



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. Lame
2. Pear
3. Spare
4. Fair
5. Along
6. Elm
7. Exceedingly
8. Fear
9. Authority
10. Garage
11. Lawyer
12. March
13. Visitor
14. Officer,
15. Earth
16. Thorough
17. Erratic

18. Relief
19. Rainy
20. Four
21. Share
22. Exceedingly,
23. Skill
24. Awfully
25. Capacity
26. Discuss
27. Spare
28. Share
29. Customer
30. Officer

SHORTFORMS (20 mks)

1. Come
2. We
3. Never
4. Have
5. Think
6. Was
7. Shall
8. Comes
9. Thinks
10. Something
11. Especially
12. Special
13. Speak
14. Several
15. Because
16. Thank
17. This
18. Those
19. Go
20. Ought

PHRASES (15 mks)

1. I will
2. I may
3. Can you
4. Give you
5. Are you
6. To him
7. All the
8. This will
9. For those
10. Take us
11. Show us
12. If it is possible
13. As much as possible
14. As far as possible
15. Too much

INTERSECTIONS(10mks)

1. This charge
2. For your attention
3. This society
4. Sales
5. My authority
6. For the month
7. This society
8. Big party
9. Lake company
10. Wage department

SENTENCES(10MKS)

1. Take two copies of the magazine with the cash to the lady at the desk opposite the cabinets
2. It is the custom for us to despatch cash with the checks in the bank each Wednesday
3. Go via the road to the south. This adds fewer miles to the route.
4. The shares are showing a loss and it may be ruinous for the company if this carry's on.
5. I hope the head of your department can give us the full history of the house.