

## **PROFESSIONAL COMMUNICATION TECHNIQUES (PCT)**

### **SECTION B: NOTE TAKING**

#### **NOTE TAKING PASSAGE TO BE DICTATED TO CANDIDATES**

**(N.B: THIS PASSAGE IS NOT TO BE HANDED TO CANDIDATES)**

**Words Per Minute (WPM): 40**

**Duration of Dictation: 3 minutes**

**Time allowed for transcription: 25 minutes**

#### **SHORTHAND PASSAGE (40 WORDS PER MINUTE)**

##### **A STATUS ENQUIRY (Out of speed timing)**

###### **FIRST MINUTE**

A letter that is written for obtaining information about a/ business enterprise is termed as business status inquiry letter. Generally/, one business enterprise writes this letter to another business enterprise /for collecting of information about a prospective customer.//

###### **SECOND MINUTE**

When a business firm wants to buy goods on credit, it gives/ one or more references to which the seller can ask/ for some information about the credit seekers. Usually, banks, trade/ associations or competing business firms are mentioned as references. The//

###### **THIRD MINUTE**

Seller then writes the inquiry letter to the referees requesting them/ to provide some information about the customer. In light of/ the above discussion, we can conclude that when a business/ enterprise writes an inquiry letter to another business enterprise, financial//

###### **OUT OF PASSAGE**

institution or trade association to obtain information about credit worthiness,/ it is called business status inquiry letter. Basing on the/ information supplied by the referees, the seller decides whether to/ establish business transaction with the firm.