



Coimisiún na Scrúduithe Stáit
State Examinations Commission

JUNIOR CERTIFICATE 2010

MARKING SCHEME

TYPEWRITING

HIGHER LEVEL

Question 1**Accuracy Test****25 marks**

Completed lines marked at 1.7 marks per full line

Line number	Marks	Aggregate marks
Line 1	1.7	1.7
Line 2	1.7	3.4
Line 3	1.7	5.1
Line 4	1.7	6.8
Line 5	1.7	8.5
Line 6	1.4	9.9
Line 7	1.7	11.6
Line 8	1.6	13.2
Line 9	1.7	14.9
Line 10	1.7	16.6
Line 11	1.7	18.3
Line 12	1.7	20.0
Line 13	1.7	21.7
Line 14	1.7	23.4
Line 15	1.6	25.0
Total		25 marks

Penalties

Carbon omitted – 2 marks

Incorrect line spacing (should be double) – 2 marks

Inadequate margins – 2 marks

Errors and omissions – 0.5 to a maximum of – 12 marks
(incorrect letter, punctuation, capitalization and overtype)

Question 2

Business Letter

20 marks

Section or line	Content or correction	Marks	Aggregate marks
Envelope		1.00	
Top margin		0.50	
Reference		0.50	
Date		0.50	
Address 1		0.50	
2		0.50	
3		0.50	
Salutation	O'Hanlon	0.50	4.5
Paragraph 1			
Corrections			
Line 1	pleased, holiday [0.5 x 2]	1.0	
Line 2	Vienna, arranging, ten (in words) [0.5 x 3]	1.5	
Lines 3 and 4	guarantee, be well, delete end of line [0.5 x 3]	1.5	8.5
Paragraph 2			
Line 1	Input: Date, Time, Details [0.5 x 3]	1.5	
Line 8	Delete 2010	0.5	
Line 14	Delete 2010	0.5	
Line 15	Budapest	0.5	
Columns	Line up	2.0	13.5
Paragraph 3			
Line 17	Insert (a), are officially [0.5 x 2]	1.0	
Line 18	Run on	0.5	
Line 19	lunchtime, insert (.), delete end of line [0.5 x 3]	1.5	16.5
Paragraph 3			
Line 21	Transpose	0.5	
Complementary close	truly	0.5	
Prep for signature	Correct presentation [2 x 0.5]	1.0	18.5
Letter Layout	Acceptable spacing between columns, margins, etc	1.5	20.0
Total			20 marks

Penalties

Typing errors: – 0.5 per error to a maximum of – 6 marks

Words or lines omitted: – 0.5 to a maximum of – 6 marks

Question 3**Tabular Statement****25 marks**

Line	Content	Marks	Aggregate marks
Line 1/2	Heading 1 – Caps or emphasis, centre [1+1+1]	3.0	3.0
Line 3	Heading 2 - Caps, centre [1+1]	2.0	5.0
Line 4	Column titles – Emphasis [5 x 0.5]	2.5	7.5
Line 5 - 17	[13 x 1]	13.0	20.5
Alignment	Tabs	3.0	23.5
Ruling	Clean ink	1.5	25.0
Total			25 marks

Penalties

Errors and omissions – 0.5 per error to a maximum of – 12 marks

Presentation [– 0.5 to –3.0] – 3 marks

Question 4**Display Work****15 marks**

Line		Marks	Aggregate marks
Line 1	Capitals, emphasis	2.0	2.0
Line 2 - 3	[1.5 + 0.5]	2.0	4.0
Line 4	Capitals, emphasis	2.0	6.0
Line 5 - 8	[4 x 0.5]	2.0	8.0
Line 9 - 10	Emphasis [2 x 0.5]	1.0	9.0
Line 11 - 13	[3 x 0.5]	1.5	10.5
Effective display		4.5	15.0
Total			15 Marks

Penalties

Errors and omissions – 0.5 per error to a maximum of – 8 marks

