



TECHNICAL UNIVERSITY OF MOMBASA

SCHOOL OF BUSINESS

DEPARTMENT OF BUSINESS ADMINISTRATION

UNIVERSITY EXAMINATION FOR:

DIPLOMA IN SECRETARIAL STUDIES

BSC 2204: SHORTHAND SPEED I

END OF SEMESTER EXAMINATION

SERIES: AUGUST 2019

TIME: 2 HOURS

DATE: Pick Date Aug 2019

Instructions to Candidates

- You should have the following for this examination
- *Answer Booklet, examination pass and student ID*
- This paper consists of **FIVE** questions. Attempt question ONE (Compulsory) and any other TWO questions.
- **Do not write on the question paper**

QUESTION 1

(25 marks)

- | | |
|---------------------------|---------------------------|
| 1. income tax | 2. in (the) circumstances |
| 3. in other words | 4. in order to |
| 5. last time | 6. next few days |
| 7. as quickly as possible | 8. medical association |
| 9. take off | 10. part of |
| 11. by all means | 12. I am unable to |
| 13. You were not | 14. Who were |
| 15. Have been | 16. Going on |
| 17. To assure you | 18. They are |
| 19. Yours sincerely | 20. They would |

QUESTION 2

(25 marks)

- | | | |
|---------------------|------------------------|------------------------|
| 1. to the company | 2. wage department | 3. Dale Limited |
| 4. big party | 5. at the bank | 6. Japanese government |
| 7. customs form | 8. law business | 9. what is the |
| 10. if possible | 11. for your attention | 12. this charge |
| 13. this society | 14. our society | 15. my authority |
| 16. market research | 17. your enquiry | 18. we shall require |
| 19. yours sincerely | 20. Dear sir | |

QUESTION 3

(20 marks)

Extract from the minutes of a meeting of the Board Subject: Poor Company Performance

It is a shame but we may have to do away with jobs at the company owing to lack of cash to pay off the debts. We do have cash owing to us but we also have a large debt at the bank. We lack the cash for all the back pay on the wages package but we shall have to manage. We shall have to have long talks on ways to change the company.