



# Coimisiún na Scrúduithe Stáit

## State Examinations Commission

JUNIOR CERTIFICATE EXAMINATIONS, 2006

**TYPEWRITING - HIGHER LEVEL**  
**(100 MARKS)**  
**FRIDAY, 2<sup>nd</sup> 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.*
- \* All questions to be attempted.
- \* 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 answer 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) (25)
2. **Business Letter** (20)
  - 2.1 Type this letter in correct form.
3. **Tabular Statement** (25)
  - 3.1 Type and rule neatly in ink.
4. **Display Work** (15)
  - 4.1 Type and display the Notice effectively.
5. **Design a Form** (15)
  - 5.1 Draft the Application Form as per instructions.

**(100 marks)**

## **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 for inclusion in sequence with the rest of your exercises.**
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One of the latest sports to join the range of winter sports is snowkiting, a new and exciting experience that differs from other snow sports in that it is not only possible for snowkiters to rocket downhill but to cruise uphill too, seemingly defying the laws of gravity.

You don't even need mountains for it; using the natural power of the wind, a kite will pull you across flat areas or even ice. The principle involved is not a new one; the young Roald Amundsen – who incidentally was first in a lot of things, including reaching the South Pole, was the first person to attach a sail in front of his sledge.

The control bar is tied to the kite and the rider is secured with a harness. Powered by their traction kites, snowkiters need only minor wind strengths to get moving on their snowboards or skis and to ride the winds, covering miles of snowy stretches in no time at all. Beginners will be able to experience a sense of achievement after just a few hours and very soon they will take off – seemingly weightless – hanging on their kites, gliding on their skis or snowboards. The wind takes the skier on leisurely cruises through powdery snow, helps him or her tackle steep mountain slopes and propels him or her as far as 200 metres; and 20 metres high. Once you have mastered the basic techniques you will be hooked.

Snowkiting takes the eternal dream of flying to a whole new dimension. The fun one can get out of flying these kites and riding on the wind is no less fascinating than it was in childhood days.

**(25 MARKS)**

**QUESTION 2 – BUSINESS LETTER**

Type the following letter to Ms Rachel Hynes, Lower Glanmire Road, Cork.

- Use the reference SH/(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

Once again, it is my grate priviledge to welcome you to Cork for our 25th festival of opera. As always, the Festival brings a sense of excitement and anticipation to our city, and this year is no exception. The 2006 Festival is of course the first in the reign of our new Artictic director, Maria Sugar. UC  
NP [Maria has been working hard on many fronts since her appointment and already we are benefiting from her artistic ledership. We are confident that her endeavours will continue to enhance our reputation and we wish her well this year and into the future as we navigate a most exciting horizon for our organization. / @ / C  
/ #

US Our Programme of Opera is as follows:

- |                       |  |
|-----------------------|--|
| La Traviata           | 19, 23 October 2006. Co-production with Theater Aachen.  |
| Imeneo                | 20, <del>21</del> , 24 October 2006. Georg Friedrich Handel. <span style="margin-left: 20px;">del</span> |
| Apollo and Hyscinthus | 21, 25 October 2006. National and International Tour   |
| Hansel and Gretel     | 22, 26 October 2006. National Tour.  |

} Please number these items

Let us enjoy the Operas and celebrate them together.

← As we are anticipating great suport this year, we advise early booking. Booking may be made at our ticket office on 021-558889 or on our website at www.corkfest.ie.

LC Yours Sincerly  
CORK FESTIVAL OF OPERA

Sean Howlin  
Chairman

(20 MARKS)

**QUESTION 3 – TABULAR STATEMENT**

DISPLAY EFFECTIVELY THE FOLLOWING TABULAR STATEMENT ON A4 PAPER.

APEX DEVELOPMENTS				
	PHASE A		PHASE B	
	2005	2006	2007	TOTAL
<u>SALES</u>				
THE DEANERY	17,500,000			17,500,000
THE NANGLE		6,500,000		6,500,000
THE PINES			14,750,000	14,750,000
<b>TOTAL SALES</b>	<b>17,500,000</b>	<b>6,500,000</b>	<b>14,750,000</b>	<b>38,750,000</b>
<u>COST OF SALES</u>				
SITE COST	4,300,000	—	—	4,300,000
DEMOLITION	70,000	—	—	70,000
CONSTRUCTION	3,250,000	2,200,000	2,400,000	7,850,000
BANK CHARGES	75,000	78,000	—	153,000
LEGAL FEES	27,000	24,000	—	51,000
COUNCIL CONTRIBS	620,000	—	—	620,000
ADMIN COSTS	1,450,000	—	2,000,000	3,450,000
ADVERTISING	640,000	25,000	20,000	685,000
<b>TOTAL COSTS</b>	<b>10,432,000</b>	<b>2,327,000</b>	<b>4,420,000</b>	<b>17,179,000</b>
<b>PROJECTED PROFIT</b>	<b>7,068,000</b>	<b>4,173,000</b>	<b>10,330,000</b>	<b>21,571,000</b>

(25 MARKS)

**QUESTION 4 – NOTICE**

**TYPE AND DISPLAY EFFECTIVELY THE FOLLOWING NOTICE.**

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APEX DEVELOPMENTS

KINSALE

CO CORK

UNIQUE OPPORTUNITY IN PRESTIGIOUS SETTING

4 REMAINING UNITS

Second Floor Phase A	c 940 sq ft	€ 450,000
Third Floor Phase A	c 1040 sq ft	€ 580,000
Third Floor Phase B	c 1240 sq ft	€ 675,000
Penthouse Phase A	c 1850 sq ft	€ 950,000

TEL: 021- 4550604

**(15 MARKS)**

**QUESTION 5 – APPLICATION FORM**

**FROM THE FOLLOWING DETAILS, DRAFT A SUITABLE APPLICATION FORM TO BE USED BY THE APEX GOLF CLUB, KINSALE, CO CORK. MAKE SURE TO LEAVE ADEQUATE SPACE WHERE NECESSARY. USE THE HEADING “APEX GOLF AND COUNTRY CLUB”, FOLLOWED ON THE NEXT LINE BY THE WORDS “APPLICATION FOR MEMBERSHIP”. PLACE EACH ITEM IN NUMERICAL ORDER BUT DO NOT TYPE THE NUMBERS.**

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TELEPHONE NO. (HOME) ④

NAME ①

GOLF HANDICAP, AT PRESENT, (IF ANY) ⑩

MOBILE NO ⑤

EMAIL ADDRESS ⑥

⑦ DATE OF BIRTH

ADDRESS ②

OCCUPATION ⑧

NAME OF PRESENT OR FORMER GOLF CLUBS (IF ANY) ⑨

③ BUSINESS ADDRESS

Previous Handicap if any (State name of club and date) ⑪

Should my application for membership be successful, I undertake to make myself acquainted with and observe the rules and bye-laws of the club and the rules and etiquette of the game of golf.

SIGNED

DATE

**(15 MARKS)**

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