

2272  
SHORTHAND  
STAGE II  
90 w.p.m.  
July, 2005  
Time: 55 minutes



**MANYAM FRANCHISE**  
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**NO CANDIDATES 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 **SIX** 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 for the two passages on the chalkboard as follows:

**Passage I: A REPLY TO AN ENQUIRY ABOUT FURNITURE FOR CHILDREN**

**Passage II: GIFT COUPONS AS A MEANS OF INCREASING SALES**

### 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 1 ½ metres apart.
- (v) make a report about the dictation as to whether there was any interruption or whether certain words were mispronounced or substituted.

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

**90 WPM**  
**WARM-UP PASSAGE**

(To be dictated within two minutes)

People who are employed by large firms have access to / loans and grants. Most	10
of them are members of co-operative / societies and can get credit at low interest	20
rates.	
In / some small firms, the employers allow workers to take loans / against two or	30/40
three months' salary. In others, the employers / act as guarantors and arrange for	50
the staff to get / loans from their banks. In either case, the amounts involved / are	60/70
not large because of the great risk in lending. /	80
Workers have come up with other ways of raising funds. / Some of them have set	90
up joint accounts in which / they deposit a specified sum of money at the end / of	100/110
the month. When they reach the target set, members / are allowed to borrow	120
against their own savings. If a / member of the group requires more money than	130
his savings / allow, he can arrange for someone who trusts him to / act as a	140/150
guarantor. The guarantor is required to pledge / his own savings as security.	160
Another method is the revolving / fund. Here, a number of workers agree on the	170
money / to contribute and the order in which each of them / should receive the	180/190
funds. Having done this, they collect money / at mid month and end month and	200
give to two / people in the group. By the end of the year, / each of them will	210/220
have received a lumpsum at least / three times. The money is used to purchase	230
items ranging / from kitchen utensils to music systems.	240

140 WPM

PASSAGE I

**A REPLY TO AN ENQUIRY ABOUT FURNITURE FOR CHILDREN**

(Not part of the dictation)

Dear Fridah,

Thank you for your letter of enquiry in which you asked for details of the children's furniture that we have / in stock.

As you will see in the enclosed catalogue, we have a large variety from which you may choose. The prices are // given in the price list which we have attached to the last page of the catalogue and they compare very well with /// those of our competitors.

We would like to draw your attention to the bedroom sets on pages twenty to twenty-five. These consist //// of a baby cot, a small table and a small chair with curtains to match. The curtains are made from different materials / and are available in plain soft colours as well as different patterns. Due to increased demand, we now make bed covers to match // the curtains. We have displayed all items in their natural setting to give you an idea of what your baby's room would /// look like.

Our items are made from wood of the best quality. They are durable and keep their attractive appearance for many years. //// Most of our customers simply transfer them to another room when they need to create space for another set as the children / grow. Because of their satisfaction with our products, they come back to us for other sets as well.

When you identify the set // you want, please contact our salesman in your area. He will give you details of payment and arrange to deliver the items /// to your premises.

I would like to take this opportunity to thank you for your custom and look forward to your order.

Yours, ///

**(ONE-MINUTE INTERVAL)**

**90 WPM**  
**PASSAGE II**  
**GIFT COUPONS AS A MEANS OF INCREASING SALES**  
(Not part of the dictation)

Gift coupons are a form of publicity which is used by many retailers to increase their sales. It is a way of / marketing which is quite effective and at the same time less costly than other forms. Apart from more sales, the seller enjoys a // widespread distribution of his products.

$\frac{1}{4}$   
 $\frac{1}{2}$

Some firms buy gift coupons and issue them to workers so that they can exchange them for /// goods at selected outlets. This is quite common at the end of the year and at some religious feasts. From the employer's point //// of view it is one way of creating or maintaining goodwill. The workers are also happy and more willing to work very / hard towards the success of the firm.

$\frac{3}{4}$   
1  
 $\frac{1}{4}$

One of the setbacks of gift coupons is that buyers purchase goods without realizing their true // worth. As a matter of fact, most coupon bearers buy items which they otherwise would not have purchased from their own income. ///

$\frac{1}{2}$   
 $\frac{3}{4}$

Large scale issue of coupons inflates sales and leads sellers to believe wrongly that there is a genuine increase in demand. When the //// coupon period ends, they find themselves with large quantities of goods which do not sell as fast as expected. There is a / trend by rivals to set up similar schemes to compete for the same market. This has the effect of reducing sales for all // the traders involved.

2  
 $\frac{1}{4}$   
 $\frac{1}{2}$

Some types of gift coupons allow buyers to purchase goods at a low price. The value of the coupon /// is reduced from the retail price. Later, the seller takes the gift coupons to the producer to get a refund of the difference. ////

$\frac{3}{4}$   
3

**(SIX-MINUTE INTERVAL)**