

Requirements

Candidates were to type out the manuscript in double spacing using blocked style and use paragraph headings.

Weaknesses

Majority of the candidates showed inconsistency in typing of paragraph headings and lacked knowledge in typing of an *inset*.

Advice to Teachers

Candidates need to be given more and more exercises and especially in display and proofreaders notations.

Question 4

Type the following table on A4 paper, centring it both vertically and horizontally. Rule in ink or by means of the underscore. Use Blocked Style.

CONSUMER GUARD RETAIL PRICES

Prices in Various Towns

4c/ Towns	Price Per Kilogram			
	Beans Ksh.	Meat Ksh.	Unga Ksh.	Rice Ksh.
Moyale	32.00	150.00	60.00	26.00
4/1 Mwea	24.00	30.00	55.00	28.00
Kwale	30.00	140.00	55.00	28.00
Soi	23.70	50.50	45.50	24.00
Ahero	20.00	110.00	35.00	22.00
trv/ Thika	18.50	120.00	50.00	24.50
Luanda	18.00	130.00	40.00	23.00
Kapsaas	25.00	120.00	48.50	26.70
Kitale	30.50	140.50	50.70	26.50
Garissa	25.60	125.35	43.65	22.70
Mera	26.00	120.00	50.00	24.60