



TECHNICAL UNIVERSITY OF MOMBASA

School of Business

Department of Business Administration

UNIVERSITY EXAMINATION FOR:
BACHELOR OF BUSINESS & OFFICE MANAGEMENT
BSC 4103 : SHORTHAND THEORY & PENMANSHIP II
END OF SEMESTER EXAMINATION

SERIES: APRIL 2025

TIME: 2

DATE: 28 Apr 2025

Instructions to Candidates

You should have the following for this examination

-Answer Booklet, examination pass and student ID

This paper consists of **FOUR** questions. Attempt **ALL** questions.

Do not write on the question paper.

- 1) You have TEN minutes to read through the instructions and the paper before starting the examination.
- 2) Any problem with the machine should be reported to the invigilator immediately. Directly any question(s) to the invigilator only. Conversing with fellow candidates may lead to disqualification.
- 3) Write your student number as a header for each document.
- 4) At the end of the examination, ensure that all your printed work is stapled with the booklet provided.
- 5) Hand over your printed work to the invigilator at the end of the examination.

Question ONE

Write the following words in shorthand.

(10 marks)

- a) Toy
- b) Safe
- c) Office
- d) Lock
- e) Discuss
- f) Teach
- g) Desk
- h) Attack
- i) Busy
- j) Back
- k) Lesson
- l) Ships
- m) Pair
- n) Monthly
- o) Food
- p) Remove.....
- q) Boy
- r) Theme
- s) Invoice
- t) Announce

Question TWO

Write the following shortforms in shorthand.

(10 marks)

- a) Large
- b) Are
- c) Of
- d) Year
- e) Wish

- f) For
- g) This
- h) As
- i) Several
- j) With
- k) Yesterday
- l) In
- m) Speak
- n) Anything
- o) I
- p) Ought
- q) Why
- r) Different
- s) You
- t) Go

Question THREE

Write the following phrases in shorthand.

(10 marks)

- a) On the
- b) I will
- c) We can
- d) Can you
- e) We wish
- f) As early as possible
- g) In the
- h) Too much
- i) To get the

- j) Ought to be
- k) In the
- l) We have
- m) Take us,
- n) Mail the
- o) They will be
- p) For us
- q) We wish
- r) When you
- s) We hope you will.....
- t) It is

Question FOUR

Transcribe the following sentences in shorthand.

(30 marks)

- a) We are following up your idea of showing videos today.
.....
- b) They will be asking for the daily copies for them to mail.
.....
- c) . It is time we renew the lease of the office.
.....
- d) Joe paid the judge, can you pick the copies today?
.....
- e) They bought the saw at the usual shop.
.....

f) . They had to make room for the firm's car.

.....

g) We know they will attack the shop today.

.....

h) .It is a long way to the village if we take a long path.

.....

i) Take the money to the bank on Monday 5th.

.....

j) . we may make a small loss on the two days' loss.

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