

QUALITY ASSURANCE AND MINISTRY OF EDUCATION P. O. Box 30426 - 00100, TEL: 318581 NAIROBI

1/10/200

Shorthand Speed

This is to certify that:

Alice Mueni

has been examined by Pitman Qualifications in the above subject and has achieved the following standard:

First Class

In this examination the candidate was required to write in shorthand and transcribe one passage dictated in three minutes at the rate of 60 words per minute.

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MINISTRY ASSURANCE AND STANDARDS

MINISTRY OF EDUCATION

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50-200 WORDS PER MINUTE

The candidate has demonstrated the ability to produce a verbatim transcription of a passage dictated at the speed shown on the certificate.

Objectives achieved:

- Recording dictation using shorthand.
- Transcribing from shorthand notes an accurate manuscript, typed or word processed version of the material dictated.

Assessment was by a single reading of three minutes' duration of a business letter or passage for transcription, time-constrained according to the speed undertaken.

- The candidate was assessed on the basis of 6% error tolerance for mistranscriptions, omissions, words in excess, faulty spelling and punctuation.
- The endorsement "Typewritten Transcription" or "Word Processed Transcription" acknowledges that the candidate produced mailable copy on the basis of 3% error tolerance for keyboarding accuracy and presentation.
- First Class indicates that the candidate's transcription was accurate to an error tolerance of 1%.