need to consider situation.

As per situational theory leader is in position to institute change when situation ready for change. Leadership is a type of human behavior can be developed.