

## **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)**

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|--------------|----------------|
| 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.