



TECHNICAL UNIVERSITY OF MOMBASA

SCHOOL OF BUSINESS

DEPARTMENT OF BUSINESS ADMINISTRATION

UNIVERSITY EXAMINATION FOR

BACHELOR OF BUSINESS AND OFFICE MANAGEMENT

BSC 4201: SHORTHAND SPEED DEVELOPMENT I (50 WPM)

END-OF-SEMESTER EXAMINATION

SERIES: DECEMBER 2024

TIME: 1 HOUR

INSTRUCTION

Answer **ALL** questions.

VERY IMPORTANT INSTRUCTIONS TO THE EXAMINER

1. **Tear OFF Exercise 3 from the question paper. THIS IS THE ONLY PART OF THE QUESTION PAPER THAT SHOULD BE ISSUED TO THE CANDIDATES.**
2. Dictate the warm-up exercise for two minutes. The warm-up exercise does not constitute part of the examination.
3. Dictate **Exercise 1 at a speed of 50 w.p.m for 3 minutes.** Allow candidates **2 minutes** to READ through their notes (**NO LONGHAND/WRITING DURING THESE 2 MINUTES BREAK**) and **10 minutes** to transcribe the notes.
4. Dictate **Exercise 2 at a speed of 50 w.p.m for 3 minutes.** Allow candidates **2 minutes** to READ through their notes (**NO LONGHAND/WRITING DURING THESE 2 MINUTES BREAK**) and **10 minutes** to transcribe the notes.
5. For **Exercise three** the candidate should copy the shorthand outlines on the space provided, then transcribe it in their answer booklet. This should take **20 minutes**.

50 w.p.m.

WARM UP PASSAGE

(This passage should be dictated within two minutes)

Dear Sir,

The Sale this year is for four days only so we urge our customers 10
to come along to our shop, which is on Rock Road. We ensure our 20
customers get a fair deal and our level of service never varies. We are 30
selling things at exceedingly low rates because we have to make room 40/50
for a full range of shoes and in all colours which we have bought ready 60
for the autumn season. Come in tomorrow and get yourself a pair – or
several pairs. 70

We wish to give our sincere thanks to those who came to our 80
charity sale early this year. What we receive in this way goes to 90
relieve, as far as possible, the despair of many poor and needy families. 100
We are making arrangements to have a rummage sale in aid of our
charity in March, for which we shall require a large room. We should
wish to know as early as possible if your firm can spare a room for two
hours which will be satisfactory for this purpose.

Yours faithfully, /

Exercise ONE

50 w.p.m.

DICTATION

SHORT FORMS (10 marks)

1. Be
2. Was
3. Inform
4. Owing
5. Nothing
6. Subject
7. Satisfactory
8. Beyond
9. Manufacturer
10. Themselves

PHRASES (10 marks)

1. It is
2. They will be
3. For the
4. We wish
5. As much as possible
6. What is the
7. Give you
8. We hope
9. Next month
10. Few words

INTERSECTIONS (10 marks)

1. Mail department
2. Boat Company
3. Law Business
4. We have arranged
5. For your attention
6. This society
7. Monday morning
8. Sales manager
9. We shall enquire
10. National Bank

Exercise TWO

50 w.p.m.

DICTATION (3 minutes)

PASSAGE (20 marks)

LETTER FROM A FREIGHT TRANSPORT COMPANY

Dear Sir

As you already know, in all parts of the industry freight costs have increased rapidly during the past few years. We are an expert carriage company offering very reduced rates to all parts of Europe and special package deals to the Far East. Free estimates are given for all other trips. Express rates can be offered.

I can assure you that our service is fast and we can handle both your fragile and heavy goods. Our team of packers can be used if required.

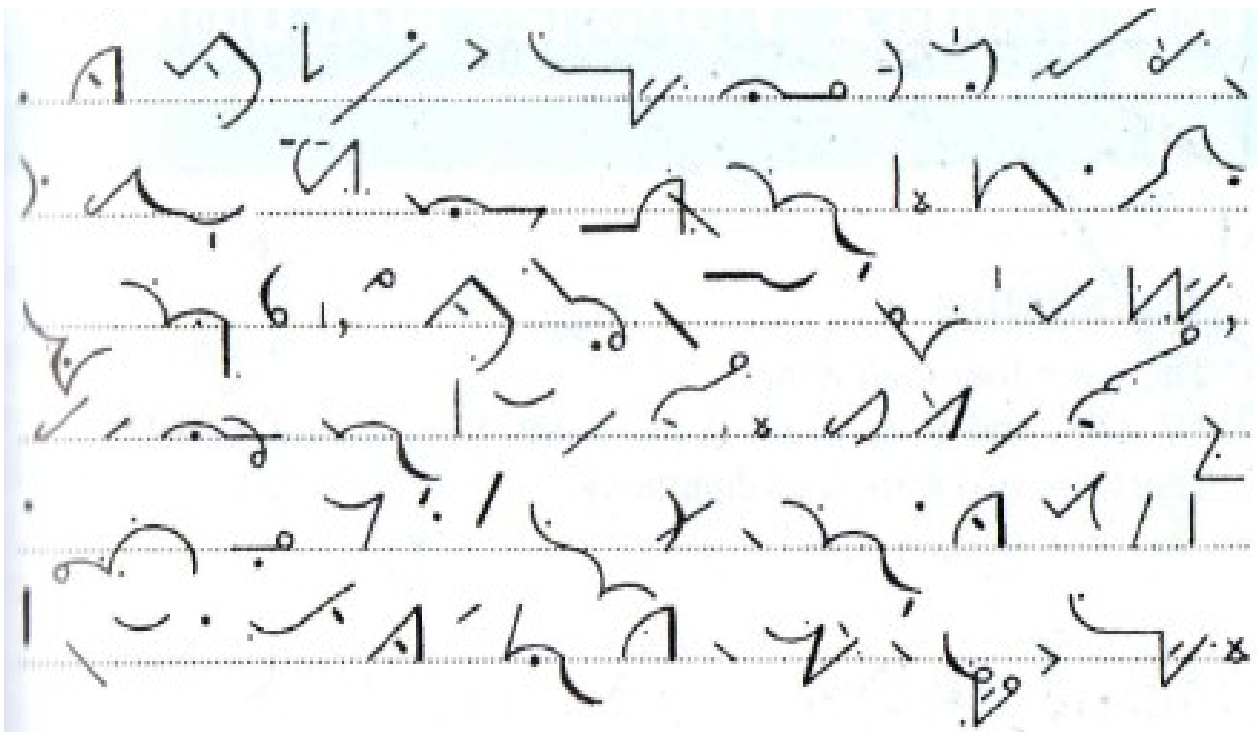
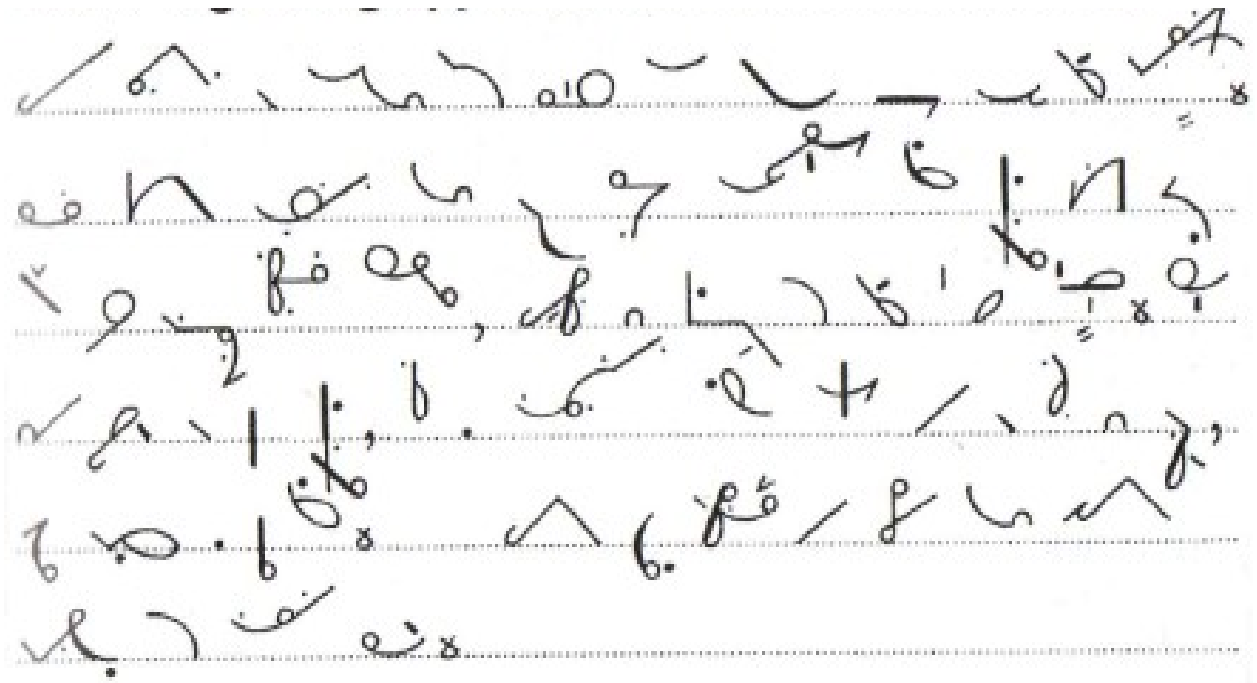
I am sure that you are aware of the fact that our service is already widely used by other large firms in your district. However, if you would like our Sales Manager to visit you to describe our terms in full, it will give me pleasure to make arrangements for him to do so.

Yours faithfully

Freight Carriage Limited

EXERCISE 3 (20 marks)

- Read and copy the passage below in the space provided.
- Transcribe the passage and proofread for accuracy and grammar.



[illegible]