

2272
SHORTHAND
STAGE II
90 w.p.m.
July 2008
Time: 55 minutes



MANYAM FRANCHISE
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NO CANDIDATE SHOULD BE GIVEN THIS QUESTION PAPER BEFORE, DURING OR EVEN AFTER THE EXAMINATION. THE SUPERVISOR SHOULD SAFEGUARD IT ALL THE TIME EVEN AFTER THE EXAMINATION.

THE KENYA NATIONAL EXAMINATIONS COUNCIL

**BUSINESS EDUCATION SINGLE AND GROUP CERTIFICATE
EXAMINATIONS**

**SHORTHAND
STAGE II**

(90 w.p.m.)

Transcription time: 55 minutes on the typewriter

This paper consists of 5 printed pages.
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Turn over

Instructions to the Supervisor

Before the examination starts:

- (a) ensure that all the candidates are seated and that each candidate has a typewriter;
- (b) inform the candidates that:
 - (i) a warm-up passage will be read within **two** minutes;
 - (ii) there will be two examination passages at 90 w.p.m;
 - (iii) each passage will be dictated for **three** minutes;
 - (iv) there will be a one-minute interval between the two passages;
 - (v) candidates will be expected to go through their shorthand notes during the second interval of seven minutes;

NO TYPING WILL BE ALLOWED DURING THIS TIME

- (vi) the transcription time will be 55 minutes;
- (c) give the Reader ample time to read through the passages;
- (d) ensure that the Reader writes the subject of each of the two passages on the chalkboard as follows:

Passage I: A LETTER TO A FRIEND WHO IS JOINING UNIVERSITY

Passage II: THE BUSINESS OF SELLING ROASTED MAIZE

During the dictation:

- (a) the reader should
 - (i) ensure that the passages are read at the correct speed i.e. 90 w.p.m. by use of a **stop watch**. To achieve this, each passage is marked in portions which should occupy a quarter of a minute in reading. The slanting lines (/) mark the divisions of time. The reader should not make pauses where the lines occur unless sense requires it. Four slanting lines (////) complete each minute;
 - (ii) take care to articulate the words. Punctuation marks should be indicated by the inflexion of the voice and under no circumstances should they be dictated. The matter must be dictated according to the natural sense of the words.
- (b) The invigilator should ensure that the Reader takes three minutes to read each passage by use of a **stop watch**.

After the dictation the invigilator should:

- (i) allow the candidates **SIX** minutes in which to read their shorthand notes before the transcription;
- (ii) inform the candidates of the transcription time;
- (iii) ensure that the reader leaves the room immediately the dictation is over;
- (iv) ensure that the candidates are seated at least 1½ metres apart;
- (v) make a report about the dictation as to whether there was any interruption or whether certain words were mispronounced or substituted;
- (vi) allow candidates to refer to their English dictionaries during transcription.

At the end of the examination the invigilator should ensure that candidates hand in both their shorthand notes and transcribed work.

90 w.p.m.
WARM-UP PASSAGE
(To be dictated within two minutes)

Nowadays people have become very conscious of what they eat / and how 10
much of it they eat. On the other / hand many people have come up with ideas on 20
what / we should eat. There is a lot of information on / diet that is flooding in 30/40
from people who are specialized / in matters concerning diet. 50

A few decades ago this was / not the case. People could eat what was available 60
and / they were still healthy. These days it is advised that / at the age of forty 70/80
people should stop or minimize / sugar intake. At the same time they should 90
avoid red / meat as much as possible. Some of this information is / useful 100/110
because eating too much, especially food with a lot / of fat increases the level 120
of cholestrol.

People should therefore / take care to eat a balanced diet. If possible they / 130/140
should eat a lot of green vegetables and fruits. They / have to convince their 150
children that meat is not the / only source of protein. 160

As much as possible, they should / give them other forms of proteins from 170
different sources. It / is true that the variety of food available today is / not 180/190
the same as what our great grandfathers had. We / therefore have to be very 200
careful on what we eat / in order to avoid health problems. 210

90 w.p.m.
PASSAGE I
A LETTER TO A FRIEND WHO IS JOINING UNIVERSITY
(Not part of the dictation)

Dear Peninah,

Thank you for your letter which I received last week. I am happy to learn that your parents are doing / well since they moved to the United States of America. I am pleased to learn that you enrolled in one of our local // colleges in August this year to pursue a degree course in Art and Design. Indeed it has been your desire to join /// a university in Kenya despite the fact that your parents are now staying abroad. As a matter of fact, home is best.

In //// fact I cannot believe that you have really finished three years since you completed fourth form. I have also realized that three / years is not a long period especially when one is busy. I must commend you for the way you have spent your time // while waiting to join the university. Your decision to join the music field was a good idea despite the fact that your /// parents were not for it.

However, in a very short time they also realized that you have a hidden talent which needed to //// be utilized. It was good to see you and your group come up with songs which were very good, with useful information / to the people especially the youth. This was quite good.

I therefore wish you the best as you pursue your career in Art // and Design. At the same time, I would encourage you not to neglect your talent in music. I believe you can create /// time to practice music, although your course is not easy.

I wish you success in all your plans for the future.

Yours truly, ///

(ONE-MINUTE INTERVAL)

90 w.p.m.
PASSAGE II
THE BUSINESS OF SELLING ROASTED MAIZE
(Not part of the dictation)

During the last few years, the business of selling roasted maize has become quite common in this country. At first this was / taking place only in towns along the roadside, 1/4
but this is no longer the case. As a matter of fact, this is a // fast growing business in towns, 1/2
in the villages and in the estates. This could be due to lack of employment which has /// 3/4
made people very aggressive in order to put food on the table.

One thing which is quite surprising is that the green maize //// is always available 1
despite the poor weather conditions. One wonders where this maize comes from. One factor
that is quite clear, however, / is that this business generates a lot of money and that is why 1/4
they can go to any length to get the green // maize. Clients are always available since these 1/2
items are sold according to the buyer's needs.

The cost of operating such a business /// is quite minimal due to the fact that there is 3/4
no rent to be paid. In other words the overhead expenses are quite //// low. 2

I know that any type of job is good and what matters is how seriously one takes it.
I also believe / that no amount of money is too little as long as one plans properly for it. 1/4
Let us therefore, support maize sellers because // they are an important part of us and the 1/2
more occupied they are, the better for all of us. This is because /// when people are suffering 3/4
it affects us in one way or another. At the same time life is boring when one is idle. //// 3

(SIX-MINUTES INTERVAL)