



ZIMBABWE

**MINISTRY OF HIGHER AND TERTIARY EDUCATION,
INNOVATION, SCIENCE AND TECHNOLOGY
DEVELOPMENT**

**HIGHER EDUCATION EXAMINATIONS COUNCIL
(HEXCO)**

NATIONAL CERTIFICATE

IN

OFFICE MANAGEMENT

**MODULE: Document Production
Shorthand 40WPM A**

PAPER NO: 361/22/M02

DURATION: 3 Hours

OCTOBER / NOVEMBER 2024 EXAMINATION

REQUIREMENTS

- 1. A5 shorthand Note book paper.**
- 2. × 2 serialised Booklet (1 passage each).**
- 3. Stop watch.**

INSTRUCTIONS TO CANDIDATE

See page 2.

This paper consists of 5 printed pages.

a) INSTRUCTIONS TO THE INVIGILATORS

1. The invigilators shall ensure that the speed test consists of two passages of 3 minutes each to be dictated at the speed indicated at the head of each test paper.
2. The invigilators shall give the Question Paper to the reader 40 minutes before the examination commences.
3. During the dictation period the invigilator shall:
 - Follow the reading of the test passage on the extra copy of the question paper enclosed.
 - Report any inaccuracies or any special circumstances which may cause undue difficulty.
 - Ensure that the reader is heard clearly by all the candidates.
4. The transcription shall be collected and placed in order of candidate numbers, as soon as the time allotted for transcription is over.
5. The scripts shall be tied together with the Attendance Register and Mark sheet.

b) INSTRUCTIONS TO THE READER

1. The reader shall provide an appropriate practice “warm-up” passage in order to give confidence and to familiarise candidates with the voice of the reader.
2. Readers of Shorthand passages shall indicate paragraphs, full stops and question marks and no other punctuations.
3. The reader shall allow an interval of two (2) minutes between “warm-up” and actual examination.

c) INSTRUCTIONS TO BE READ TO CANDIDATES BY THE READER OF THE SPEED TESTS

1. Do not transcribe any of the material from the “warm-up” exercise.
2. Do not begin transcribing notes until instructed to do so.
3. Write your candidate number at the head of shorthand notes and at the head of transcription.
4. The speed of the test attempted shall be indicated at the head of the transcription.
5. Marks will be lost for illegible handwriting, incorrect spelling or unsatisfactory punctuation.
6. The shorthand notes shall be written in blue pen or pencil. The candidate is not allowed to **re-write** shorthand notes even though there may be adequate time to do so.
7. Shorthand notes shall be written in full using the correct **Shorthand theory version**. Shorthand notes that do not match the longhand transcription will lead to an automatic fail in the Shorthand examination for both papers A and B.
8. Candidate is not allowed to mix **long hand** with **shorthand** notes. This will result in automatic fail in the Shorthand examination for both papers A and B.
9. Transcripts must be written on the paper provided in blue ink ball-point pen. Transcripts written in pencil shall result in automatic fail in the Shorthand examination for both papers A and B.
10. The candidate will be allowed a two (2) minute interval to go over the shorthand notes before transcription commences.
11. Candidate is allowed to use an English Dictionary to aid the transcription.

NB: Transcription time for this paper is twenty (20) minutes.

A new Company Selling Shoes

Dear Mrs Pack

I am happy to inform you that / we are the only shop selling $\frac{1}{4}$
shoes in this city // **(Fullstop)** We have big and small shoes in $\frac{1}{2}$
the shop /// **(Fullstop)** The shoes come in all shapes **(Fullstop)** $\frac{3}{4}$
They are //// different sizes for your family **(Paragraph)** $\frac{1}{4}$

Come and see the / shoes and choose some for your Family $\frac{1}{4}$
(Fullstop) We have // new sports shoes in stock **(Fullstop)** I will $\frac{1}{2}$
be in /// the shop tomorrow **(Fullstop)** You will get all the $\frac{3}{4}$
assistance //// from the shop **(Full)** **2 mins**

If you would like to buy / the shoes you can pay in cash at the $\frac{1}{4}$
bank // **(Full stop)** you can buy more than ten shoes at a $\frac{1}{2}$
/// time **(Paragraph)** $\frac{3}{4}$

We hope you will visit us **(Fullstop)**

Yours ////

3 mins

Memo to James on the upcoming games

I am writing this moment to inform you of the / dates of the up ¼
coming games **(Fullstop)** We are going // to have the games on ½
two May **(Paragraph)**

No one /// will be going to work **(Fullstop)** It will be a ¾
//// Sunday **(Fullstop)** The games will be held at the new **1 min**
/ site **(Fullstop)** it is the site opposite the big shop ¼
// **(Fullstop)** You can walk for ten minutes from our work ½
/// place **(Fullstop)** You can also come by our **(Paragraph)** ¾

I //// wish to see you all the games **(Fullstop)** **2 mins**
May / you come with your two boys **(Fullstop)** My big boys ¼
// will also come to see the games **(Paragraph)** ½

I shall /// be happy to see you at the games on Sunday ¾
(Paragraph) //// **3 mins**

...../pm