



Coimisiún na Scrúduithe Stáit State Examinations Commission

JUNIOR CERTIFICATE EXAMINATION, 2011

TYPEWRITING—HIGHER LEVEL
(100 marks)

Friday, 27 May, morning, 9:30—11:40

GENERAL INSTRUCTIONS

1. Ten minutes are allowed for reading this paper, 9:30—9:40. *No typing is to take place during this period.*
2. Answer all **five** questions.
3. 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.
4. Read carefully the specific instructions given **at the top of** each question.
5. Begin each answer on a new sheet.
6. Any form of correcting namely, eraser, paper, liquid, etc. may be used except in the accuracy test (question 1). Marks will be deducted where corrections result in untidy work.
7. Ensure that you enclose your accuracy test in the same envelope as your other answers.
8. At the conclusion of the examination put all your work **in sequence**.
9. Enter your examination number on the envelope provided for completed work. Enter `M' after the examination number if you have used a manual typewriter.

Questions	Marks
1. Accuracy test (9:40—9:50)	25
2. Business letter	20
3. Tabular statement	25
4. Display work	15
5. Design form	<u>15</u>

Total: 100

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- (a) Make a carbon copy of your work.
 - (b) Use double-line spacing and leave 2.54 cm (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 answers.
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Oxfam Home's latest initiative brought the media, the fashion community and the arts to their knees – sandpaper, primer and paintbrush in hand. In the name of charity, it asked representatives from the industries to restore a piece of old furniture. Up-cycling, the buzzword that was invented mid-recession is the new designer shopping. It encourages skip-diving, relic-rescuing and pilfering of charity shops on the path to recession cool. The idea is that, rather than buying something new, you try to make something old beautiful.

Oxfam Home, the hardware arm of the international charity, saw an opportunity. The charity shop may be the cool hang-out for stylists and fashion designers, but while donations are up, sales have dropped since the start of the recession. Oxfam's solution was to ask interior designers, writers, decorators, stylists and artists to have a go at up-cycling a piece from its flagship shop in Dublin.

The results were as varied as the personalities taking part. In the same way that owners sometimes take on the traits of their pets, each finished piece of furniture said something specific and unique about its restorer. The eventual buyer of the item will not only acquire a piece of furniture, but an investment in a young Irish artist.

The pieces will be auctioned, with the proceeds going to Oxfam's international programme and its long-term development work in central and southern Africa, as well as to humanitarian emergencies, such as the earthquake in Haiti. The initiative was sponsored by a paint company.

- (a) Type the following letter to Mr Roger Murray, 10 Merrion Road, Ballsbridge, Dublin 4.
- (b) Use the reference MO'D/your own initials.
- (c) Use today's date.
- (d) Address an envelope or envelope shape.
- (e) Leave at least 5.08 cm (two inches) at the top of page for the letterhead.
- (f) Correct the errors of spelling, punctuation and grammar, which this letter contains.

Dear Mr ^{← INSERT SURNAME}
 Thank you for yor email of the 20th April requesting details of properties for sale in West Crk.
 We are offering many high quaility properties in a no of areas at bargain-basement prices. Our
 * full range of holiday homes can be seen at our office n Daunt Square in Cork.

Superior West Cork:

PROPERTIES

LOCATION	ACCOMMODATION	SIZE	PRICE €
Schull	Two Bed Apartment	1000 sq.m.	€130,000
Baltimore	Three Bed House	2000 sq.m.	€300,000
Toormore	Three Bed House	1500 sq. m.	€150,000
^{u.c.} Cape clear	Two Bed House	1200 sq. m.	€145,000
Bantry	Three Bed House	2000 sq.m.	€150,000
Allihies	Two Bed Hse	1200 sq. m.	€140,000
Eyeries	Two Bed Apartment	1000 sq.m.	€135,000
Kilcrohane	Three Bed House	1500 sq. m.	€155,000

* All of the above properties are new to the market and are within ^{WORDS} 1 mile of the nearest seaside village. The properties are being sold at half there original asking price as the builder is in recevership. (This offer will never again be repeated.) del.

If you wish to view any of the accommodation, please contact me at ^{ABOVE} www.holiday_homes@yahoo.ie, or [#] on 0875343218.

Yours Sincerely L. C.

Martin O'Donnell
 Holiday Property Manager

- (a) Prepare the following tabular statement on A4 paper.
 (b) Display effectively in blocked or centred style.
 (c) Rule neatly in **ink**.

HORGAN & RYAN CAR SALES, BRIDGE STREET, NAAS, CO. KILDARE						
USED CAR LISTING ON THE 20 th JULY 2011						
YEAR	MAKE / MODEL / ENGINE SIZE	KM / MILES	COLOUR	PRICE €		
2011	Audi A8 L 3.0 V6 TDI	900 KMS	BLACK	€72,000		
2011	Audi A6 2.0 TDI E 143 S	1,700 KMS	BLUE	€39,000		
2011	Audi A4 2.0 TDI (LIMITED EDITION)	2,000 KMS	RED	€35,000		
2011	Audi A2 2.0 TDI 170 SE	1,000 KMS	GREY	€19,000		
2010	Audi A5 Coupe 1.8 TFSI 170	20,800 KMS	SILVER	€35,295		
2010	BMW 320d	8,368 KMS	RED	€34,975		
2010	Audi A4 2.0 TDI 143 S	10,329 KMS	BLACK	€31,970		
2010	BMW 116d Sport	15,000 KMS	GREY	€19,750		
2009	BMW 320d Sport Touring	17,000 KMS	BLACK	€19,500		
2009	Audi A4 2.0 TDI 143 SE	19,000 KMS	SILVER	€18,200		
2009	BMW 520d Sport	21,000 KMS	WHITE	€39,750		
2008	Audi A2 2.0 TDI 143 SE	19,650 KMS	GREY	€15,560		
2008	Audi A6 2.0 TDI E 143 SE	26,750 KMS	WHITE	€24,500		
2008	Audi A4 2.0 TDI 143 SE	30,950 KMS	BLACK	€22,560		

Type and effectively display the following notice.

OLD GOLD DEVELOPMENTS

KENMARE

CO KERRY

UNIQUE OPPORTUNITY IN SPECTACULAR SETTING

EXCLUSIVE LUXURY LIVING

ONLY 5 REMAINING UNITS

DUPLEX APARTMENTS c 1095 sq. FEET	€ 150,000
THREE BEDROOM APARTMENT c 1225 sq. FEET	€ 250,000
PENTHOUSE SUITE c 1044 sq. FEET	€ 275,000
TWO BEDROOM HOUSE c 1575 sq. FEET	€ 300,000
THREE BEDROOM HOUSE c 1755 sq. FEET	€ 350,000

AS THE COMPANY IS IN RECEIVERSHIP ALL PROPERTIES ARE
OPEN TO OFFER

EMAIL: WWW.OLDGOLDPROPERTIES@GMAIL.IE

- (a) From the following details, draft a suitable application form.
- (b) Place each item in numerical order but do not type the numbers.

IRISH PONY CLUB

NORTH UNION BRANCH

MEMBERSHIP FEE IS €90 AND PAYABLE WITH THIS APPLICATION FORM (12)

SIGNED (10)

LEVEL OF EXPERIENCE (8)

DATE OF BIRTH (6)

ADDRESS (2)

TELEPHONE NO (3)

NAME OF PRESENT OR FORMER PONY CLUBS (IF ANY) (7)

MOBILE NO (4) ~~AGE~~ del

EMAIL ADDRESS (5)

ORDINARY MEMBERSHIP OR ASSOCIATE MEMBERSHIP (9)

DATE (11) ~~PARENT NAME~~ del

NAME (1)

Should my application for membership be successful, I undertake to make myself acquainted with and observe the rules of the club and regulations of the Irish Pony Club.

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