



# OLABISI ONABANJO UNIVERSITY, AGO-IWOYE

FACULTY OF EDUCATION

DEPARTMENT OF EDUCATIONAL MANAGEMENT AND BUSINESS STUDIES

## 2017/2018 RAIN SEMESTER EXAMINATIONS

Examination:	Bachelor of Business Education
Course Title:	Word Processing II
Course Code:	BSE 202
Unit attached:	02
Status	Compulsory
Time allowed:	2 hours

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### SECTION B (PRACTICAL)

*Instruction: Use your Typewriting Machines for this section*

1. You should attempt all exercises and begin each exercise on a fresh sheet of paper.
2. Type your matric number at the top of each paper and read carefully the instruction for each exercise.
3. Any defect in the machine should be pointed out to the invigilator who will make a note of defeat and loss of time caused by it on the front page of your answer sheet.
4. Unless otherwise stated, any ruling required in tabular exercise may be by pen or ink (ball point pen) or by means of the underscore.
5. Any satisfactory method of correcting mistakes may be used in all exercise, except in Accuracy Test where no erasure is allowed.
6. Over-typing will be severely penalised.



## SPEED AND ACURACY (40 WPM)

Now that you are about to complete this course, you should be feeling very confident about your ability to write shorthand. You have a sound knowledge of all the phrasing devises, you will be able to write speed up to one hundred and twenty words per minutes. This is assuming that you are already totally familiar with the short forms and intersections which you learned while studying first course.

It must be stressed that speed cannot develop unless you do know and can recall and write every short form intersection instantly and with confidence. This confidence must be extended to all the phrases you have encountered. Armed with this knowledge, there is absolutely no reason why you should not make steady progress up the speed ladder. For the really high speed enthusiast, there is a further course of study available to take him or her beyond the one hundred and twenty words per minute speed level. This is only necessary for the person who is interested in taking up verbatim work in the court or who is simply wanting to write at speeds above those required by the average employer.

Advice should be received willing, but discretion should be used to assess its worth. It is not wise to accept advice on swimming from someone who has never gone near the water. One may listen, appraise, weigh and consider. This is a time when kind and tolerant common sense is needed, a time when it is wise to know many sides of every question before reaching a decision.

To all writers of shorthand I wish to say a few words about the skill you are now able to use. The system you have learned is very precise and it will be found that it can stand up to the strain of any dictation in today's business world. The system is good, but only as good as the person using it. At all times, you must be accurate writer, who is in control of outlines and positions.

Writing them accurately in their correct first, second or third positions. When you write half-length stroke make sure that it is written half the length of a normal stroke and when writing double length stroke, always write it double the length of a normal strokes. When you glance at your notes, there should never be a doubt as to whether or not a stroke is ordinary, half or double length. There must be a very considerable difference.



Task 2 & 3

Type the following on a suitable paper. Mark it "For  
THE ATTENTION OF" Dr. Babafemi Adebayo"

Our Ref: 001/EMB/CCED/001  
(Today's Date)

10mly

The Managing Director  
Modern Ceramics (Nig) Ltd. Pmb 120  
Ilorin, Ogun State.

Dear Sir,

### RAW MATERIALS

Thank u f. yr. letter dated th. 28th March 2015. That  
was the second letter we had recvd fr. u in recent times.  
Following the govt's policy on local sourcing of raw  
materials, this Coy took urgent steps to prospect for  
clay in diff. parts of the country.

Two States in the country h. abundant deposits of  
high quality China clay. Commercial extraction is soon  
to begin. [Trial mining is being done @ the moment.  
As we wd want to ascertain the suitability of  
this Mineral for the production of gds, both f. local  
consumption & for export, we propose to send you five tipp  
loads of the Mineral. Let us know the date you wd  
like to recv. the samples.

We trust that you wd give us an early feed-back  
on the suitability of d minerals.

Yrs ffly Yours faithfully

Initialed ap → ALAB EDUNJUBI  
Mktg Mgr.

scrip. Use both letters  
and indented styles

on the above subject.

and is happy to announce  
remarkable progress in 2 locations



# PRACTICAL SECTION

Index

Type the following table in dts on a suitable paper. List the Industries in Alphabetical order.

TREND OF INDUSTRIAL PROFITS 27  
Monthly table of Profits 28 // caps centre & 4/5 Depreciation

Industry	NO. OF COMPANIES	Profits	Depreciation	Total
Aircraft & Components	7	31,550	8,896	8,423
Paper and Packaging	43	67,193	20,693	22,809
Building Materials	100	97,325	25,292	33,605
Iron & Steel	23	144,699	54,091	38,520
Electrical (Light)	60	56,700	27,100	26,128
Motorcycle and Components	31	70,979	25,532	21,021
Electrical (Heavy)	13	69,959	19,854	21,60
<del>breweries</del> and 30 breweries & Distilleries	49	115,622	47,554	113,6
Clothing & Footwear	417	32,215	7,032	11,72
Machine Tools	20	72,890	1720	5032
Engineering and Metal	262	194,388	44,400	6652
Chemical & Allied	73	315,282	89,581	1621
Rubber Manufacturing	13	33,465	11,292	4220
Construction	41	29,496	9,423	8,006

See

Rule vertically and Centre Column. Readings Vertically & horizontally.

184  
25

68  
51  
17

68 94



order  
mistake  
Type the following on A4 Plain Paper.  
Use D.C.S.

Task 4

10 min

### A Wise Decision → Caps & ults

Once upon a time in the village of Maradassi in the Island of Peromunon, there lived a rich man who had only one son but many slaves. He thought of what was best for the son & decided to send him to school to acquire knowledge which he'd keep him to spend his money very wisely. The Chief Slave

was very happy at this news, since it meant that when the old man died, he would inherit almost the entire property, and the son only a small proportion of it. The old man soon died. While the young boy was away, the old man became seriously ill and, fearing that he might die, he decided to write his will. He was worried about how much of his property to leave to his son, and what to do with the slaves. He was afraid that the slaves might kill his son if he left all his property to him. He then decided to leave his <sup>whole</sup> ~~entire~~ property to the Chief of slaves & except for one small part of it which he would allow his son to choose.

When the son heard of his father's death, he felt dejected and when he learnt the contents of the WILL he felt worse. One day, the villagers gathered to share out the property in accordance with what was stated in the WILL. The boy was confused as to which part of the property to choose.



His father's closest friend, who came to console him, advised him what to do. The boy cleared his throat, and in line with the advice, he announced that what he wanted was the Slave Chief himself since, after all, he was part of his father's property and whatever belonged to the Chief slave belonged to his Master.

Insert "A" here as a new Paragraph

Although the story narrated above is fiction, situations such as that occur in our real life today. Very often, disputes arise among the children of a family regarding who should inherit the family property on the death of their father. If, for example, land is involved, and there is enough to go round, portions of the same as appropriate, are allocated to the children as and when they are ready to develop them. In many parts of the country, the eldest son of the family holds the family property in trust to be shared among the direct offsprings of the deceased in the fullness of time.

If on the other hand, the property of the deceased is disputed, the matter is referred to the Probate Registry for settlement by the Administrator General.

NP

"A"

The villagers were very happy at the young man's wise choice, but the Chief Slave was extremely saddened by it; but he had no alternative but to serve under the new arrangement which was a continuation of the old contract with his former Master.



Type the ff letter. Ref: No AKU/23/17. Use today's date.

The Chief Instructor

Agada State Polytechnic

Omuro, Daura State

Dept. of Sec. Studies

Dear Sir,

A, new, Shortland book — caps

I am v. pleased to introduce to u. a Nigerian published S/hand bk. it is called "The Shortland Writer"

He has 20 yrs experience in teaching after wking as a Reporter for over 8 yrs. His zeal in finding solutions to the dearth of S/hand bks has made him to write this S/hand bk. Since most of our bks in S/hand are published from overseas, we hv.

N.P. [The author of the bk Mr Edem Abidome is a man of many yrs experience in the Secretariat field. He possessed his qualification more than a decade or half

been facing the problem of it getting those bks in S/hand. We're a mktng guy ready to sell the bks to you @ a reasonable price to u. you could afford. [If u hv. interest using the bk for yr students.

Pls, do not hesitate to write or telephone us though the nos on the letter head.

Thank you.

Yrs ffly

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Adeniyi Mfr.