



Coimisiún na Scrúduithe Stáit State Examinations Commission

JUNIOR CERTIFICATE EXAMINATION, 2013

TYPEWRITING—HIGHER LEVEL (100 marks)

Friday, 24 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 your 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 of paper.
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 your 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. Form design	<u>15</u>
Total: 100	

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- (a) Type the following passage.
 - (b) Make a carbon copy of your work.
 - (c) Use double-line spacing and leave 2.54 cm (one inch) margins on both sides of the page.
 - (d) 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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In March 2012 the biggest tourist attraction ever built in Ireland opened its doors to the world - Titanic Belfast. It is no accident that the time it took to construct the centre is a mirror of RMS Titanic's build. Nor is it coincidental that the shape of architect Eric Kuhne's ultra-modern building resembles the hulls of four ships. The height and position of the building are also a nod to slipway number 2 where the Titanic was constructed and the towering presence it exerted over Queen's Island.

The building in which the attraction is housed is no less arresting: a sparkling behemoth that consciously evokes the White Star logo, the ship itself and, perhaps oddly, the iceberg that proved its disaster. The building is clad in metal shards and when the light plays on them it looks like the movement of water. From above, the building resembles a white star, the symbol of Titanic's operators. The visitor attraction is surrounded by public realm, including reflecting pools and a trail which takes the visitor on a journey through Belfast's industrial past.

The adventure begins the moment you walk through the door and into the building's giant atrium surrounded by the four high impact 'hull' shaped sections which house the experience. As you wander up through the attraction you will experience through computer generated imagery the re-construction of the ship in the 1900s. Sights and sounds of the period surround the visitor, a reminder that this is more than a museum.

- (a) Type the following business letter to Mr John Holland, Beech Road, Portumna, Co Galway.
- (b) Correct the errors of spelling, punctuation and grammar, which this letter contains.
- (c) Use the reference MO'R/your own initials.
- (d) Use today's date.
- (e) Address an envelope or envelope shape.
- (f) Leave at least 5.08 cm (two inches) at the top of the page for the letterhead.

Dear Mr ^{Surname}

I am delighted to welcime you to Thurles on the 8th July 2013 to our International Choir Festival. This musical event brings culture ^{words} & enjoyment ^{words} 2 our town every second year. The festival is presented in three venues, one in the Town Hall and two in a new venue in the Education Institute on the Nenagh Road. Their is abundant secure parking on their large campus with easy excess to exit routes and to the town centre. The festival head ^{u.c.}quarters and the main stage is based in the Insititute. There will be musical entertainment each day during the festival in various parts of the town.

Line up for the Festival ^{u.s. and Bold}

<u>Group</u>	<u>DATE</u>	<u>Time</u>	<u>Venue</u>
Goethe Institute Choir	July 8, 10	7pm	Institute Main Hall
The King Singers	July 7, 9	5pm	Town Hall
The National Chamber Choir	July 11, 2013	7pm	Institute Main Hall
The Gentlemen Singers	July 12	5pm	Town Institute Main Hall

Experience the best in vocal music this July week as the harmonious tones of ^{del} 4,500 singers are brought to the various venues ^{throughout Thurles.}

We recommend advance booking ^{del} online at www.thurleschoral.ie at 087 1453621 ^{del} or ^{del} as large numbers ^{del} are expected.

Yours Truly ^{l.c.}
Thurles Choral Festival

Margie O'Regan
Chairperson

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

Murphy & Fitzgerald INKWELL Bookshop BRIDGE STREET, ATHLONE, CO WESTMEATH				
Stock Clearance Sale on the 10 July 2013				
Group	PUBLISHER	NAME OF BOOK	Lot No	Cost Price
GENERAL	HODDER	A STREET CAT NAMED BOB	209	€10.99
GENERAL	BLOOMSBURY	DOUBLE CROSS	210	€12.99
GENERAL	COLLINS	STRONG WOMAN	211	€15.99
GENERAL	ICON	THE ETYMOLOGICON	212	€14.99
FICTION	MERCIER	MAY MAY NEED RENOVATION	245	€6.99
FICTION	PICADOR	CHRISTINE FALLS	246	€9.99
FICTION	PICADOR	THE ROOM	247	€10.99
COOKERY	GILL & ^{MACMILLAN} MACMILLAN	RACHEL'S FAVOURITE FOOD	112	€15.99
COOKERY	COLLINS	RECIPES THAT WORK	115	€16.99
TRAVEL	POOLBEG	OFF THE BEATEN TRACK	167	€10.99
TRAVEL	COLLINS	FRENCH PHRASEBOOK	169	€2.99
CHILDREN	Scholastic	THE HUNGER GAME	154	€5.99
CHILDREN	HODDER	THE ABDUCTION	164	€4.99
CHILDREN	HARPER COLLINS	THE BILLIONAIRE BOY	165	€4.99

(a) Type and effectively display the following notice.

THE CANADIAN RECRUITMENT COMPANY
CONSTRUCTION AND PROFESSIONAL
INTERNATIONAL JOB EXHIBITION

AT

ROWAN'S HOTEL ROSSLARE

On

15 - 17 August 2013

Opening Hours

WEDNESDAY - FRIDAY 11am - 8pm

SATURDAY 9am - 6pm

Admission €10

TICKETS available online

BRING PASSPORT, VISAS and detailed BANK ACCOUNT INFORMATION

DETAILS FROM: CANADIAN RECRUITMENT LTD

TEL: 0011 45656741

Email: www.canadianrecruitment@inglebrook.com

- (a) From the following details, draft a suitable application form.
 - (b) Type the heading 'Promoting Your Business Seminar' followed by the words 'Theme: Influencing and Persuading' below it.
-

PROMOTING YOUR BUSINESS SEMINAR
THEME: INFLUENCING AND PERSUADING
August 25 2013
(UNITED TIMES TRAINING COMPANY)

NAME _____

Address _____

TELEPHONE No. _____

Mobile No. _____

Email Address _____

PLEASE SELECT WHICH SESSION you would like to attend

10am _____

2 pm _____

Closing date for ticket application is 31 July 2013

PLEASE INSERT name, company and business role

NAME _____

Company DETAILS _____

Business Role _____

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