

JUNIOR CERTIFICATE EXAMINATIONS 2001

TYPEWRITING

(Higher Level)

FRIDAY, 1 JUNE 9.30 a.m. - 11.40 a.m.

INSTRUCTIONS

GENERAL

- * Ten minutes are allowed for reading this paper, 9.30 - 9.40 a.m. No typing is to take place during this period.
- * Type your Examination Number at the top of each sheet of your work. Type 'M' after the Examination Number if you are using a Manual typewriter.
- * Begin each Section on a fresh sheet.
- * Any form of correcting i.e. eraser, paper, liquid etc. may be used except in the Accuracy Test, (Question 1). Marks will be deducted where corrections result in untidy exercises.
- * At the conclusion of the examination assemble all your work **in sequence**.
- * Enter your Examination Number on the envelope provided for completed work. Enter 'M' after the Examination Number if you have used a Manual typewriter.
- * Do **not** enclose your Accuracy Test in a separate envelope.
- * Read carefully the specific instructions for each Question.

1. **ACCURACY TEST** (9.40 am - 9.50 am)

2. **BUSINESS LETTER**

2.1 Type this letter in correct form.

3. **TABULAR STATEMENT**

3.1 Type and rule neatly in ink.

4. **DISPLAY WORK**

4.1 Type and display Menu.

5. **DRAFTING OF DESIGN A FORM**

5.1 Draft the form as per instructions.

QUESTION 1 - ACCURACY TEST (10 MINUTES)

- **Take a carbon copy of your work.**
- **Use double-line spacing and leave one inch margins.**
- **Marks will be deducted if corrections are made.**
- **No additional marks will be gained by typing the passage or portion of it a second time.**
- **Hand both the typed copy and the carbon copy of your work to the Superintendent at the conclusion of the Accuracy Test. These will be returned to you at the end of the examination in order to assemble your work in correct order.**

Chess, a privilege of intelligence, and dice, which are subject to pure luck, gave birth to the most popular game of chance in the world – cards.

Many countries have tried to claim the invention of card playing, the world's favourite game of relaxation, but the fact is that there is not enough information to demonstrate its precise origin. Because of the invention in China of paper which would take a thousand years to reach Europe many researchers also credit this country with inventing cards, even though the oldest deck to be found dates from around 1400. Nevertheless, there is earlier evidence in Europe to confirm the existence of playing cards. London's British Museum has a document from 1377 and the oldest one in Spain dates from a year later, in 1378. The rapid spread of cards and their early popularity is also confirmed by some laws of 1382 which outlawed games of chance, including cards.

Decks of cards and the games played with them vary from country to country. In Spain the deck has 40 or 48 cards with four suits: gold coins, cups, swords or clubs divided among 7 or 9 numbered cards and three figures: knave, horse and king. The Italians replace the clubs with canes, and kings are represented seated on their thrones. In France the cards run from 1 to 10 plus the figures: king, queen and valet, in squares, hearts, spades and clubs, and the English play with the same cards and figures but with different symbols: diamonds, hearts, spades and clubs.

(25 marks)

QUESTION 2 - BUSINESS LETTER

PLEASE TYPE THE FOLLOWING LETTER. THE LETTER CONTAINS A NUMBER OF ERRORS OF SPELLING, PUNCTUATION AND GRAMMAR WHICH MUST BE CORRECTED. AN ENVELOPE OR ENVELOPE SHAPE IS REQUIRED.

(20 marks)

QUESTION 3 - TABULAR STATEMENT

**PLEASE TYPE AND RULE THE FOLLOWING TABULAR STATEMENT.
A BLOCKED OR CENTRED STYLE IS ACCEPTABLE.**

QUESTION 4 – TWO SIDED MENU

**PLEASE TYPE THE FOLLOWING MENU TO BE DISPLAYED ON AN A5 SHEET (PORTRAIT).
USE BOTH THE BACK AND THE FRONT OF THE PAGE. CENTRE TEXT ON EACH PAGE
HORIZONTALLY AND VERTICALLY, AND DISPLAY EFFECTIVELY.**

QUESTION 5 - DESIGN A FORM

FROM THE FOLLOWING DETAILS, DRAFT A SUITABLE FORM. USE EITHER DOTTED OR CONTINUOUS LINES WHERE APPROPRIATE. BOXES, WHEN USED, MAY BE DRAWN OR RULED WITH A TYPEWRITER.