



OLABISI ONABANJO UNIVERSITY, AGO-IWOYE

FACULTY OF EDUCATION

DEPARTMENT OF EDUCATIONAL MANAGEMENT AND BUSINESS STUDIES

UNIVERSITY EXAMINATION

Name of Examination: BSE  
Course Title: Intermediate Shorthand Writing I  
Course Code: BSE 202  
Credit Unit: 02  
Semester and Year: Rain: 2013/2014  
Time Allowed: 2 hours  
Instructions

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Shorthand Theory: Part A

1. Define five points of study-plan in Shorthand Writing
2. Discuss some guideline in joining of consonants with five examples of Shorthand Outlines
3. Is it not possible to write Shorthand consonants and outlines on plain sheet of paper - Discuss
4. Expatiate four systems of Shorthand you know and define them fully, the Years and the Authors.
5. Write your views the advantages of Shorthand to the Business Education Students, during the programme in the Institution and after graduation.



Transcribe the following sentences into English Words

Handwritten shorthand notes on lined paper, likely representing the sentences to be transcribed.

Single Words

Handwritten shorthand notes for single words.

Write the following in Shorthand Outlines with Pencil

Date the page. Do page two. It is up to them to judge.  
Show the photo to the vet tomorrow. Shall they have the  
essay. It is today they tow the boat. Joe is to tow the  
the boat.

Single Words

Pay, day, babe, tape, aid, page, at, baita, do, the,

Handwritten shorthand notes for the words: Pay, day, babe, tape, aid, page, at, baita, do, the.

Single Words

Handwritten shorthand notes for single words.



Transcribe the following Shorthand Outlines into English Words

A. A.

Handwritten shorthand outlines on ruled lines. The outlines are arranged in two columns. The first column contains six lines of shorthand, and the second column contains six lines of shorthand. The outlines are written in a cursive style, typical of shorthand.

B. The following sentences and words are to be written in Shorthand

They came to the Boat

We know them today

It is not a big job to do

The Boy went to the Shop yesterday

Bring the list of books tomorrow

C. Single words: Taking, looking, Such, carrying, Speaks, Away, Bill, book, tool manage.

D. Answer the following questions.

1. What do you understand by the word 'Consonant'?

2. Shorthand can be written like any other English words on the paper - Discuss

3. Vowels are represented by \_\_\_\_\_ and \_\_\_\_\_

4. Give and discuss six systems of shorthand

5. Write out the goal and objective of shorthand in the Office