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OFFICE ADMINISTRATION LEVEL 5

BUS/OS/OA/CC/01/5

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Demonstrate Shorthand Skills

July/August 2025

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**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION
COUNCIL (TVET CDACC)**

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PRACTICAL ASSESSMENT

Time: 1½ Hours

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**NO CANDIDATE SHOULD BE GIVEN THIS ASSESSMENT TOOL BEFORE,
DURING OR EVEN AFTER THE ASSESSMENT.**

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Instructions to the Assessor

Before the examination starts:

- (a) Ensure that all the candidates and that each candidate has a working computer;
- (b) Inform the candidates that:
- (i) A warm-up passage will be read within two minutes;
 - (ii) In **Section A**, the passage should be dictated within 10 minutes;
 - (iii) In **Section B**, the passage should be dictated at 80 w.p.m. for 3 minutes;
 - (iv) There will be a five-minute interval at the end of **Section A** and five-minute interval at the end of **Section B**.
 - (v) Candidates will be expected to go through their shorthand notes during the five-minutes interval;

NO TYPING WILL BE ALLOWED DURING THIS TIME

- (vi) The transcription time will be 1 hour;
- (c) Give the reader ample time to read through the passage.
- (d) Ensure that the reader writes the subject of the passage on the chalkboard as follows:

1. Passage: FINDING PEACE IN NATURE

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During the dictation:

- (a) The r.
- (i) Ensure that the passage is read at the correct speed i.e., 80 W.P.M. by use of a stopwatch.
 - (ii) Take care to articulate the words. Punctuation marks should be indicated by the inflexion of the voice and under no circumstances should they be dictated. The matter must be dictated according to the natural s

At the end of the assessment, the assessor should ensure that the candidates' hand in both their Sh the transcribed work

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80 W.P.M.**WARM-UP PASSAGE**

within Two minutes)
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The beauty of early mornings is often overlooked by many yet it holds the key to a productive and p. up before the world stirs, allows one to breathe in silence, reflect on goals and embrace the serenity that comes with the rising sun.

The cool air, the soft glow of daylight and the stillness the perfect atmosphere to plan the day without distractions. It is during these quiet hours that thoughts are clearest and creativity is often at its peak. Early mornings also offer time for healthy habits like exercise, meditation or reading which are all essential for personal growth and mental clarity.

Starting the day with intention rather than urgency creates a strong foundation for managing stress and staying focused. Those who rise early tend to feel more in control of their schedule and experience greater satisfaction in their accomplishments. The world may be chaotic and fast paced but the early morning reminds us that there is power in slowing down, being present and beginning each day with purpose rather than pressure.

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SECTION A: (40 MARKS)

(Section A, the sentences should be dictated within 10 minutes)

1. They built a treehouse, nails, and rope. 1 Min
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2. The baby usually yells when left alone in the room. 1 Min
3. The lights went off several times immediately the rain begun. 1 Min
4. She wonderfully painted the fence blue over the winter season. 1 Min
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5. Marcus made special muffins early this morning for his friends. 1 Min
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6. I heard loud music coming from the empty second floor. 1 Min
7. Clouds gathered above the hills, warning of a coming storm. 1 Min
8. Anna bought a yellow dress for the wedding in February. 1 Min
9. We would fix the broken table using glue and tape. 1 Min
10. The big dog stood guard on the blue steel gate. 1 Min
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(FIVE-MINUTES INTERVAL)

SECTION B: (60 MARKS)

(The passage should be dictated at 80 w.p.m. for 3 minutes)

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Date: 29.07.2025 02:12 PM 80 W.P.M.

11. FINDING PEACE IN NATURE

(Not part of the dictation)

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Dear Mr. James,

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I hope you are doing well and that everything at school is going efficiently. I wanted
to / share something with you that has really changed how I think about life and how ¼
I spend my free time. // Lately, I have been trying to slow down and enjoy simple ½
things, like spending more time in nature. Just walking /// in the park, sitting under ¾
a tree, or watching the sunset has helped me feel more peaceful and happy.

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Last /// week end, I went on a short hike with no phone, no music, and no 1
distractions, just me and the quiet / world around. At first, it felt strange. I kept ¼
reaching for my phone out of practice, but then I started // to notice little things: the ½
sounds of birds, the wind moving through the trees, the sh, and /// ¾
even the smell of the soil. I felt calm in a way I had not felt in a long time. /// 2

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It made me how regularly we rush through life, always busy and ¼
always distracted. But nature reminds us to / slow down, breathe, and just be ½
in the moment. We do not always need something big, loud, or special // to feel ¾
pleasure. Sometimes, it is already around us, we just forget to notice it.

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Try it sometime. Let yourself /// be still. You may see something new in yourself. ¾

Write,

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Very truly yours. /// 3

(FIVE-MINUTES INTERVAL)