

Shorthand Speed

This is to certify that:

Alice Mueni

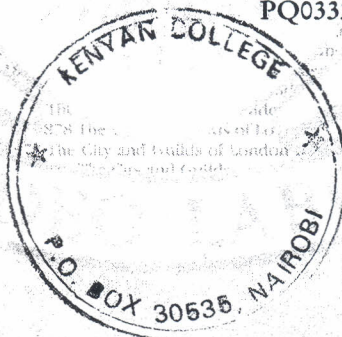
has been examined by Pitman Qualifications in the above subject and
has achieved the following standard:

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.

02 December 2000

PQ0332274/EAN018/65037/02/12/1966



[Signature]

Chairman
The City and Guilds of London Institute

[Signature]

Director-General
The City and Guilds of London Institute

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1/10/20
DIRECTOR
QUALITY ASSURANCE AND STANDARDS
MINISTRY OF EDUCATION
P. O. Box 30426 - 00100,
TEL: 318581
NAIROBI

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%.

The above syllabus supports some of the requirements for the appropriate UK NVQ. Full syllabuses may be obtained from Pitman Qualifications.