

### 32.0: TYPEWRITING WITH OFFICE PRACTICE (564)

The subject is examined in two papers. Paper one tests mainly office practice, elementary commercial knowledge and some theoretical aspects of typewriting and typewriter care. Paper 2 takes up the practical aspects of the typewriting. Six typing exercises are set, including speed and accuracy exercises, tabulating, displaying and form completion and letter writing skills.

Table 32 below shows the performance in the two papers in the year 2004. Similar data for the years 2001, 2002 and 2003 are provided for comparison.

**Table 32: Candidates' Overall Performance in Typewriting with Office Practice for the last four years**

Year	Paper	Candidature	Maximum Score	Mean Score	Standard Deviation
2001	1	1,012	100	58.91	13.05
	2		100	49.52	20.12
	Overall		200	106.75	30.00
2002	1	780	100	50.58	15.70
	2		100	57.30	19.82
	Overall		200	107.68	30.89
2003	1	785	100	54.72	14.10
	2		100	40.38	22.69
	Overall		200	94.82	32.26
2004	1	406	100	47.12	14.57
	2		100	42.67	19.42
	Overall		200	89.78	29.00

From the table above the following observations can be made:

- There was a decline in candidature.
- The mean for the subject dropped from 94.82 in the year 2003 to 89.78 in 2004.
- Paper 1 registered a decline in performance while paper 2 improved.

### 32.1 PAPER 1 (564/1)

The paper was reported to have been comparable to the previous one and covered the syllabus adequately. Performance was however, average and declined from the mean of 54.72 in 2003 to that of 47.12 in 2004. The spread of marks was slightly better as the standard deviation rose from 14.10 to 14.57. Below is a discussion of the questions that candidates had problem in.