



# Stamford College

## School of Secretarial and Administrative Studies

### DIPLOMA IN EXECUTIVE SECRETARYSHIP (Semester 1)

#### DES 1104 : BASIC SHORTHAND

**Date:** 23 May 2008, Friday

**Time:** 9.30am – 11.30am

**Duration:** 2 Hours

#### **Instructions to Candidates**

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EDUCATION BEYOND BORDERS

Answer ALL questions in Section A and Section B. Section B comprises two dictations and two transcription passages.

Please ensure that this examination paper contains THREE questions on THREE printed pages before you start the examination.

Books, papers and other written materials are not allowed to be brought into the examination hall. A candidate who violates the examination rules of Stamford College or commits a malpractice will be disqualified from the examination.

Write your Examination index Number on each page of your answer booklet.

**Section A****Question 1****Fill in the blanks with short-forms.**

- |                     |       |                 |       |
|---------------------|-------|-----------------|-------|
| 1. a/an             | _____ | 26. from        | _____ |
| 2. are              | _____ | 27. January     | _____ |
| 3. also             | _____ | 28. immediately | _____ |
| 4. and              | _____ | 29. do          | _____ |
| 5. enlarge          | _____ | 30. difficult   | _____ |
| 6. dear             | _____ | 31. as/has      | _____ |
| 7. for              | _____ | 32. the         | _____ |
| 8. have             | _____ | 33. all         | _____ |
| 9. how              | _____ | 34. eye/I       | _____ |
| 10. immediate       | _____ | 35. is/his      | _____ |
| 11. it              | _____ | 36. be          | _____ |
| 12. acknowledge     | _____ | 37. put         | _____ |
| 13. more            | _____ | 38. of          | _____ |
| 14. notwithstanding | _____ | 39. to          | _____ |
| 15. shall           | _____ | 40. which       | _____ |
| 16. tomorrow        | _____ | 41. always      | _____ |
| 17. yesterday       | _____ | 42. but         | _____ |
| 18. nevertheless    | _____ | 43. something   | _____ |
| 19. responsible     | _____ | 44. very        | _____ |
| 20. together        | _____ | 45. almost      | _____ |
| 21. thinking        | _____ | 46. information | _____ |
| 22. anything        | _____ | 47. year        | _____ |
| 23. thanks          | _____ | 48. manufacture | _____ |
| 24. had/dollar      | _____ | 49. think       | _____ |
| 25. before          | _____ | 50. would       | _____ |

(50 x 1 mark = 50 marks)





**SECTION B : DICTATION****Passage 1 to be dictated at 40 wpm**Letter to the Manager, Ace Advertising Limited

Dear Sir

Your company has been recommended to me by several of my contacts in the clothing industry. They consider (1/2) that your complete advertising service is considerably above average and some recognise you to be without equal. I am considering (1) embarking upon an advertising campaign to launch a new line which, with the right approach, I am confident will be (1 ½) a great success. All concerned in this venture wish to contribute with ideas about how to sell to the public (2) so your firm will be dealing with a team rather than an individual. In the circumstances I thought it only (2 ½) fair to warn you. Anyhow, you know in advance what to expect before you complete your contract. Please contact me (3) at your earliest convenience.

Yours faithfully, (3 ¼)

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(125 words)

(25 marks)

1 major error = minus 3 marks (spelling error, omission of words)

1 minor error = minus 1 mark (punctuation)

**Passage 2 to be dictated at 40 wpm**

## Interviews

During an interview you should receive a full picture of the job and immediately after the interview you should be (1/2) able to accept or reject a post if offered. When called for an interview make a note on the calendar and plan to be punctual. If there is any doubt about how long it will take you to get there (1) telephone the firm for details and then allow ample time. It is important to look your best and I think (1 ½) there is much to be said for dressing formally. In order that you may also feel relaxed however you should choose (2) something neither too formal nor too casual. In the near future some other ways of selecting for jobs might be introduced. (2 ½)

(122 words)



(25 marks)

1 major error = minus 3 marks (spelling error, omission of words)

1 minor error = minus 1 mark (punctuation)

**--- END OF PAPER ---**