

PITMAN
EXAMINATIONS
INSTITUTE



Typewriting

This is to certify that:

Alice Mueni

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

Elementary

A pass in this examination connotes a copying
speed of 25 words a minute.

22 February 1991

792849/EAN048/64560

Janet Elliott

Director General



LONDON ENGLAND

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ELEMENTARY SYLLABUS

In this examination the candidate has demonstrated the ability to produce neat, mailable copy at a minimum copying speed of 25 words per minute, with a high degree of accuracy.

The examination has a time limit of one and a half hours and comprises five realistic tasks; the candidate was required to:

- 1) undergo a copying test;
- 2) type, ready for signature with appropriate punctuation and display, a simple business letter from clearly written manuscript; type the corresponding envelope;
- 3) type an easy piece of tabulation from print or manuscript which may or may not require simple ruling;
- 4) display as legibly and attractively as possible information which may take the form of a notice, menu, advertisement, or similar material;
- 5) type a memorandum or complete a simple printed form from information given.

INTERMEDIATE SYLLABUS

In this examination the candidate has demonstrated the ability to produce neat, well-displayed copy at a minimum copying speed of 35 words per minute. Those aspects of typewriting tested were tasks likely to be encountered in a general office, or by the incumbent of a junior secretarial post.

The examination has a time limit of two hours and comprises five realistic tasks; the candidate was required to:

- 1) undergo a copying test;
- 2) type letters ready for signature, with carbon copy, from unarranged material in draft or in manuscript. The manuscript will have been clearly written but may contain abbreviations, amendments and alterations. The letter may include lists, displayed matter, numbered paragraphs, subject headings;
- 3) type from manuscripts which have been altered and amended, and include the standard printers' correction signs; type, with appropriate display, material of various kinds, including invoices, statements, lists, forms, memoranda, notices, advertisements and prepare alphabetical, chronological and numerical lists; leader dots may be required;
- 4) type a piece of tabulation from print or manuscript, which may or may not require ruling;
- 5) proof-read a short passage and type a corrected version.

ADVANCED SYLLABUS

In this examination the candidate has demonstrated the ability to undertake complex work quickly and efficiently, at a minimum copying speed of 50 wpm. Those aspects of typewriting tested were tasks likely to be encountered in a general office, or by the incumbent of a secretarial post.

The examination has a time limit of two and a half hours and comprises six realistic tasks; the candidate was required to:

- 1) undergo a copying test;
- 2) type letters ready for signature, with carbon copies, from unarranged material in draft or in manuscript. The manuscript will have required revision as it will have contained abbreviations, amendments and alterations.
- 3) type legal material; committee documents, including agenda, minutes; bibliographical material; footnotes; itineraries; invitation cards; postcards; in accordance with the accepted methods of presentation;
- 4) collate and select material from draft documents, following the instructions given; type from copy in a foreign language;
- 5) type reports with sub-headings from manuscript;
- 6) proof-read text or tabulated material and type a corrected version.

CTC
11/10/2020
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