



TECHNICAL UNIVERSITY OF MOMBASA

DEPARTMENT OF BUSINESS ADMINISTRATION

UNIVERSITY ORDINARY EXAMINATION FOR:

DIPLOMA IN SECRETARIAL STUDIES Y1S1

BSC 2101: SHORTHAND THEORY

END OF SEMESTER EXAMINATION

SERIES: DECEMBER 2016

TIME: 2HOURS

DATE: Pick Date Select Month Pick Year

Instructions to Candidates

You should have the following for this examination

-Answer Booklet, examination pass and student ID

ANSWER ALL QUESTIONS(ALL QUESTIONS ARE COMPULSORY)

Do not write on the question paper.

WORDS(15mks 1/2mk each word)

1. Zoo
2. Zeal
3. Zinc
4. Ask
5. Asleep
6. Escape
7. Sack
8. Policy
9. Awfully
10. Yellow
11. Scale
12. Along
13. Exceedingly
14. Injure
15. Alarm
16. Upstairs

17. Rug
18. Spare
19. Share
20. Appear
21. Inure
22. Customer
23. Erase
24. Relief
25. Aware
26. March
27. Lawyer
28. Garage
29. Disappear
30. Answer

SHORTFORMS(20 mks)

1. Have
2. Shall
3. Nothing
4. Object
5. Which
6. But
7. different
8. To be
9. Gives
10. Yesterday
11. Something
12. Subject
13. Speak
14. Special
15. Several
16. Those
17. Why
18. Influenced
19. Satisfactory
20. Language/owing

PHRASES (15 mks)

1. At first
2. Because of the
3. As fast as possible
4. As early as possible
5. In some cases
6. As soon as possible
7. If he will
8. We hope you are
9. Would you
10. Making us
11. And the
12. Ought to
13. All the
14. As to
15. To be the

INTERSECTIONS(10mks)

1. Lake company
2. Bank policy
3. Mail department
4. Big party
5. Wage department
6. Big business
7. Market research
8. Monday morning
9. This charge
10. We shall require

SENTENCES(10mks)

1. We may make a small loss on the two days sales at the boat show.
2. We shall urge the authority to engage a lawyer so as to remove any fear or alarm they may have.
3. It seems his business failure was the cause of his suicide
4. Look for the switch on the right by the swing door and switch it off
5. I swear I had nothing to do with stealing the money.