

TECHNICAL UNIVERSITY OF MOMBASA

DEPARTMENT OF BUSINESS ADMINISTRATION

UNIVERSITY ORDINARY EXAMINATION FOR:

BACHELOR OF BUSINESS AND OFFICE MANAGEMENT Y1S1

BSC 4102: SHORTHAND THEORY 1

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 (½ mark each word)

1. Alone
2. Along
3. Boxer
4. Canal
5. Cancel
6. Column
7. Elm
8. Exceedingly
9. Fail
10. Falls
11. Feeling
12. Film
13. Geyser
14. Lace
15. Lamé

16. Lazy
17. Lesson
18. Listen
19. Long
20. Look
21. Only
22. Police
23. Rate
24. Scale
25. Senselessly
26. Sincere
27. Skills
28. Unless
29. Useful
30. Vessel

SHORT FORMS(20 MKS)

1. Almost
2. Always
3. Are
4. Because
5. Beyond
6. He
7. Himself
8. Myself
9. nothing
10. November
11. Our
12. Ourselves
13. Should
14. Should
15. Speak
16. Special
17. Thank
18. Year

19. Yesterday
20. Your

PHRASES(15MKS)

1. As fast as possible
2. Can you
3. Give you
4. I am
5. I can unite
6. I may
7. I will
8. If he will
9. We hope you are
10. When you
11. Would be
12. Would you
13. You would
14. we hope you are
15. would be

INTERSECTIONS

1. For the month
2. My authority
3. Sales manager
4. This charge
5. We have arranged
6. We shall require
7. Make arrangements
8. Customs form
9. In the form
10. Law business

SENTENCES(10mks)

1. Taxes are necessary if a society chooses to help the poor successfully.
 2. I would go for a swim in the sea but the swelling on my wrist is still sore
 3. It is obvious she is serious but we have no time to talk right now.
 4. It is the usual policy for the police dogs to be on show at the match
 5. If the company fails to pay the tax bill, it can seek aid at the bank
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