

BSC 4105: SHORTHAND THEORY II

INSTRUCTIONS: ATTEMPT ALL QUESTIONS

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

- | | |
|--------------|----------------|
| 1. thought | 11. programme |
| 2. report | 12. strength |
| 3. moved | 13. disgrace |
| 4. assumed | 14. literature |
| 5. thousand | 15. everybody |
| 6. writing | 16. forgot |
| 7. dynamic | 17. conquer |
| 8. married | 18. street |
| 9. solid | 19. direct |
| 10. if it is | 20. attorney |

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

- | | |
|-------------|------------------|
| 1. known | 11. where |
| 2. drawn | 12. warehouse |
| 3. movement | 13. weaken |
| 4. current | 14. warm |
| 5. extended | 15. unwell |
| 6. spending | 16. meanwhile |
| 7. country | 17. framework |
| 8. stands | 18. Who were not |
| 9. fenced | 19. 6 weeks |
| 10. lines | 20. aware |

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

1. I have a perfect plan to secure even bigger profits for the company
2. I prefer coffee to tea provided that it is not too strong when it is served.
3. Hold some money in reserve until I approve of its withdrawal
4. We prefer not to look further into the future than the remainder of this year

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

Thank you for the statement which was delivered yesterday. I must however dispute the balance shown. The amounts credited to my account are made up largely of salary payments but other sundry items are also included, and I believe one or two of these items may be incorrect. They can be distinguished by the different code numbers shown beside them.

QUESTION FIVE: Take down this circular in shorthand and transcribe it in longhand. (20 Marks)

Dear Householder,

Does the thought of decorating your home make you shudder? If so, you may be interested to know that I am shortly moving my builder's and decorator's business to your area and I should be pleased to tender for any such work from major structural alterations to merely decorating the lumber-room. A central feature of the better service I offer is the wide range of materials with which I work, from the simple treatment of natural timber to techniques of the most advanced character. If you require further particulars or if you think there is anything I could help you with in future, just get in touch with my company , Henderson and Walters, at the address given at the head of this letter.

Yours truly.