

JUNIOR CERTIFICATE EXAMINATIONS 2002

TYPEWRITING
(Higher Level)

FRIDAY, 31 MAY 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 given below.

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 Notice.

5. **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.

Overweight and obesity are very common in most Western countries. Indeed a recent Irish survey found that one in two Irish adults is either overweight or obese. Overweight is a well-established factor for many diseases. However, an important aspect to consider is the level of fitness as well as the level of fatness. A fit and active way of life reduces the risk of weight gain over time, is useful in weight loss programmes and appears to be essential in maintaining weight loss.

Inactivity and low levels of heart and lung fitness increase the risk of heart disease as well as high blood pressure, anxiety and depression. Interestingly, some studies suggest that going to the gym actually makes you put on weight! This seems to be for two reasons. Firstly, by working out you increase your muscle bulk (which weighs more than fat) even though you may be reducing your body fat level, and secondly, many people feel that when they have been to the gym they deserve a treat and end up eating more to reward themselves.

A large and detailed survey looking at the eating, drinking and activity habits of more than 1,300 adults across Ireland has recently been published. It reported that overall activity levels were low. Participation in recreational activities was low. Vigorous activities were rare. Walking was the most important recreational activity in 42 percent of men and 60 per cent of women.

However, watching television took up most of people's leisure time, for men and women.

(25 marks)

QUESTION 2 - BUSINESS LETTER

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

X
2 June 2002

Mr John Greene
24 Main Street
KILLARNEY
Co Kerry

Dear Mr Greene

If you are in farming or agri-business, the **FARMERS JOURNAL DIARY AND DIRECTORY** is the one for you. Users report a very high level of satisfaction with the **Journal diary and Directory** – not surprising, considering it's a high quality production, designed to endure the stresses and strains of 365-day use in the farming business.

The Diary section has generous space allocated to each day (including Saturday!)

The Agri-Directory section is a comprehensive guide to farm related phone numbers, north and south.

Included are contact names and details for Department offices, Teagasc offices, farm organisations etc.

Our large, easy to read desk Diary also features\;

- Excellent farm records section covering cattle and sheep breeding, fertilizer usage, animal purchases and animal feeds.
- Record section for all enterprises.
- Conversion tables.

To order, simply fill in the enclosed coupon and send it to: Diary & Directory 2002, Irish Farmers Journal, Bluebell, Dublin 12, or call our free-phone credit card hotline on 1800 696 696.

Yours sincerely

Gina Hurley
Publications Manager

X Typist - Please insert reference using JB/your own initials

QUESTION 3 - TABULAR STATEMENT

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

Table 1.12.
Estimated Annual Vacancy Demand in the Economy (000s)
1998 - 2003.

Sector	Growth	Turnover	Total Demand
Managers	6	5	11
Professionals	7	16	23
Associate Professionals	3	6	9
Skilled Manual	4	16	20
Clerical	6	19	25
Services/other	8	30	38
Production Operatives	3	31	34
Labourers	1	9	10
Total:	38	132	170

(25 marks)

QUESTION 4

PLEASE TYPE AND DISPLAY THE FOLLOWING NOTICE EFFECTIVELY.

FOR ALL YOUR BUSINESS STATIONERY Supplies

- Box files
- Tickets Books
- Cash Books
- Counter Books
- Conqueror Paper
- Conqueror Envelopes (VARIOUS COLOURS)
- Duplicating Paper
- Duplicating Books
- Envelopes (Range of sizes)
- A4 & A3 Paper Reams
Coloured & White
- INK, INK PADS
- INVOICE Books
- Lever Arch files
- Till Rolls
- Wages Envelopes
- Admission Tickets

ny item you require can be ordered for you

Call in to our office.

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.

SHARES IN VARIOUS COMPANIES NOW OFFERED

APPLICATION FORM

PERSONAL DETAILS

SURNAME -----

FIRST NAME(S) -----

Address -----

Phone Number ----- FAX -----

Company Description

TYPIST - LEAVE A SPACE - DRAW 3 LINES - DOUBLE SPACED

to be used for a description of company

Please indicate in boxes below which company you

wish to invest in A B C D E F