



Coimisiún na Scrúduithe Stáit

State Examinations Commission

JUNIOR CERTIFICATE EXAMINATIONS 2004

TYPEWRITING

(Higher Level)

FRIDAY, 4th JUNE 2004 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.
-

Once the preserve of traditional drawing rooms, the fireplace has become an integral part of cosy modern spaces. Whether you want to install a new, contemporary fireplace or a reconditioned old one, you'll find a wealth of stunning modern designs to choose from. Consider the living room or the bedroom, or even the bathroom, there's no limit to where a fireplace can work its magic.

Updating a fireplace is one of the most cost-effective ways to give a room a face-lift, but don't scrimp on quality. Antique designs sit happily alongside contemporary furniture, and minimal modern styles work with vintage accessories, just use your imagination. The hard job is deciding which style you want.

It's important to make sure you have the right sort of chimney before you set your heart on any particular fireplace. There are two different types – those with a large diameter are necessary for an open fire, and those which have a narrower chimney and are suitable for use with enclosed fires and stoves.

Hearths in unusual materials add character to a fireplace. In the bedroom, textured ceramics work well, while in the living room poured concrete, slate, or if yours is a gas-flamed fire, reclaimed wooden sleepers offer organic appeal. Remember, a hearth doesn't have to be linear - try a semicircle for a softer effect.

You can never beat a real fire as a gorgeous focal point, so plan for warmth in your home by first perusing a guide to all things fiery, from hot grates to chic hearths.

(25 marks)

QUESTION 2 - BUSINESS LETTER

Please type the following letter to Ms. Marian Murray, 45 O'Connell Street, Limerick.

- Use the reference KOB/ (your own initials)
- Use today's date
- Address an envelope or envelope shape
- Leave at least 5 cm at top of page for letter head
- This letter contains a number of errors of spelling, punctuation and grammar which must be corrected.

Dear Ms

TYPIS - Please insert a subject heading "RENTAL OF NO 7 LAKESIDE, BLESSINGTON, CO WICKLOW" USE - BLOCK CAPS and US

's
NP

Inclosed please find leases pertaining to a 6 month letting at No 7 to Ms Nora O'Brien. I shd be obliged if you wood sign both copies on the second page, retain one copy for yr records + return the other to me for the tenant's records. I also enclose a rent statement along with the balance uc rent check in the sum of €237.25. I have transfered the ESB account into the tenant's name. (A)

Ms O'Brien has set up a standing order for the payment of rent directly into our account on Friday of each week in the sum of €175.00.

RUN
OW
STET

Please insure that you receive your weekly rent payments by referring to your Bank account, and should their be any discrepancy, please do not hesitate to contact me.

Thank you for your ^{directions} instructions to let the house and i trust that this letting will proceed satisfactorily.

Yrs sin

Karl O'Byrne MIAVI
LAKESIDE PROPERTIES

TYPIS - PLEASE INSERT THE FOLLOWING AT (A) above as a new sentence "Please FIND enclosed ESB Closing Account in your name which you should attend to immediately."

(20 MARKS)

QUESTION 3 - TABULAR STATEMENT

PLEASE DISPLAY THE FOLLOWING TABULATED STATEMENT ON A4 PAPER.
DISPLAY EFFECTIVELY. BLOCKED OR CENTERED STYLE IS ACCEPTABLE.

HOUSE LETTING ANALYSIS

Year	LETTING AGENT	HOUSES LET AT YEAR END		TOTAL HOUSES LET
		Fixed RENTS	Variable RENTS	
1999	TOBIN PAT	560	320	880
	MURRAY MARY	102	401	503
	WALSH TOM	300	209	509
	TOTALS	962	930	1,892
2000	TOBIN PAT	580	330	910
	MURRAY MARY	140	409	549
	WALSH TOM	320	230	550
	TOTALS	1,040	969	2,009
2001	TOBIN PAT	592	340	932
	MURRAY MARY	170	415	585
	WALSH TOM	300	275	575
	TOTALS	1,062	1,030	2,092
2002	TOBIN PAT	410	607	1,017
	MURRAY MARY	120	472	592
	WALSH TOM	275	314	589
	TOTALS	805	1,393	2,198
2003	TOBIN PAT	345	672	1,017
	MURRAY MARY	298	483	781
	WALSH TOM	199	402	601
	TOTALS	842	1,557	2,399
TOTALS		4,711	5,879	10,590

(25 marks)

QUESTION 4 – DISPLAY DOCUMENT

PLEASE DISPLAY THE FOLLOWING ON A SHEET OF A4, CENTRE VERTICALLY AND HORIZONTALLY.

← (Block Caps + u/s)

JUNIOR TENNIS CALENDAR

DATE	TIME	EVENT ← (EVENT)
January 3	10.00 – 12.00	Tennis Tournament
January 10	3.30 – 4.30	Weekly Round Robin
February 14	10.00 – 12.00	Tennis Tournament
April 10	10.00 – 12.00	Tennis Tournament
Easter	School Holidays	Easter Tennis Camp
July	School Holidays	Tennis Activities
August	School Holidays	Junior Open Week

WATCH the Notice Board regularly to get updates on what is going on at any time throughout the season!

(Typist – use initial caps for all words in the "Event" column)

(15 marks)

Blank Page

Blank Page