



Coimisiún na Scrúduithe Stáit

State Examinations Commission

JUNIOR CERTIFICATE EXAMINATIONS, 2007

**TYPEWRITING-HIGHER LEVEL
(100 MARKS)**

FRIDAY, 1st JUNE 2007, 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.*
- * Attempt all questions.
- * 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 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.

QUESTIONS

- | | | |
|----|---------------------------------------------------------------------|------|
| 1. | Accuracy Test (9.40 am - 9.50 am) | (25) |
| 2. | Business Letter
2.1 Type this letter in correct form. | (20) |
| 3. | Tabular Statement
3.1 Type and rule neatly in ink. | (25) |
| 4. | Display Work
4.1. Display college information effectively | (15) |
| 5. | Design
5.1 Draft membership application form | (15) |

QUESTION 1 - ACCURACY TEST (10 MINUTES ALLOWED)

- (a) Make a carbon copy of your work.**
 - (b) Use double-line spacing and leave one inch margins on both sides of the page.**
 - (c) Marks will be deducted if corrections are made in any form.**
 - (d) No additional marks will be gained by typing the passage, or portion of it, a second time.**
 - (e) 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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There are differences between a collectable and an antique that are worth knowing because they have affect where the item can be put up for sale. An antique is often defined as being more than 100 years old, while a collectable may be as old, or older, but can also be new. Skilled craftsmen made antiques for an affluent market but most collectables are mass produced everyday objects.

The market for antiques and collectables is quite different. Some auction houses and dealers do not normally handle collectables, preferring to offer clients more prestigious and valuable antiques. Rare antiques can fetch more than the price of a new car while a rare collectable is likely to be worth no more than a few hundred euro at best.

When it comes to selling, an item is only really worth the price someone is prepared to pay for it.

There are factors, though, that decide how sought after an item will be:

Rarity: items not produced originally in great numbers will be more attractive to a collector today.

Nostalgia: an increase in affection for a particular period or type of product can help increase demand and hence prices.

Condition: presentation and packaging should be as close to the original as possible. Damage is likely to reduce the value, as is poor restoration and replacement parts. Toys and games should be in their original boxes and books complete with their dust jackets.

Extras: supporting material, such as original receipts, photographs and related documentation can be an added bonus to a collector.

(25 Marks)

QUESTION 2 - BUSINESS LETTER

Type the following letter to Mr. Thomas Kilbane, Bridge Street, Kinsale, County Cork.

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

Dear Mr _____ ^{SURNAME} _____ ^{RECENT}

We are pleased to conform your booking for our next escorted holiday in Umbria/Tuscany. Our firm has been arranging these for the past 10 years and we believe that this will guarantee that your 1st Italian holiday will be well organised and memorable. [The itinerary is as follows: ^{VC} ^{USE WORDS}

<u>DATE</u>	<u>TIME</u>	<u>DETAILS</u>
Saturday, 15th September	10.40 to 13.30	Flight from Cork to Forli
	14.00 to 15.00	Transfer to Via Hotel in Vascione
Sunday, 16th September		Free day for sunbathing and exploring local area
Monday, 17th September	9.00 to 20.00	Escorted tour by train to *Florence
Tuesday, 18th September	9.00 to 22.00	Escorted tour by train to *Rome
Wednesday, 19th September	9.00 to 18.00	Escorted tour by train to *Orvieto
Thursday 20th September	10.00 to 18.00	Shopping trip to local markets and outlets
Friday, 21st September	9.00 to 18.00	Escorted coach tour to Assisi ^{ADD ASTERISK}
Saturday, 23rd September	15.00 to 16.00	Transfer to Forli
	18.00 to 20.50	Flight to Cork

*These three excursions will be accompanied by an English speaking guide who will bring the group to local sights, to include a visit to a museum/art gallery. Our groups are recognised and thus gain priority for entry to, for example, the Sistine chapel in the Vatican thus eliminating long queues. [Lunch will also be prebooked to minimise delay and maximise the available time in these towns. ^{OFFICIALLY} ^{DELETE}

If you have any queries please contact me ^{ON 086 2203802}

Yours Sincerely,

Michelle Keane
Managing Director

(20 Marks)

QUESTION 3 - TABULAR STATEMENT

PREPARE THE FOLLOWING TABULAR STATEMENT ON A4 PAPER.
 DISPLAY EFFECTIVELY IN BLOCKED OR CENTERED STYLE.

WHITE AND DELAHUNTY, PEARSE ROAD, ARLOW, CO. WICKLOW				
USED CAR LISTING ON 28TH FEBRUARY, 2007				
YEAR	MAKE/MODEL/ENGINE SIZE	KM/MILES	COLOUR	PRICE €
2006	TOYOTA COROLLA TERRA 1.4	15,000 KM	BLACK	18,450
2006	TOYOTA YARIS TERRA 1.0	13,000 KM	SATIN SILVER	14,950
2006	TOYOTA COROLLA LUNA 1.4	15,000 KM	STORM GREY	19,450
2005	TOYOTA CELICA 1.8	25,000 KM	SUNER	28,950
2005	TOYOTA AVENSIS AURA 1.6	14,000 KM	STELLAR BLUE	19,950
2005	OPEL ASTRA 1.7D	25,000 KM	MOONLAND	17,950
2005	TOYOTA AVENSIS STRATA 1.6	22,000 KM	OLIVE	20,950
2004	TOYOTA COROLLA TERRA 1.4	18,000 M	CHAMPAGNE	14,450
2004	TOYOTA AVENSIS AURA 1.6	25,000 M	OASIS GREEN	16,950
2004	TOYOTA AVENSIS STRATA 1.6	19,000 M	EMOTION RED	17,950
2004	TOYOTA COROLLA TERRA 1.4	46,000 M	NIGHT SKY BLACK	14,750
2003	VOLKSWAGEN PASSAT 1.9 TDI	95,000 M	SMOKEY GREY	12,450
2003	TOYOTA YARIS TERRA 1.4	110,000 M	CHILLI RED	8,450

(25 Marks)

QUESTION 4 – DISPLAY WORK

TYPE AND DISPLAY EFFECTIVELY THE FOLLOWING COLLEGE INFORMATION.

SENIOR COLLEGE DUN LAOGHAIRE
NATIONAL LEADER IN FURTHER EDUCATION
OUTSIDE CAO POINTS SYSTEM

NEW FOR 2007
APPLIED PSYCHOLOGY
HEALTH AND SAFETY HIGHER DIPLOMA
RETAIL PHARMACY ASSISTANT

ALTERNATIVE PATHWAYS TO DEGREES AND CAREERS
GAIN PERSONAL FULFILMENT AND PROFITABLE QUALIFICATIONS
OPTION TO REPEAT LEAVING CERTIFICATE MATHEMATICS
SMALL CLASSES, PERSONALISED LEARNING
NO TUITION FEES
100 METRES FROM DART AND TRAIN

1850265534 OR WWW.SCD.IE

(15 Marks)

QUESTION 5 – DESIGN FORM

USING THE FOLLOWING INFORMATION DRAFT A SUITABLE FORM FOR USE BY APPLICANTS FOR MEMBERSHIP OF THE COURT TENNIS CLUB. USE THE HEADING 'MEMBERSHIP APPLICATION FORM'.

COURT TENNIS CLUB

FIRST NAME

SURNAME

TELEPHONE NUMBER: H W

MOBILE:

E-MAIL:

HOME ADDRESS

IF CURRENT LEAGUE PLAYER WHAT LEVEL/GRADE?

SIGNATURE

DATE

CATEGORY OF MEMBERSHIP BEING APPLIED FOR: JUNIOR STUDENT SENIOR OR FAMILY.

(15 Marks)

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