



Coimisiún na Scrúduithe Stáit
State Examinations Commission

Junior Certificate 2011

Marking Scheme

Typewriting

Higher Level

Question 1

Accuracy Test

25 marks

Completed lines marked at 1.6 marks per full line

Line number	Marks	Aggregate marks
1	1.6	1.6
2	1.6	3.2
3	1.6	4.8
4	1.6	6.4
5	1.6	8.0
6	0.5	8.5
7	1.6	10.1
8	1.6	11.7
9	1.6	13.3
10	1.6	14.9
11	1.6	16.5
12	1.6	18.1
13	1.6	19.7
14	0.5	20.2
15	1.6	21.8
16	1.6	23.4
17	1.6	25.0
		Total: 25.0

Penalties	
Error	Deduction
Carbon omitted	2 marks
Incorrect line spacing (should be double)	2 marks
Inadequate margins	2 marks
Errors and omissions (incorrect letter, punctuation, capitalization and overtype)	0.5 each, up to a maximum of 12 marks

2011 Higher-level marking scheme

Question 2

Business Letter`

20 marks

Section or line	Content or correction	Marks	Aggregate marks
Envelope		1.0	
Top margin		0.5	
Reference		0.5	
Date		0.5	
Address 1		0.5	
2		0.5	
3		0.5	
Salutation	Murray	0.5	5.0
Paragraphs	Corrections		
Line 1	your, Cork [0.5 x 2]	1.0	
Line 2	quality, number (in words) [0.5 x 2]	1.0	
Line 3	holiday, be seen, in [0.5 x 3]	1.5	8.5
Line 4	Properties	0.5	
Line 5	Location, Accommodation, Size, Price [0.5 x 4]	2.0	
Line 5	Clear	0.5	
Line 11	House	0.5	
Columns	Line up [0.5 x 3]	1.5	13.5
Line 14	one	0.5	
Line 15	their	0.5	
Line 16	receivership, delete [0.5 x 2]	1.0	15.5
Line 17	above, please [0.5 x 2]	1.0	
Line 18	or on	0.5	17.0
Complementary close	sincerely (no capitals)	0.5	
Prep for signature	correct presentation	1.0	
Letter layout	acceptable spacing between columns, margins, etc.	1.5	20.0
Total: 20.0			

Penalties	
Error	Deduction
Typing errors	0.5 per error up to a maximum of 6 marks
Words or lines omitted	0.5 up to a maximum of 6 marks

Question 3

Tabular Statement

25 marks

Line, etc	Content	Marks	Aggregate marks
Line 1	Heading 1: centre/block, emphasis [0.5 + 0.5]	1.0	1.0
Line 2	Heading 2: caps, centre [0.5 + 0.5]	1.0	2.0
Line 3	Heading 3: centre/block	1.0	3.0
Line 4	Column titles: emphasis [0.5 x 5]	2.5	5.5
Line 5 -18	[14 x 1.0]	14.0	19.5
Alignment	Tabs	3.5	23.0
Ruling	Clean ink	2.0	25.0
Total: 25.0			

Penalties	
Error	Deduction
Errors and omissions	0.5 per error up to a maximum of 12 marks
Presentation	0.5 each up to 3 marks

Question 4

Display Work

15 marks

Line, etc	Content	Marks	Aggregate marks
Line 1	Capitals, emphasis [1.0 + 1.0]	2.0	2.0
Lines 2 - 3	[0.5 + 0.5]	1.0	3.0
Line 4	Capitals, emphasis [1.0 + 1.0]	2.0	5.0
Lines 5	Capitals, emphasis [0.5 + 0.5]	1.0	6.0
Line 6		0.5	6.5
Lines 7 - 11	[1.0 x 5]	5.0	11.5
Lines 12 - 13		1.0	12.5
Effective display		2.5	15.0
Total: 15.0			

Penalties	
Error	Deduction
Errors and omissions	0.5 per error up to a maximum of 8 marks

Question 5

Design Form

15 marks

Line, etc	Content	Marks	Aggregate marks
Line 1	Heading 1	1.0	1.0
Line 2	Heading 2	1.0	2.0
Line 3 - 14	[12 x 0.5]	6.0	8.0
Lines 15-16	[1.0 + 1.0]	2.0	10.0
Display	Display to include: effective use of page margins 1.0 spacing between lines for insertion of information 2.0 consistent letter case 1.0	5.0	15.0
Total: 15.0			

Penalties	
Error	Deduction
Errors and omissions	0.5 per error up to a maximum of 8 marks

