

32.2 PAPER 2 (564/2)

Paper 2 mean rose slightly from 40.38 in 2003 to 42.67 in the year 2004. The standard deviation on the other hand dropped from 22.69 to 19.42 an indication that the speed of the marks was not as good.

Question 1

Type the following passage in DOUBLE-LINE spacing. Erasing is NOT ALLOWED. Time allowed: 5 minutes.

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| Good posture and position at the typewriter are | 48 |
| vital as they affect the work of the typist. They reduce | 107 |
| stress and fatigue more so because a typist may spend as | 164 |
| much as eight hours a day typing. The long hours of | 218 |
| sitting may cause one to make more errors. | 261 |
| Do not always attribute errors to just a bad day. | 313 |
| Try to find out if the height of the typewriter or the | 369 |
| chair may be the cause of errors. You may also need to | 426 |
| find out whether the sitting distance from the machine is | 484 |
| the cause of the errors. | 509 |
| Good posture means that you sit straight with your | 562 |
| back against the chair. The fingers should be properly | 619 |
| curved and placed on the home row keys. The wrists | 672 |
| should not rest on the typewriter or table. A lot of | 727 |
| practice will improve your work. | 760 |

Requirements

This was a speed and accuracy test. Candidates needed to type out the passage in 5 minutes without erasing. They had to do that in double spacing.

Weaknesses

While most candidates were able to do the test well, some still could not finish the exercise on time and accurately. This was evidenced by erasures which are penalized.

Advice to Teachers

The secret is in more speed drills especially as the examinations approach.