



**ZIMBABWE**

**MINISTRY OF HIGHER AND TERTIARY EDUCATION**

**HIGHER EDUCATION EXAMINATIONS COUNCIL  
(HEXCO)**

**NATIONAL CERTIFICATE**

**IN**

**SECRETARIAL STUDIES**

**SUBJECT: Shorthand 60 w.p.m.**

**PAPER NO: 361/S02A**

**OCTOBER/NOVEMBER 2013 EXAMINATION**

**REQUIREMENTS**

**INSTRUCTIONS TO CANDIDATE**

**See page 2.**

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*This paper consists of 4 printed pages.*

The speed test consists of two passages of 3 minutes duration to be dictated at the speed of 60 w.p.m.

The Question Paper must be handed to the Reader 40 minutes before the examination commences.

The invigilation Officer/Checker is requested to follow the reading of the test passage on the extra copy of the paper enclosed, and to report any inaccuracies or any special circumstances which may cause undue difficulty. He/She should assure himself/herself that the reader can be heard clearly by all the candidates. The transcription should be collected. Placed in order of examination numbers, as soon as the time allotted for transcription is over.

The scripts should be tied together with the Attendance Sheets, class by class. Readers of Shorthand passages are allowed to indicate paragraphs, full stops and question marks and no other punctuation.

**NB: PRACTICE "WARM-UP" MATERIAL TO BE PROVIDED BY THE READER HIMSELF/HERSELF.**

**INSTRUCTIONS TO BE READ TO CANDIDATES BY THE READER OF THE SPEED TESTS.**

- 3 In order to give you confidence, and to familiarise you with the voice of the Reader, a short practice period will be given to you as a "warming-up" exercise. You must not transcribe any of this practice material. An interval of two minutes will then be allowed, after which the real examination test will be read.
2. You must not begin to transcribe your notes until you have been instructed to do so.

**THIRTY MINUTES WILL BE ALLOWED FOR THE TRANSCRIPTION**

3. You must write your examination number at the head of your shorthand notes and at the head of your transcription.
4. State at the head of your transcription, the speed of the test attempted.
5. You are liable to lose marks for bad handwriting, incorrect spelling or unsatisfactory punctuation.

**LETTER FROM AN AGENCY CONCERNING ADVERTISING IN DAILY NEWSPAPERS**

Dear Sir,

Thank you for your letter of 8 May **(FULLSTOP)** We shall do  
our/ best to place your advertisement for your new line of  $\frac{1}{4}$   
goods in four of the // daily newspapers whose advertising  $\frac{1}{2}$   
space is under our control **(FULLSTOP)** As you will see from  
/// the enclosed price list, our terms are strictly cash in  $\frac{3}{4}$   
advance for all articles that //// appear once only 1 min  
**(PARAGRAPH)**

Please note that our new advertisements should be handed in  
at / our local offices two weeks before the date they are  $\frac{1}{4}$   
expected to appear in a // paper **(FULLSTOP)** This will allow  $\frac{1}{2}$   
us enough time to get them ready for printing  
**(PARAGRAPH)///**  $\frac{3}{4}$

We note that your company has a new sales policy and you are  
planning to //// run a nationwide sales promotion once every 2 mins  
year **(FULLSTOP)** This plan will begin next year / **(FULLSTOP)**  $\frac{1}{4}$   
This agency will be able to give you as much support with this  
new // plan as possible **(PARAGRAPH)**  $\frac{1}{2}$

I will be glad to have you come into our offices /// early next  $\frac{3}{4}$   
Monday morning when I will have all the necessary details  
ready **(PARAGRAPH)**

Yours //// 3 mins

**APPLICATION FOR A JOB AS A SECRETARY**

Dear Doctor Black

I wish to make an application for the position of Secretary  
(**FULLSTOP**)/ The details of this job appear in today's paper  $\frac{1}{4}$   
(**PARAGRAPH**)

I am twenty-one years // old (**FULLSTOP**) I have received  $\frac{1}{2}$   
good Business Education and obtained a Higher National  
Diploma in /// Secretarial Studies (**PARAGRAPH**)  $\frac{3}{4}$

For the past two years I have acted as Secretary to Doctor  
//// Brown, who is, I think known to you (**FULLSTOP**) 1 min  
During this time I have carried / out the usual office duties,  $\frac{1}{4}$   
and in addition I have taken the Doctor's special dictation //  $\frac{1}{2}$   
(**FULLSTOP**) I know that my employer is satisfied with my  
services (**FULLSTOP**) I should like /// however, to secure a  $\frac{3}{4}$   
position in my own town (**PARAGRAPH**)

I can work without any //// supervision and under a lot of 2 mins  
pressure (**FULLSTOP**) Doctor Black has given me permission  
to / refer to him for any information regarding my ability  $\frac{1}{4}$   
(**FULLSTOP**) If you wish me to // tell you anything more to  $\frac{1}{2}$   
assist you in making a decision, I shall be glad /// to do so  $\frac{3}{4}$   
(**PARAGRAPH**)

I am available anytime if you wish to interview me

Yours //// 3 mins

...../ab