

2272
2274
SHORTHAND
STAGE II
90 w.p.m.
November 2012
Time: 55 minutes



THE KENYA NATIONAL EXAMINATIONS COUNCIL

THE SUPERVISOR IS INSTRUCTED TO READ THE INSTRUCTIONS TO THE SUPERVISOR ON PAGE 2 BEFORE ADMINISTERING THIS EXAMINATION.

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.

**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 **four-minute** interval at the end of each of the two passages;
 - (v) candidates will be expected to go through their shorthand notes during the **four-minute** intervals;

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 ABOUT REPAIR WORKS ON A HOUSE IN RIVER DRIVE

Passage II: CHOOSING A SECURITY COMPANY

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 **stopwatch**. 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:
 - (i) ensure that the reader takes **three** minutes to read each passage by use of a **stopwatch**;
 - (ii) allow the candidates **four** minutes at the end of each of the two passages in which to read their shorthand notes.

After the dictation the invigilator should:

- (i) inform the candidates of the transcription time;
- (ii) ensure that the reader leaves the room immediately the dictation is over;
- (iii) ensure that the candidates are seated at least $1\frac{1}{2}$ metres apart;
- (iv) make a report about the dictation as to whether there was any interruption or whether certain words were mispronounced or substituted;
- (v) allow candidates to refer to their English dictionaries during transcription;
- (vi) append his or her signature immediately after the last shorthand outline in each of the passages as the candidates transcribe their notes.

At the end of the examination the invigilator should ensure that candidates:

- (i) arrange both their shorthand notes and transcribed work;
- (ii) insert the arranged work in the answer booklet, then staple and hand in.

90 w.p.m.

WARM-UP PASSAGE

(To be dictated within two minutes)

Travelling in a convoy when heading towards the same destination / is a good 10
experience. This is because car occupants keep / watching out for their colleagues who are 20
either ahead or / behind. If any of the cars breaks down, the others / stop to offer help. No 30/40
one feels lonely on the / road. 50

Usually, the people agree on stop-over points before / setting off on the journey if it 60
is a long / distance one. During these stops, they take meals and drinks. / They also refuel 70/80
the cars if necessary. The stop overs / are good because people get an opportunity to alight 90
from / the cars and stretch their legs. This helps the blood / to flow freely through the veins 100/110
and prevents swelling of / the feet which may occur as a result of sitting / down for too 120/130
long.

Sometimes, members pool together and so / they end up using only a few cars. This 140
is / economical because they not only share the space but also / the fuel costs. It is also 150/160
more fun when friends / travel together as they share talks and jokes. 170

People have, / however, complained about slow driving speeds by some of their / 180/190
colleagues. This slows down the others and they feel that / they are either taking too much 200
time on the road / or they are using a lot of fuel because of / using low gears most of the 210/220
way. It is, therefore, / important to agree on average speeds to use before setting / out on 230/240
such a journey.

90 w.p.m.

PASSAGE I

A LETTER ABOUT REPAIR WORKS ON A HOUSE IN RIVER DRIVE

(Not part of the dictation)

Dear Sir,

Thank you for awarding our Hills Company the tender to carry out repairs at your townhouse in River Drive. We / are very pleased to inform you that the repairs to your house are now complete. It has taken a bit longer than the // three months we had anticipated because the work turned out to be more complicated.

To start with, when we removed the floor /// wood blocks at the dining room area, we discovered that there was a wet patch beneath them. The plumber had to follow the //// path of the leak in order to identify its source. Needless to say, this took a while. We also had to allow / for the patched floor to dry completely before we could lay the wood blocks again. Placing the blocks on a wet patch would // have resulted in further decay of the wood.

Majority of the clay roof tiles were cracked, which was the main reason for /// the rotten smell that was coming out of the ceiling as these cracks had allowed rain water through. We removed the tiles and //// replaced the nylon paper with flat iron sheets. We then fixed the new roofing tiles and we are confident that there will / be no further leakage.

The painting works are completed too. We applied the smooth silk paint that you had chosen for the walls. // The wood surfaces were sanded and finished with clear vanish. The house now looks as good as new, both on the inside /// and the outside.

Please let us know when you would like to inspect the house before handing it over to you.

Yours Faithfully ///

(FOUR-MINUTE INTERVAL)

90 w.p.m.
PASSAGE II
CHOOSING A SECURITY COMPANY
(Not part of the dictation)

These days, there are many different guarding firms that have sprung up all over the city. Almost every estate has one or / more such firms. This is because home owners are easy targets of ill-intentioned people and so they sign up for guarding services // especially night guards.

Some firms are owned by people with background knowledge in the guarding field and others are owned by mere /// aspiring business people. They may be people who are out to make a quick shilling and are, therefore, not so keen on the //// types of service given. Instead, they lay stress on the number of guarding contracts which translate to monthly or yearly cash receipts / for such people.

When choosing a security firm to employ, one should enquire about them from people or firms who are using their // services. It is quite in order to ask for written referrals from such users as this would put one's mind at rest /// especially if the users are well known.

It would be wise to pay a visit to the offices of the target firms. Their //// premises will give a good idea of the status of the company. There have been times when people have found out that / the physical locations shown on letterheads are not real. In case of a problem owners of such firms are not easily traced and // cannot be taken to task as the firms do not exist.

Guards are as important to firms as the receptionists are. They /// should be able to speak languages such as English and Kiswahili so as to handle different kinds of people coming to the firm. ////

(FOUR-MINUTE INTERVAL)