

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 each word 1/2mk)

1. Fare
2. downstairs
3. Authority
4. Borrow
5. Boxer
6. Canal
7. Cancel
8. Column
9. Customer
10. Disappear
11. Elm
12. Exceedingly
13. Facility
14. Factory
15. Fail

16. Falls
17. Feeling
18. Film
19. Geyser
20. Injure
21. Lace
22. Lame
23. Lawyer
24. Lazy
25. Lesson
26. Listen
27. Long
28. Look
29. Only
30. Police

SHORT FORMS(15mks each word 1/2mk)

1. Manufacturer
2. Would
3. Whose
4. He
5. First
6. Most
7. Influenced
8. Next
9. Himself
10. Itself
11. Largest
12. Themselves
13. Ourselves
14. Myself
15. Although

16. Comes
17. Satisfactory
18. Ourselves
19. Largest
20. Object

Phrases (20mks)

1. At first
2. Just as
3. As just as possible
4. In some cases
5. As we have
6. As we think
7. As we shall
8. As we wish
9. As we may
10. As we know
11. As we can
12. As we are
13. As soon as possible
14. On this subject
15. As well as

INTERSECTIONS(10mks)

1. in the month
2. lake company
3. Monday morning
4. Sales Manager
5. Market Research

6. Our society
7. This society
8. For your attention
9. this charge
10. We shall arrange

SENTENCES(10mks)

1. They will be swaid by your talk of success and vote for us
2. Iam suggesting adjusting of the statistics to show the real state of affairs
3. Administer a fixed dose twice a day and he will get relief much faster
4. Owing to the failure of the safety policy of our company, we have a boy with a serious injury.
5. The officer assures us we can park the car on the shore I 33f we go to see the march tomorrow.