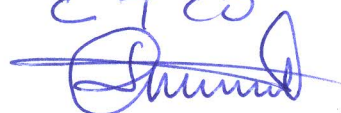


CTCO

1/10/2025

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

Typewriting

This is to certify that:

Alice Mueni

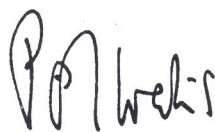
has been examined by Pitman Examinations Institute in the above subject and has achieved the following standard:

Advanced

A pass in this examination connotes a minimum copying speed of 50 words a minute.

22 June 1996

792849/EAN018/360693



A. Welis
The City and Guilds of London Institute



N. A. Mweni
The City and Guilds of London Institute

ELEMENTARY

The candidate has demonstrated the ability to produce neat, mailable material at a minimum keyboarding speed of 25 words per minute.

Objectives achieved:

- Copy typing, business letter and memorandum production, attractive display and tabulation.

Assessment, by a time-constrained examination which consisted of 5 realistic tasks, was against the following criteria:

- Production rate, layout/presentation, accuracy (95% for Pass, 98% for First Class).

INTERMEDIATE

The candidate has demonstrated the ability to produce neat, well displayed material at a minimum keyboarding speed of 35 words per minute.

Objectives achieved:

- Copy typing, complex letter production, accurate interpretation from amended sources, appropriate display of lists and tabulation, re-typing of proofed passage.

Assessment, by a time-constrained examination which consisted of 5 realistic tasks likely to be encountered in a general office or by the incumbent of a junior secretarial post, was against the following criteria:

- Production rate, layout/presentation, accuracy (97% for Pass, 98.5% for First Class).

ADVANCED

The candidate has demonstrated the ability to produce complex work quickly and efficiently at a keyboarding copying speed of 50 words per minute.

Objectives achieved:

- Copy typing, complex letter, reports, legal material, committee documents production, collating and selecting material, re-typing proofed text or tabulated material.

Assessment, by a time-constrained examination which consisted of 6 realistic tasks likely to be encountered in a general office or by the incumbent of a secretarial post, was against the following criteria:

- Production rate, layout/presentation, accuracy (97% for Pass, 98.5% for First Class).

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1/10/2001
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