



Coimisiún na Scrúduithe Stáit

State Examinations Commission

JUNIOR CERTIFICATE EXAMINATION, 2008

TYPEWRITING - HIGHER LEVEL
(100 MARKS)

FRIDAY, 30th 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.*
- * 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 your Accuracy Test in a separate envelope.
- * Read carefully the specific instruction for each Question given below.

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 ALLOWED)

- **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 nature's sweetest treats, honey not only tastes good but it does good too, and thanks to its natural preservative qualities it doesn't require any additives to give it a long shelf life. Honey is one of those ingredients that is never out of favour, but it has become particularly popular recently thanks to top chefs extolling its virtues. It can be used in stir-fries, fusion food and delicious desserts and is a favourite addition to glazes, salads dressings and marinades. When used on a marinade, honey will help tenderise meat, and while it is cooking it gives a distinctive barbecue flavour to food as it caramelises.

Used for more than 5000 years, the medicinal and healing properties of honey have earned it a reputation as one of the purest and most natural remedies. Because it contains so many therapeutic qualities, it can treat a wide range of ailments.

When you open a jar of honey, spare a thought for the colonies of bees that have flown about 55,000 miles to produce just 1lb/450g of it. The Ancient Greeks kept bees for honey production. Honeybees forage for nectar from flowers, tree blossoms, plants and field crops from spring to late summer. Once the nectar is gathered, they carry it to the hive. The sucrose content of the nectar is converted into glucose and fructose and then fanned until the water has evaporated. This together with the action of an enzyme turns the nectar into honey, which the bees take to storage cells in the hive before sealing it with wax.

(25 MARKS)

QUESTION 2 – BUSINESS LETTER

Type the following letter to Ms Rebecca Kennedy, Upper Salthill Road, Galway.

- Use the reference MO’C/(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 Surname

Thank you for your letter of the 28th april requesting details of properties for sale in Spain. We are offering many high quality properties in a number of areas at ^{VERY} good reasonable prices. Our full range of overseas property can be seen at our office in Eyre Square in galway.

Superior Spanish Properties

| <u>LOCATION</u> | <u>ACCOMMODATION</u> | <u>SIZE</u> | <u>PRICE €</u> |
|-----------------------|----------------------|-------------|----------------|
| Pirin Mountain Resort | Studio | 26 sq. m. | 64,000 |
| Razlog Resort | One Bed Apartment | 53.6 sq.m. | 75,000 |
| Bansko Resort | Two Bed Apartment | 100 sq.m. | 120,000 |
| Padenghe | One Bed Apartment | 60.3 sq. m. | 226,000 |
| Desenzoo | 2 Bed Apartment | 107 sq.m. | 348,000 |
| Mazarran | Two Bed Villa | 300 sq. m. | 500,000 |
| Marbella | Studio | 36 sq. m. | 100,100 |
| Torremolinos | Three Bed Villa | 90 sq. m. | 150,000 |

* All of the above properties are new to the market and fitted out to the highest standard with the 2 bedroom apartments offering dual lock facility allowing owners to split access to each bedroom so that they can be rented separately.

If you wish to view any of the above accommodation please contact me at www.overseas.ie. or on 087 5213451

Yours Sincerely

Martin O’Connor
Overseas Property Advisor

(20 MARKS)

QUESTION 3 – TABULAR STATEMENT

PREPARE THE FOLLOWING TABULAR STATEMENT ON A4 PAPER.

DISPLAY EFFECTIVELY IN BLOCKED OR CENTRED STYLE.

| Murphy Holiday Homes, Abbey Road, Clifden, Co Galway | | | | |
|--|------------------|-----------|-----------------|---------|
| USED Mobile Home Listing on 30th April, 2008 | | | | |
| YEAR | MAKE / MODEL | SIZE | No. of Bedrooms | PRICE € |
| 2007 | SALISBURY | 38' x 12' | 3 | 35,000 |
| 2007 | VACATION EXPRESS | 37' x 12' | 2 | 30,000 |
| 2007 | VACATION S.E. | 35' x 12' | 3 | 28,200 |
| 2007 | ASPEN | 37' x 12' | 3 | 52,020 |
| 2007 | NEW HORIZON | 40' x 13' | 2 | 61,200 |
| | | | | |
| 2006 | VACATION SPECIAL | 35' x 12' | 3 | 25,200 |
| 2006 | VOGUE | 38' x 13' | 3 | 35,200 |
| 2006 | VACATION S.E. | 36' x 12' | 3 | 27,500 |
| | | | | |
| 2005 | GRANADA | 35' x 10' | 2 | 15,000 |
| 2005 | ASPEN | 37' x 12' | 3 | 25,000 |
| 2005 | NEW HORIZON | 35' x 12' | 2 | 22,500 |
| | | | | |
| 2004 | SALIS BURY | 38' x 12' | 3 | 15,000 |

(25 MARKS)

QUESTION 4 – NOTICE

TYPE AND DISPLAY EFFECTIVELY THE FOLLOWING NOTICE.

THE QUINTESSENTIALLY SPLENDIDFEROUS THEATRE CO.

PRESENTS

COLE PORTER'S

ANYTHING GOES!

ON

21ST - 23RD APRIL 2008

ALL SAINTS CHURCH HALL
SOUTH CASTLE STREET

7.30 pm. SHARP!

TICKETS €10

AVAILABLE AT THE BOX OFFICE

OR AT WWW.THEATRE.COM.

(15 MARKS)

QUESTION 5 – APPLICATION FORM

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

TELEPHONE NO. (HOME) ④

NAME ①

RACE HANDICAP, AT PRESENT, (IF ANY) ⑩

MOBILE NO ⑤

EMAIL ADDRESS ⑥

⑦ DATE OF BIRTH

ADDRESS ②

OCCUPATION ⑧

NAME OF PRESENT YACHT 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 sailing.

SIGNED

DATE

(15 MARKS)

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