

1321  
0801/201  
**TYPEWRITING (30 wpm)**  
November 2008  
Time: 2¼ hours



**THE KENYA NATIONAL EXAMINATIONS COUNCIL**

**BUSINESS EDUCATION SINGLE AND GROUP CERTIFICATE EXAMINATIONS  
ARTISAN CERTIFICATE (CLERK/TYPIST COURSE)**

**TYPEWRITING (30 wpm)**

**2¼ hours**

**INSTRUCTIONS TO THE CANDIDATES**

1. *Answer all the questions.*
2. *Type on one side of the paper only and use a fresh and appropriate sheet of paper for each question.*
3. *Type your Index Number on the top cover of your Answer Book and at the top of each sheet used.*
4. *Read carefully the instructions for each question. You should aim at producing mailable work. Neat erasures will be accepted without penalty, except in exercise 1 where the use of an eraser is not allowed.*
5. *Begin the test with the warm-up exercise, which will be collected immediately and initialled by the invigilator.*
6. *Type exercise 1, once only during the timed five minutes. This will be collected immediately and initialled by the invigilator.*
7. **NOTE**
  - (a) *There will be an interval of ten minutes starting immediately after exercise 1, for:*
    - (i) *collection of exercise 1 by the invigilator;*
    - (ii) *candidates to read through the rest of the paper.*

**NO TYPING SHOULD BE DONE DURING THIS TIME**

*(b) Exercises 2, 3, 4, 5 and 6 will take 1 hour and 55 minutes.*

8. *Ensure that the warm-up exercise and exercise 1 are inserted in the Answer Book at the end of the examination.*
9. *You should report any defect in the machine to the invigilator immediately.*

**This paper consists of 8 printed pages.  
You should check the question paper to ensure that all the  
pages are printed as indicated and no questions are missing.**  
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**Turn over**

### Warm-up Exercise

This is a **warm-up** passage. It does not constitute part of the examination. Time allowed: 3 minutes.

People may have arguments in support of the idea that too much money is just spent on advertising. However, no one supports the idea that we should not advertise at all. If this is not done, how would the customer get in touch with the firm that is willing to supply goods or services?

It is important for those who sell a product to make it known to the public all the time through advertising. If they do not, the expected sales of the product will quickly decline. It is amazing how advertising informs people about a new product. New ideas and developments are also brought to the notice of would be customers.

### Exercise 1

Type the following passage in double-line spacing. Erasing is not allowed.  
Time allowed: 5 minutes.

There are some ways in which a producer can find out what	58
people think about a new product that he wants to put on the market.	128
The choice of method will be affected by the willingness of the	194
producer to put money into the venture. This should be done only	261
after he knows whether or not it will be profitable.	314
The best way of testing the views of people is to carry out a	378
survey. Those who are in favour of this approach believe that a	446
great deal of information can be got if the questions asked are	509
well framed. There is no doubt that a survey of this kind, designed	578
to find out the future buying intentions of the people interviewed,	646
has had some success. It has been possible in some cases to	708
forecast changes in buying habits of people.	753

## Exercise 2

Type the following letter on the headed paper provided as for dispatch today to The Coordinator, Wazalendo Association, P. O. Box 321, Voi. Use reference number NTI/MJW/08. Take a carbon copy and address an envelope. Use **blocked** style.

Dear Sir

visit to our national park

Thank you for your letter of last week requesting us to allow you to visit our National Park on the 6<sup>th</sup> of next month.

The following information is important to enable you prepare for the trip.

Charges The wildlife service has increased the park entry fees for all categories of visitors. ~~This has been done so as to make the parks have enough money to be able to run their affairs. The charges are as follows:~~

Ksh.

Adults	150.00
children	75.00
College Parties	300.00
Association members	Free

Since your association has registered members, you will not be charged any Entry Fee, if you produce your registration certificate.

We look forward to seeing you at our park.

Yours faithfully

Ngulia Tsavo national park

mark J. Welimo, Park warden

use shoulder heading

Type the following manuscript in **double-line** spacing. Use paragraph headings.

Credit cards / spaced caps & centre

The credit card service has made life easy for those who can afford it. If credit card users want to review their limit downwards, all they need to do is call the issuer and make a request. When it concerns increasing the limit, however, the user has to refer to the management. Credit cards have both an upward and downward limit.

**CREDIT REVIEW.** Credit cards' issuers periodically review their customers' credit lines either upwards or downwards.

The upward issue applies only to users who have a good financial record.

### Raising limits

A user who wants a higher limit is advised to have in mind an ideal figure of the amount that he would want his limit to be raised to. A request for raising the limit may be handled in one of the following ways: (i) A credit review to be carried out leading to an increase or review of the limit, if the applicant's payment history is credit worthy. (ii) The issuer may carry out a credit review depending on the policy and give a feed back on the ideal figure one wants raised. [In case the limit on the credit is not raised, the issuer has to explain what needs to be done. It should always be remembered that it pays to keep in mind that a credit card is a tool, not a way of life.]

# Exercise 4

Type the following table on A4 paper centring it both vertically and horizontally. Rule in ink or by means of the underscore. Use blocked style.

## Jenga Taifa Grocery

Vegetables and Fruits Sold – March to June 2007

<u>Sale of Vegetables and fruits - March to June 2007</u>					
ITEM	MONTH				
	March	APRIL	May	June	June
	Ksh.	Ksh		Ksh.	Ksh
Pineapples	780	379		430	200
Guavas	1,023	580		345	236
potatoes	1023 780	580 245		345 236	236 483
Onions	780	343		236	183
Cabbages	864	383		450	358
Tomatoes	994	1,240		738	— 680
bananas	865	790		460	86
Carrots	2,040	1,120		870	468
pawpaws	924	384 680		630	468
Oranges	340	680		564	90
Avocadoes	1,008	960		430	100
tangerines	990	1,450		430	1,560
Water Melons	840	740	125		130

### Exercise 5

Use the information provided below to fill in the Examination Slip form provided. Type the information.

Molly Wanjia was admitted at Kanyamukaka University in the Faculty of Education in 2004. Her registration number was E45/0321. She enrolled for a Bachelor of Education degree. In the first semester she was issued with an examination slip for the Academic year 2005/2006 in the following Subject/Course:

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- ~~20~~ BA 201 - Introduction to Business 40hrs - Grade A
- BA 200 - French Language - 40hrs - Grade B
- AFF 201 - Introduction to Psychology - 40 hrs - Grade C
- EPS 201 - French Usage - 40 hrs - grade B
- UCU 100 - Communication - 40 hrs - grade C
- UCU 102 - Introduction to Computers - 40hrs - Grade B

The recommendation by the university is a Pass

Use today's date

Exercise 6

Type the following Cinema Programme attractively on A5 portrait paper. Centre each line.

cinema programme / spaced caps

Casino cinema / caps

Screen I - Fareed

Shows: 11.00 a.m and 2.00 p.m.

\* \* \*

#/

Belle/rue Drive-in cinema

Screen I - Out of Africa

Shows: 9.00 pm

\* \* \*

Fox centre

Screen I - Love Brewed in African Pot

Shows: 1.40 pm

\* \* \*

hrs/

Fox cineplex

Screen I - Born free

Shows: 2.30 pm and 8.30 p.m.

\* \* \*