



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

NOVEMBER/ DECEMBER 2025 EXAMINATION

REQUIREMENTS

1. A5 Shorthand Notes Papers
2. 2 X Serialised Booklet (1 For Each Passage)
3. Stop Watch

INSTRUCTIONS TO CANDIDATES

See next page.

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 allocated for transcription is over.
5. The scripts shall be tied together with the Attendance Register and Mark Sheet.

NB:

- Transcription time is 20 minutes per passage.
- Candidates are allowed to take a break after the dictation of the first passage.

b) INSTRUCTIONS TO 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 questions 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 materials 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 correct **Shorthand theory version**. Shorthand notes that do not match the longhand transcription will lead to an automatic fail in 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) minutes interval to go over the shorthand notes before transcription commences.
11. Candidate is allowed to use an English Dictionary to aid the transcription.

N. B. Transcription time for this paper is twenty (20) minutes per passage.

Letter inviting John to the Networking Show

Dear John	
I would like you to come to our/office networking show (FULLSTOP)	$\frac{1}{4}$
The show will start in //the morning on the tenth of May twenty twenty	$\frac{1}{2}$
one//(PARAGRAPH)	$\frac{3}{4}$
We wish to give our outgoing bosses a////chance to meet other	1 min
company bosses in their offices (FULLSTOP) / They may be looking for	$\frac{1}{4}$
new attachees who have passed//in office work (PARAGRAPH)	$\frac{1}{2}$
The show will be held at///West Gate office in the college (FULLSTOP)	$\frac{3}{4}$
The show will/////last for one to two hours (FULLSTOP) If you want/to	2 mins
come with your pals, you must let me know//(FULLSTOP)I can keep a	$\frac{1}{4}$
table for you(PARAGRAPH)	$\frac{1}{2}$
Thank///you for your time (FULLSTOP) You can come again	$\frac{3}{4}$
Yours////	
	3 mins

Thank you letter for the office Goods

Dear David(PARAGRAPH)	$\frac{1}{4}$
I am writing this thank you memo/to you today	
(FULLSTOP)I would like to take this//time to thank you and	$\frac{1}{2}$
your company for your good///work (FULLSTOP) We thank	$\frac{3}{4}$
you for coming with the goods///// to us (PARAGRAPH)	1 min
I would like to thank you for/coming up with the best goods	$\frac{1}{4}$
(FULLSTOP) We had to//visit Mary to see the goods that	$\frac{1}{2}$
you bought (FULLSTOP)///she showed us how to use the	$\frac{3}{4}$
goods(PARAGRAPH)	
We/ thank you for the goods you have given us	2 min
(FULLSTOP)/We are going to buy some more goods from	$\frac{1}{4}$
your// company(FULLSTOP) they have the best office goods	$\frac{1}{2}$
(PARAGRAPH)	
I///wish you all the best in your WORK (FULLSTOP)	$\frac{3}{4}$
Yours/////	3 mins

.../tez