

## OLABISI ONABANJO UNIVERSITY, AGO-IWOYE

FACULTY OF EDUCATION

DEPARTMENT OF EDUCATIONAL MANAGEMENT AND BUSINESS STUD

VAME OF EXAMINTION:	BACHELOR OF BA	B.Sc /B.SE/BBE EDUCATION DEGREE
VAME OF EXAMINITION.	DACHELON OF DIA	0.00 / 0.00 / 000 000

COURSE CODE:

BED 206

COURSE TITLE:

Shorthand IV (70 wpm)

Course status:

Compulsory

Time Allowed:

1 hour

Session:

2015/2016

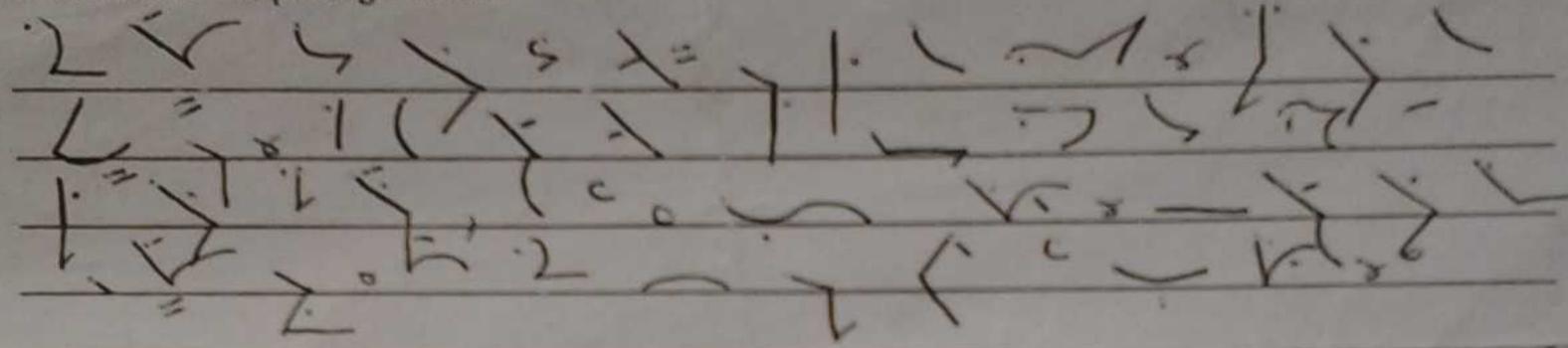
Semester:

Rain

INSTRUCTION:

Answer all Questions

1. Transcribe the passage below.



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.

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