



KENYATTA UNIVERSITY

UNIVERSITY EXAMINATIONS 2007/2008

SECOND SEMESTER EXAMINATION FOR THE DEGREE OF BACHELOR OF EDUCATION

ECT 324: SECRETARIAL METHODS

DATE: FRIDAY, 13TH JUNE 2008

TIME: 8.00 A.M. – 10.00 A.M.

INSTRUCTIONS: Answer question one and any other two.

1.
 - a) Define Curriculum, Course Syllabus, Examination Syllabus, Scheme of Work and Lesson Plan. (10 marks)
 - b) Explain the difference between Curriculum and Course Syllabus. (3 marks)
 - c) Explain what you understand by the term “Secretarial Studies and mention at least four (4) benefits of undergoing its training. (7 marks)
 - d) Without using your name, prepare a forty (40) minutes typewriting lesson on memos. (10 marks)

2.
 - (a) Office Arts teachers have often been blamed for producing theorists instead of practitioners for Business Organizations. In not more than one (1) page, suggest some remedies or changes that such teachers can employ to avoid this blame. (10 marks)
 - (b) Some skills trainers insist on accuracy before speed. Either in agreement or otherwise, briefly justify your stand. (5 marks)
 - (c) Explain how a Secretarial teacher can motivate his/her students to perform better in Shorthand or Typewriting. (5 marks)

3.
 - (a) Give five (5) characteristics of good dictation. (5 marks)
 - (b) List five specific activities that the Office Arts teacher can have their students do during a Typewriting lesson, and five in a Shorthand lesson. (10 marks)

- (c) With relevant examples in Office Practice or Office Management, explain what you understand by the term “role-playing”. (5 marks)
4. (a) What do you understand by “desirable traits” of a teacher? (3 marks)
- (b) List twenty (20) such qualities and justify their desirability. (10 marks)
- (c) With both Shorthand and Typewriting in mind, write two general and two specific objectives for each of the subjects. (8 marks)
5. (a) In skills acquisition, list and explain five (5) necessary techniques in teaching the expert’s pattern. (10 marks)
- (b) List the six (6) steps required in achieving mastery of a skill. (3 marks)
- (c) What is the order of emphasis recommended when teaching a skill? (3 marks)
- (d) Mention two (2) Shorthand teaching aids and two (2) Typewriting that an Office Arts teacher needs to have in the class. (4 marks)
