

BSC 4105: SHORTHAND THEORY II

INSTRUCTIONS: ATTEMPT ALL QUESTIONS

QUESTION ONE: Write the following shortforms in shorthand and then transcribe them in longhand. (20 marks)

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|---------------|------------------------|
| 1. reasonable | 11. above |
| 2. article | 12. overdraft |
| 3. hopefully | 13. perfect |
| 4. cyclist | 14. province |
| 5. developed | 15. drives |
| 6. roughly | 16. divide |
| 7. athletics | 17. photographic |
| 8. inflict | 18. Thursday afternoon |
| 9. gravely | 19. alternative |
| 10. bicycle | 20. photography |

QUESTION TWO: Write the following words in shorthand and then transcribe them in longhand. (20 marks)

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|-----------------|-----------------|
| 1. additional | 11. order |
| 2. appreciated | 12. letter |
| 3. notification | 13. ponder |
| 4. educational | 14. holder |
| 5. resolution | 15. dictator |
| 6. question | 16. community |
| 7. temporary | 17. uncommon |
| 8. embezzler | 18. running |
| 9. language | 19. connected |
| 10. fuller | 20. accommodate |

QUESTION THREE: Write the following Phrases and Intersections in shorthand and then transcribe them in longhand. (20 marks)

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|-------------------|------------------------|
| 1. circumstance | 6. In there/their |
| 2. become | 7. Some other |
| 3. income | 8. Rather than |
| 4. I am confident | 9. This letter |
| 5. to consider | 10. Public corporation |

QUESTION FOUR: Write the following Sentences in shorthand and then transcribe in longhand. (20 marks)

1. The salesman said he would show the new machine to the factory manager.
2. The students live some distance from the training course
3. Candidates from both political parties spoke to the pupils of the local sixth form college.
4. I prefer coffee to tea provided that it is not too strong when it is served.
5. Ring the post office and enquire about special express postal services for overseas.

QUESTION FIVE: Write the following Business letter in shorthand and then transcribe it in longhand. (20 marks)

Dear Sirs

Thank you for your letter of 10th April in which you ask for an extension of time for payment of the account which we rendered at the end of February. We acknowledge that you have been going through a difficult period but the fact of the matter is that you did enter into an agreement with us to pay a fixed sum each month for the refrigerators with which you have been supplied. This you have failed to do. Therefore our directors are afraid that, rather than wait any longer, we may be forced to adopt stronger measures unless you remit not later than the end of this month. We are no longer willing to play the role of creditor.

Yours faithfully.