



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

Course status: Compulsory

Time Allowed: 2 hours

Session: 2016/2017

Semester: Rain

INSTRUCTION: Answer all Questions

SECTION A

Transcribe the passage below into longhand

Unit 1: Reading of short and longhand
The first part of the passage is written in shorthand. The student has transcribed it into longhand. The transcription is as follows:
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30 marks

SECTION B

Transcribe the following into longhand

i. master vi. keep xi. enjoy xvi. in some
ii. Rest year vii. disperse xii. advised xvii. to which seems
iii. Gas fast as viii. love xiii. back xviii. book
iv. to items ix. hotel xiv. garage xix. faith
v. hope x. opposite xv. rich xx. to know 20 marks

SECTION C

1. When a first vowel is a third-place vowel and the consonant consists only horizontal stroke, the consonant is written h.
2. Differentiate between ST loop and STR loop. Give 2 examples each.
3. When a word begins with a vowel, followed by the sound of S/Z, stroke S/Z must be written in order to h.
4. Define Diphthongs and Diaphones. Give 2 examples each.
5. What determines the placement of the first consonant in a word?

20 marks