



# OLABISI ONABANJO UNIVERSITY, AGO-IWOYE

FACULTY OF EDUCATION

DEPARTMENT OF EDUCATIONAL MANAGEMENT AND BUSINESS STUDIES

NAME OF EXAMINATION: BACHELOR OF B.A/ B.Sc /B.SE/BBE EDUCATION DEGREE  
COURSE CODE: BED 206  
COURSE TITLE: Shorthand IV (70 wpm)  
Course status: Compulsory  
Time Allowed: 1 hour  
Session: 2015/2016  
Semester: Rain  
INSTRUCTION: Answer all Questions

1. Transcribe the passage below.

Handwritten shorthand notes on lined paper, representing the first part of the passage.

2. Write the passage below in Shorthand. (Please, make your handwriting legible)

We make a small loss on the two days sales at the Boat Show. It makes sense to save with a savings bank. We think they will loose large sums of money at the sale on Sunday. She usually leaves a message at the office if she sees us to pay the cheques and cash into the bank. Large bills and a lack of cash cost him to sell his business at a loss in March. They will take the cash to the bank at two today. Jack paid his cheque to the bank department today. They will have to take a cab to get back to the bank. Give them the facts to add to the data bank. Be calm we shall manage to catch them at the bank to give them the package.

3a. \_\_\_\_\_ is the small circle that is easily joined to other consonant strokes at the beginning, in the middle or at the end of an outline.

b. What are Vowels? Give examples.

4. What are Diphthongs? Give examples

5a. In Pitman shorthand, the sound heard in English are divided into \_\_\_\_\_ and \_\_\_\_\_.

b. Write out five (5) examples each of straight down strokes and curved strokes.

Handwritten notes and examples on the right side of the page, including the word 'fetch' and various shorthand symbols.