



TECHNICAL UNIVERSITY OF MOMBASA

SCHOOL OF BUSINESS

DEPARTMENT OF BUSINESS ADMINISTRATION

UNIVERSITY EXAMINATION FOR:

DSSO Y 2 S 2

BSC 2207: SHORTHAND SPEED II

END OF SEMESTER EXAMINATION

SERIES:AUGUST2019

TIME:2HOURS

DATE: Pick Date Aug2019

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**
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PASSAGE I

(25 marks)

60 W.P.M

FAMILY HOLIDAYS

Many families go away each year for holidays and quite a large number of them stay in hotels. They are aware that this is the best place for the whole family to relax.

Mothers and their children get away from the many chores at home while fathers get away from their busy office activities. While in the hotels most of the laundry is done for them and they are served all the meals in their rooms if they so wish. Some families prefer to stay in cottages where they can make their own meals. This may be for the purpose of reducing cost or just for the sake of making their own variety. The cottage also provides enough space to park their car if they have one.

Whatever choice they may make, whether a hotel or a cottage, both provide a good chance for the whole family to relax and get ready for another busy period.

(25 marks)

PASSAGE TWO

60 W.P.M

AN OFFICE MANAGER'S SPEECH ON CHANGE OF PREMISES

This is our second meeting this year and I welcome you all. At our last meeting in March, I expressed the concern of the board about the problem of space in our offices. In my opinion the time has come when we have to look for modern premises with more space as it is no longer possible to handle clients in this office.

We are so used to this building that we feel we would rather stay here. However, it is hard to improve the place as the owner of the building has shown no interest in doing so. The building is, in fact, very old and the owner is not making any effort at all to keep it painted and in good condition.

There are several new buildings which have come up in the area city. Some of them are still near enough to the offices of our clients. If we were to move into any of them, we would still be within easy reach of all our customers.

I shall be happy to hear your views about this matter.

PASSAGE III

(20 Marks)

60 W.P.M

INVESTING IN SHARES
(Not part of the dictation)

Dear Miss Ali,

Thank you for your letter in which you asked for advice on benefits of buying shares in a firm.

Buying shares is one way in which people invest money. Some people put their money in banks where it earns interest. Others buy an item of value which they hope will increase in price so that when they sell it, they can make a profit. Investing in shares is popular as it gives both of these benefits. If the firm is successful, the value of shares will go up and owners will make a profit should they decide to sell them. Shares also earn dividends.

For a sole trader, he would decide whether to keep the profits in the business to make it grow or whether to draw the profits as his income. The same is true if a firm is owned by shareholders. The board of directors decide how much of the profits is to be retained to make the company grow and how much is to be paid as dividends.

I trust this information will help you.

Yours