



# Coimisiún na Scrúduithe Stáit State Examinations Commission

## JUNIOR CERTIFICATE EXAMINATION, 2012

**TYPEWRITING—HIGHER LEVEL  
(100 marks)**

**Friday, 25 May, morning, 9:30–11:40**

### GENERAL INSTRUCTIONS

1. You are allowed ten minutes (9:30–9:40) for reading this paper. *Do not type during this period.*
2. Answer all 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. You may use any form of correcting, namely, eraser, paper, liquid, etc. 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

	<b>Marks</b>
1. Accuracy test (9:40–9:50) .....	25
2. Business letter .....	20
3. Tabular statement .....	25
4. Display work .....	15
5. Form design .....	<u>15</u>

**Total: 100**

**OVER→**

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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) 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.
- *Marks will be deducted if corrections are made in any form.*
  - *No additional marks will be gained by typing the passage, or portion of it, a second time.*
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A flooded forest, a lake, a drowned landscape, a haven for wild birds, a place apart - the Gearagh, is all of these and more. It is, in fact, the remains of the only ancient post-glacial alluvial forest in Western Europe, formed at the end of the last Ice Age. Up to the 1950's it was a magical region of water and trees, uncountable tiny islands and channels, secretive, mysterious and difficult of access.

Despite the disproportionate amount of water and marsh to dry land, a whole community lived in and around the Gearagh for centuries, raising their families, plying their trades, paddling among the complexity of channels in specially-designed flat-bottomed boats. But then a hydro-electric scheme was proposed and the flooding of the Lee valley. Families that had lived there for generations had perforce to leave and watch, grieving, as the waters rose and drowned their fields and their homes.

It can't be denied that where human beings lost out, nature benefited. Today the Gearagh is a haven for birds, animals and rare plants. Geese and swans come to spend the winter in the mild climate of these rich feeding grounds, while countless other species use it as a stopover to rest and recover before continuing their long journey south and north, depending on the season. The Gearagh is now protected as a statutory nature reserve, a Ramsar site, listed under the Convention of Wetlands adopted following an international conference in Ramsar, Iran, 1971. It is also a biogenetic reserve, an international designation for natural habitats that are especially valuable for nature conservation. Birdwatchers, plant specialists and nature lovers come here all year round to explore its mysteries; it is a popular location for walkers and families.

**OVER→**

- (a) Type the following letter to Mrs Eileen Upton, Ristrevor Road, Ennis, Co Clare.
- (b) It contains a number of errors of spelling, punctuation and grammar for you to correct.
- (c) Use the reference MO'B/(your own initials).
- (d) Use today's date.
- (e) Leave at least 5.08 cm (two inches) at the top of page for letterhead.
- (f) Address an envelope or envelope shape.

Dear Mrs *← INSERT SURNAME*

Thank you for your inquiry about our range of barrow and fall environmentally friendly <sup>u.c.</sup> paints for use in homes and for commercial projects. Barrow and Fall continue to use <sup>u.c.</sup> only natural ingredients such as Linseed Oil and China clay and avoids the use of harmful chemical ingredients. As an environmentally friendly company we recommend the following as a guide to how much paint you may need, however it is not <sup>\*</sup>definitive as <sup>\*</sup>coverage is dependent on thickness of application and surface:

How Much to Order *← CENTRE and BOLD*

<u>PAINT TYPE</u>	<u>SIZE AVAILABLE</u>	<u>Approx. COVERAGE</u>
Estate Emulsion	100ml, 2.5 litres 5 litres	1sq.m, 35sq.m, 70sq.m
Modern Emulsion	2.5 litres, 5 litres	30sq. m, 60sq.m
Estate Eggshell	750ml, 2.5 litres, 5 litres	9sq.m, 30sq.m, 60sq.m
Floor Paint	750ml, 2.5 litres, 5 litres	9sq.m, 30sq.m, 60sq.m
Full Glass	750ml, 2.5 litres	9sq.m, 30sq.m
Exterior Masonry	5 litres	40sq. m
Exterior Eggshell	750ml, 2.5 litres	10sq. m, 32sq. m
Casein Distemper	2.5 litres, 5 litres	32sq. m, 65sq. m

When u buy Barrow and Fall, you can be assured that you are bying the finest quality paint available. All the traditional paints listed are made 2 order, sence a no returns policy.

If you have any further queries please contact me, at Customer Service 01-2564351, <sup>\*</sup>or <sup>\*</sup>visit our website, [www.barrowandfall.ie](http://www.barrowandfall.ie) <sup>\*</sup>as soon as possible <sup>\*</sup>delete

Yours Sincerely *LC*

Maria O'Brien  
Customer Service Manager

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

O'BRIEN & TWOMEY HARDWARE and Builders Suppliers WATER SCREET, GOREY, CO. WEXFORD				
CLOSING DOWN SALE STARTING ON THE 9 <sup>th</sup> JULY 2012				
GROUP	ITEM	DESCRIPTION	LOT No.	ESTIMATE PRICE
TIMBER	DOORS	BEECH HOUSE 2 PANEL	103	€50 / €60
TIMBER	DOORS	DAK 4 PANEL	104	€60 / €90
TIMBER	DOORS	MAPLE VENEER 2 PANEL	105	€35 / €45
TIMBER	DOORS	PLAIN MAPLE	106	€25 / €35
TIMBER	FLOORING	DARK OAK 2 METRE LENGTH	208	€50 / €60
TIMBER	FLOORING	AMERICAN OAK 3 METRE LENGTH	209	€50 / €90
TIMBER	FLOORING	BEECH LAMINATE	210	€20 / €25
TIMBER	FLOORING	OAK LAMINATE	211	€15 / €25
TIMBER	FLOORING	MAPLE LAMINATE	212	€20 / €25
PAINT	EMULSION	5 LITRE PURE WHITE	290	€20 / €25
PAINT	GLOSS	2.5 LITRE WOOD FINISH	291	€24 / €30
PAINT	PAINT BRUSHES	5 PACK VARIOUS SIZES	295	€5 / €10
PAINT	WHITE SPIRIT	1 LITRE PLASTIC DISPOSABLE BOTTLE	296	€1

OVER →

Type and effectively display the following notice.

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THE WEST KERRY CHAMBER MUSIC FESTIVAL 2012

at

KENMARE HOUSE

FRIDAY 22<sup>nd</sup> JUNE 2012

&

SATURDAY 7<sup>th</sup> JULY 2012

FEATURING:  
CORK YOUTH ORCHESTRA, PASIFKA QUARTET,  
IRISH CHAMBER ORCHESTRA, BRETT DEAN & MORE

TICKETS €25

CONCESSIONS AVAILABLE FOR STUDENTS and OAPS

DETAILS FROM: 10 MAIN ST., KENMARE, CO. KERRY

LOW CALL: 1850 750 350

ONLINE BOOKING: [WWW.WESTKERRYMUSIC.IE](http://WWW.WESTKERRYMUSIC.IE)

- (a) From the following details, draft a suitable application form.  
(b) Type the heading 'Walking Club' followed by the words 'East Kildare Branch' below it.
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WALKING CLUB  
EAST KILDARE BRANCH  
MEMBERSHIP APPLICATION FORM

NAME:

SURNAME:

TELEPHONE NUMBER: Home: Work:

MOBILE NUMBER:

EMAIL ADDRESS:

PRESENT LEVEL OF FITNESS:

HAVE YOU BEEN INVOLVED IN A WALKING CLUB IN THE PAST:

SIGNED:

DATED:

ALL NEW MEMBERS MUST BE PROPOSED AND SECONDED BY AN EXISTING MEMBER.

Proposed by:

Seconded by:

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