



TECHNICAL UNIVERSITY OF MOMBASA

School of Business

Department of Business Administration

UNIVERSITY EXAMINATION FOR:
BACHELOR OF BUSINESS & OFFICE MANAGEMENT
BSC 4103 : SHORTHAND THEORY & PENMANSHIP
SPECIAL/SUPPLEMENTARY EXAMINATION

SERIES: Select series Pick year JULY 2025

TIME: 2

DATE: Pick Date Jul 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) Discuss
- b) Office
- c) Manage
- d) Back
- e) Remove
- f) Visitor
- g) Bottom
- h) Lock
- i) Bought
- j) Teach
- k) Boy
- l) Theme
- m) Team
- n) If
- o) Ships
- p) Enjoy
- q) Monthly
- r) Food
- s) Video
- t) Wood

Question TWO

Write the following shortforms in shorthand.

(10 marks)

- a) When
- b) Your
- c) As
- d) Had
- e) With

- f) Our
- g) And
- h) Of
- i) Your
- j) Wish
- k) Put
- l) Should
- m) Different
- n) Can
- o) Those
- p) In
- q) Young
- r) Anything
- s) Several
- t) Ought

Question THREE

Write the following phrases in shorthand.

(10 marks)

- a) Because of the
- b) For the
- c) In the
- d) To the
- e) Too much
- f) And the
- g) We can
- h) If the
- i) If possible

- j) Ought to be
- k) In the
- l) As far as possible
- m) We wish
- n) It will have
- o) We hope you will.....
- p) When you
- q) For the,
- r) Mail the
- s) They will be
- t) I am

Question FOUR

Transcribe the following sentences.

(30 marks)

- a) Was the gate secure at the time?

.....

- b) Take the money to the bank on Monday 5th.

.....

- c) The young lady is going to get the copies today.

.....

- d) They think they will be buying some of the shares to be issued on Monday.

.....

- e) They will be asking for the daily copies for them to mail.

.....
f) It is a shame but we may have to do away with the jobs.

.....
g) They came early to remove the red rug.

.....
h) Joe paid the judge, can you pick the copies today?

.....
i) They bought the saw at the usual shop.

.....
j) We think they will lose large sums of money on Sunday.