

*Shorthand.—For Senior Civil Service. Time allowed: 3 hours.*

INSTRUCTIONS TO SUPERVISORS.

1. Inform candidates before the time for taking up this subject that they may use pen or pencil as they please for taking notes, which should be written on ruled paper, but that they must transcribe those notes into longhand with pen and ink.

2. Inform candidates that when once you have commenced to dictate you cannot stop until the passage is finished.

3. Dictate the passages at the following rates of speed:—

(a.) 80 words a minute.

(b.) 120 " "

(c.) 150 " "

N.B.—It will be well to practise reading these aloud some time beforehand, looking at a watch or clock, so as to accustom yourself to reading at the exact rate indicated. The matter to be read is marked off into sections, each of which is to occupy a minute. The Supervisor will perhaps find it advisable to mark it off into smaller sections, each containing the number of words to be read in fifteen seconds, and to read one section in every quarter of a minute. As the candidates hear the passage read only once, the reader's articulation ought to be very clear, and the candidates ought to be so placed as to be able to hear well.

4. Candidates are at liberty to take down one, two, or three passages, as they choose. All the passages required by candidates are to be dictated before any one begins to transcribe; and there should be as little delay as possible between the readings.

5. Inform candidates that rapidity in transcribing notes into longhand is essential, *and note carefully on the transcribed copy the exact time taken in transcription.* Candidates must not look at their notes while a passage that does not concern them is being read.

6. Inform them also that the clearness and accuracy of the shorthand notes (which must in every case be sent in attached to the transcript) will be taken account of by the examiner; and that they must not alter the shorthand notes after the dictation is finished.

PASSAGES FOR DICTATION.

(a.) At the rate of 80 words a minute. Takes 10 minutes.

As workmen of all kinds grow in intelligence their capacity for a larger use of money expands, and the necessary provision must be made for their dietary, clothing, educational and recreational requirements. The possession of money and leisure will enhance the legitimate channels of enjoyment of an increasing number of members of the industrial community, tending to bring the whole into conditions of greater equality and happiness. The new order of things may not be so favourable to the creation of millionaires, although the enlarged sphere of operations will still leave them wide scope, but it is certainly adding to the number of those who are treasurers of the world's capital. That is a very different thing from the assumption of the pernicious State control of capital which a small section of people advocate. It gives to the people who are industrious an increasing share of the product of their work, but leaves them to control its employment and use free from the interference of that other section who may be industrious and not provident, or who may be neither industrious nor provident.

But there is a less pleasant side to this change in the proportionate distribution of the proceeds of the labour and capital of the day. If the addition of £542,000 to the wage list and the deduction of £270,000 from the dividend list of certain British railway companies mean in any way a reduction of the available capital for the use of the nation, the change will not be entirely in the interests of the workers. Should any considerably larger proportion of the whole be absorbed in drink, or wasted on what, in an extreme way, may be said to perish in the using, it obviously follows that there will be a check to that accumulation of capital which furnishes a growing measure of employment at ever increasing wages for the humbler members of the community. Rabid socialists seem always to overlook the fact that the millionaire is necessarily a public benefactor—that the evils arising from his riches, so far as the community is concerned, are overbalanced by the advantages. For while his own measure of wasteful expenditure is limited, his control or direction of his wealth benefits an enormous number. If the capital of the world drifts too rapidly into the possession and control of those who are not accustomed to its use, the worst features of millionairism may be extended, and the world's supply of capital available for the employment of an increasing population will not fructify so satisfactorily for the general benefit. Until people are educated to the proper use of money it will not be a blessing but a curse, not merely to those who receive more of it, but to all members of the community who are depending upon its judicious employment for the expansion of the spheres of employment.

Whether the increasing share of the fruits of capital and labour which are being distributed as wages is productive of more good or ill from these points of view is an interesting question, not very easily determined in any mathematical way. Still, if concurrently with the movement we see an increase in the deposits of the savings-banks, and a larger provision for insurance and old age, there is reason to take a hopeful view of the changing situation. The possession of a larger amount of wealth must be expected to produce a more generous style of living, which cannot be condemned except in so far as it may result in the neglect of the opportunities afforded for the inevitable claims of sickness and old age. So much must be fairly allowed, and we see this in operation in the wider dietary consumption of the British population. Of all articles of food that at one time were luxuries Mulhall and others show the extending consumption, only to be understood through an increase in the number of people