

 W1-2-60-1-6

**JOMO KENYATTA UNIVERSITY**

**OF**

**AGRICULTURE AND TECHNOLOGY**

**UNIVERSITY EXAMINATIONS 2017/2018**

**END OF SEMESTER EXAMINATION FOR THE DEGREE OF BACHELOR OF BUSINESS AND OFFICE MANAGEMENT**

**HBO 2201: SHORTHAND SPEED II**

**DATE: DECEMBER 2018 TIME: 2 HOURS**

**INSTRUCTIONS:**

* **Write Shorthand outlines for questions One to Three from dictation at 80 w.p.m.**
* **Transcribe the outlines on the computer and print the transcription**
* **Hand in both the outlines and the transcription**

**QUESTION ONE (30 MARKS)**

Passage

Dear Sir,

Our organization is interested in operating a store in this town to sell house furnishings. We are sure that there are many people who would be glad to have the convenience of our store in which to make their purchases.

We are interested in obtaining the services of someone who is familiar with the furnishing needs of the people in this town. Under the circumstances, we feel that you might know of someone who would be able to take the position we are offering.

If there are any members of your firm who are interested in doing this job after office hours, we should like to talk to them.

Please let us know if you have anyone you wish to recommend.

Yours truly.

**QUESTION TWO (20 MARKS)**

1. Vocabulary [10 marks]
2. Assistance
3. Authorized
4. Excellent
5. Architect
6. Customary
7. Reasonable
8. Furnishing
9. Easily
10. Reduction
11. Ascertain
12. Short forms (10 Marks)
13. Character
14. Danger
15. Difficulty
16. Financially
17. Nevertheless
18. Remember
19. Themselves
20. Together
21. Surprise
22. Regular

**QUESTION THREE (20 MARKS)**

1. Phrases/Intersections (10 Marks)
2. Number of things
3. On the other hand
4. It is wise that
5. Money market
6. Medical association
7. Business organization
8. Your enquiry
9. Free of charge
10. Bank rate
11. Throughout the World
12. Sentences (10 Marks)
13. They designed the project adjacent to your store and you will undoubtedly agree that it is an excellent job.
14. It would be more desirable to continue furnishing the house than to wait for the changes you desire.
15. It is obvious that he was frankly disappointed when he found out where the new house was situated.
16. His assignment was to pick out the highlights of the supplementary report and discuss them with us.
17. It is essential that we have a report of your progress on the job.