

TECHNICAL UNIVERSITY OF MOMBASA

DEPARTMENT OF BUSINESS ADMINISTRATION

UNIVERSITY ORDINARY EXAMINATION FOR:

DIPLOMA IN SECRETARIAL STUDIES Y1S2

BSM 2201 SHORTHAND THEORY II

SPECIAL SUPPLEMENTARY EXAMINATION

SERIES:SEPT 2017

TIME: 2HOURS

DATE: Pick Date **SEPT. 2017**

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. Challenge
2. Children
3. Delightful
4. Delicate
5. Telegrphy
6. Delegate
7. Telex
8. political
9. Nullify
10. Tolerant
11. Fulfil
12. Collect
13. College
14. Officer,
15. Fly
16. Thorough
17. Review
18. Brief
19. Wave
20. Rough
21. Coffee
22. Exceedingly,
23. Draft
24. Photograph
25. Relatives
26. Relatives
27. Spare
28. professional
29. Fashionable
30. Observations

SHORTFORMS (10 mks)

1. Guard
2. Investigation
3. Productive
4. Sufficient
5. Responsibility
6. Information
7. Opportunity
8. Particular
9. Impossible
10. knowledge
11. Acknowledge
12. Character
13. Rather
14. Therefore
15. Interest
16. Everything
17. Commercial
18. Introduction
19. Welcoming
20. Income

SENTENCES (10 mks)

1. He personally supervised the arrival of the loads of gravel at the site
2. The officer ordered the removal of the flag on his arrival at the barracks
3. I have a host of suggestions for making our posters artistic
4. Administer a fixed dose twice a day and he will get relief much faster
5. A rise of 5 percent per annum should make the investors happy but what of the borrowers.

SHORTFORM AND PHRASING DRILL(15 mks)

Dear Dr Price, My secretary said you had met in the street, but unfortunately she was not at liberty to give you a description of the project new courses. She said you appeared to be surprised by those but the trend is that the course leaflets have still to be numbered and printed. The Principle is making arrangements for a number of staff to number each leaflet during the next few days and the leaflets should be printed by the end of the month. I remember that some time ago you asked about our price and methods of carry and as these are set out in the larger booklet, my secretary has made arrangements to make you a copy. He said he remember you and sent you his records. Yours Sincerely.

LETTER FROM AN ESTATE AGENT (20mks)

Dear Mr Pride, Thank you for asking this firm to handle the sale of your property. So far we have measured the site and room sizes. We have had a description typed and stickers pasted in our show case. Straight away my secretary sent the details to a banker who is moving to a branch in this district and who has expressed the wish to buy property similar to yours. In our view it appears your property may be right for him. We anticipate an early sale of your property and would like you to let us know which day in April you hoped to move out of the house. Yours sincerely.