

1273
1901/102
2901/102
SHORTHAND
60 w.p.m.
November 2022
Time: 45 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**

**CRAFT CERTIFICATE IN SECRETARIAL STUDIES
DIPLOMA IN SECRETARIAL STUDIES**

SHORTHAND

(60 w.p.m.)

Transcription time: 45 minutes

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 machine;
- (b) inform the candidates that:
 - (i) a warm-up passage will be read within **two** minutes;
 - (ii) there will be two examination passages at 60 w.p.m.;
 - (iii) each passage will be dictated for **three** minutes;
 - (iv) there will be a **three-minute** interval at the end of each of the two passages;
 - (v) candidates will be expected to go through their shorthand notes during the **three-minute** intervals;
NO TYPING WILL BE ALLOWED DURING THIS TIME
 - (vi) the transcription time will be 45 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: LETTER ABOUT SPACE FOR EXPANSION

Passage II: FIRST PAY CHEQUE

During the dictation:

- (a) The reader should:
 - (i) ensure that the passages are read at the correct speed i.e. 60 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 **three** 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.

60 w.p.m.

WARM-UP PASSAGE

(To be dictated within two minutes)

A reference letter is a document in which the writer / confirms that they 10
know the person they are writing about. / Although there are various types, the 20
most common one is / written in relation to employment. These are known as job / 30/40
reference letters.

A job reference letter describes the applicant's skills, / abilities and work 50
experience. In order to capture all the / details accurately, it should be written by 60
someone who has / first-hand information about the person. It is a good / idea for the 70/80
applicant to provide the important details regarding / the position applied for. This 90
will enable the writer to / link the applicants's ^{strength} strengths to the position. 100

Like any other / business letter, a job reference should be brief. It should / 110/120
focus on the points meant to convince the person requesting / the reference that they 130
have the right person.

2:00 Mini
easyvet.com

60 w.p.m.
PASSAGE I
LETTER ABOUT SPACE FOR EXPANSION
(Not part of the dictation)

Dear Paulina,

It is my sincere hope that you are doing well. As you know, / I started selling clothes two years ago. I am so glad to inform you that // the business has been doing quite well. In fact, we have exceeded our growth expectation. /// We had planned to open new branches after the third year but from the look //// of things, the expansion will no doubt come much earlier.

One of the cities in / which we are considering opening a branch is Kisumu. In view of the fact that // you have worked in the city for several years, I believe that you can assist /// me find a good location. The ideal shop should be along a busy street and, //// if possible, be located on the ground floor of a big shopping mall. This way, / we will be able to get customers from the shops that are already up and // running. Apart from the above, the area should be secure and the rent not too /// high.

I look forward to talking with you more during your next visit.

Yours truly, ///

03:55

(THREE-MINUTE INTERVAL)

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

60 w.p.m.
PASSAGE II
FIRST PAY CHEQUE
(Not part of the dictation)

The thought of earning the first pay cheque is exciting for most people. For several, / it is the gateway to financial freedom. It is, therefore, usual for such people to // come up with a carefully developed plan on what they would like to do with /// their first salary. The planning begins as soon as they report to work and the //// list keeps on growing each day.

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

For a number of individuals, the first thing they / want to do is reward themselves as an indication of self-love. This could be // marked by buying new things. To others, giving special treats to their family and friends /// could come first on their list. Yet for some, watching a movie on a large //// screen or dining in a big hotel could be their best reward.

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

Once the salary / is paid, some things on the list are replaced with more exciting ones. Within no // time, the money is over before even half of what was planned has been achieved. /// It is left for one to wonder what just happened to all their wonderful plans. ////

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

3:41

(THREE-MINUTE INTERVAL)