



Coimisiún na Scrúduithe Stáit

State Examinations Commission

JUNIOR CERTIFICATE EXAMINATIONS, 2005

TYPEWRITING - HIGHER LEVEL

(100 MARKS)

FRIDAY, 3rd 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 correction results 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 the Accuracy Test in a separate envelope.
 - * Read carefully the specific instruction for each Question given below.
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QUESTIONS

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 the Itinerary.
5. **Design a Receipt Form**
 - 5.1 Draft the form as per instructions.

QUESTION 1 – ACCURACY TEST (10 MINUTES)

- **Make 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.**
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Venice, the city of 200 canals and 400 bridges, draws countless visitors each year. At the Venice Carnival, people from all over the world congregate for the masked and costumed celebration that paved the way and gave the city its international recognition.

The best time to visit Venice is during this carnival, when the unique city is at the height of its cultural celebration, with colour, culture and elaborate costumes awaiting round every canal and every square.

The earliest of carnivals began in ancient Egypt where parades, ceremonial boat and open air demonstrations were used to honour Isis, the fertility goddess. In the 2nd century AD, the Bishop of Rome instituted the 40-day fast that evolved into Lent. This period of self-restraint was to be preceded by a period of revelry. Men and women exchanged clothes, wore ghost masks, danced, drank, and had a good time before the fast. In Venice, carnivals last 10 days ending on “Martedì Grasso” (Mardi Gras), followed by Lent.

St Mark’s is Venice’s showcase. Visitors to Venice alight at the railway station, jump on a passenger boat and start gliding down the Grand Canal towards St Mark’s Square, where the palazzi, or palaces, rise from the banks of the canal. These impressive buildings recount 800 years of Venetian life. At carnival time, Venice assumes a unique personality, with people in 18th century gowns, wigs, breeches and large-buckled shoes strolling along the streets, the scene is filled with grand colour and excitement.

(25 MARKS)

QUESTION 2 - BUSINESS LETTER

Please type the following letter to Ms Siobhan McInerney, The Redshire Partnership, 66 Fenian Street, Dublin 7.

- Use the reference GMCG/ (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 *← INSERT Surname*

Thank you for yr interest in receieving details of our Mandalay ^{uc}cup programme for travel to Oakland Hills, Detroit in September 2005. I am plesed to inclose a brochure, which feature ^{full} details of the packages available. ^{NP} Please find outlined below details of flights and package combinations available:

u/s Flite Details

15 September	1000 hrs	Depart Dublin
	1530 hrs	Arrive Detroit
20 Sept	1605 hrs	Depart Detroit
	2155 hrs	Arrive Dublin

Costing Details

Detroit Marriott Renaissance	€4499.00
Business Class Upgrade	€2989.00
Early booking offer business upgrade	€1979

use leader dots

use words If req'd seats can b held on option for 7 working days. A deposit of 50% is required to donfirm ^Can option before ^{its}its expiry date whilst the balance is due in June 2005. Insurance is not included in the package price. Insurance cover for a single trip ^{del}giving cover for one year is €50.00 per person or an annual policy for a couple is €149.00 giving cover for one year.

If you hv any queries concerning the enclosed, please do not hesitate to contact me.

Yrs sin

Grace McGlynn
Director

Enc

Typist:
Please keep same format
for headings - "Flight Details"
and "Costing Details"

(20 marks)

QUESTION 3 - TABULAR STATEMENT

PLEASE DISPLAY THE FOLLOWING TABULAR STATEMENT ON A4 PAPER.
DISPLAY EFFECTIVELY. BLOCKED OR CENTRED STYLE IS ACCEPTABLE.

Wholesale Price Indices for Building - Construction Materials					
Materials	Index		Monthly % Change		
	July 2004	Aug 2004	June 2004	July 2004	Aug 2004
<u>Cement</u>					
Concrete, Stone & Cement					
Stone, sand and gravel	126.0	128.3	+0.2	-1.6	+1.8
Cement	107.0	107.0	-	-	-
Ready mixed Mortar	109.6	108.8	+0.2	-0.4	-0.7
Concrete blocks & bricks	110.9	111.7	+0.5	-0.4	+0.7
Other concrete products	108.2	109.7	+0.7	-1.0	+1.4
<u>Steel and Timber</u>					
<u>Re-inforced</u> Structural steel - <u>Re-inforced</u> metal of which:					
Structural Steel	152.6	156.2	+0.4	+3.2	+2.4
<u>Reinforced</u> Metal	154.5	155.2	+2.2	+5.5	+0.5
Rough Timber (incl. Sawn)	101.3	100.5	-	+1.6	-0.7
Other Timber (incl. Joinery)	109.4	109.4	-	-	-0.8
ALL MATERIALS	119.3	120.1	+0.5	+0.7	+0.7

(25 MARKS)

QUESTION 4 – ITINERARY

PLEASE TYPE AND DISPLAY THE FOLLOWING ITINERARY EFFECTIVELY.

TREETOPS INN & MANDALAY CUP PACKAGE

ITINERARY

use spaced
CAPS

Sunday, 12 Sep

8.30 pm

Arrive Detroit. Transfer to Treetops Inn

Monday, 13 Sept

10.30 am – 4.00 pm

golf. Evening Free.

Tuesday, 14 Sept

10.30 am – 4.00 pm

golf. Evening Free.

Wednesday, 15 Sept

10.30 am – 1.00 pm

Golf

8.00 pm

Depart for Detroit

10.00 pm

Check-in at Mandalay Cup Hotel

Thursday, 16 Sept

10.30 am

Depart for Oakland Hills Country Club
to view final Practice session ~~and~~

1.30 pm

Official Opening Ceremony

5.30 pm

Return to Hotel

8.00 pm

Evening Celebration Dinner

Friday, 17 Sept

10.00 am

Mandalay Cup Matches

7.30 pm

Gala Dinner

Typist – please
change times to
24 hr clock

(15 MARKS)

QUESTION 5 – RECEIPT

FROM THE FOLLOWING DETAILS, DRAFT A SUITABLE RECEIPT FORM TO BE USED BY THE UNICORN FITNESS CLUB. MAKE SURE TO LEAVE ADEQUATE SPACE WHERE NECESSARY. USE THE HEADING “UNICORN FITNESS CLUB”, FOLLOWED ON THE NEXT LINE BY THE WORD “RECEIPT”.

UNICORN FITNESS CLUB RECEIPT

Sales Person: _____ Date: _____

NAME OF MEMBER: _____ MEMBERSHIP NO: _____

ADDRESS: _____

MEMBERSHIP TYPE: (Select by underlining)

Single; Married Couple; Corporate; Over 55's; Student.

METHOD OF PAYMENT: (Select by underlining)

CASH; Cheque; Visa; Easy Payment.

AMOUNT PAID: € _____

FITNESS ASSESSMENT APPOINTMENT:

DAY _____ DATE _____ TIME _____

(15 MARKS)