



# Coimisiún na Scrúduithe Stáit State Examinations Commission

## JUNIOR CERTIFICATE EXAMINATION, 2014

TYPEWRITING—HIGHER LEVEL  
(100 marks)

Friday, 23 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>
<b>Total: 100</b>	

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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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The Internet is now an integral part of everyday life for most people. Within a short period of time, it has evolved from simply being a tool for accessing information and conducting communication and commerce to becoming a significant venue for social activity and interaction. For many young people who have never known a world without the Internet, it is also a vehicle for self-expression, a source of entertainment, and a creativity and distribution tool unimaginable by previous generations.

The Internet should be a place where young people have fun communicating with friends and learning a vast amount about the world around them. While using the Internet is an integral part of a young person's life and a necessary life skill, there are risks associated with it and how it is used. Young people and parents should be aware of these risks and avoid or minimise their impact and help keep children's online time constructive.

In general, the positive impact and benefits of the Internet outweigh the risks. However, it is still essential to be aware of the risks and practice critical thinking and common sense to stay safe online. In considering the risks, it is important to take into account what may reach young people through the Internet as well as what they share over the Internet with the outside world. Not all young people will encounter all of the potential hazards of the Internet but by being aware of them, families can consider how to respond to them before going online.

- (a) Type the following business letter to Mr Raymond Tierney, Upper Rosewood Road, Kilkenny.
- (b) Correct the errors of spelling, punctuation and grammar, which this letter contains.
- (c) Use the reference MD/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 ~~←~~ <sup>INSERT SURNAME</sup>

We are pleased to conform your recent booking for our next escorted holidiys in Northern Italy featuring, milan, Lake Garda, Venice and Verone<sup>a</sup>. This one of our firm's most popular holiday destinations, featuring award-winning guides and excellent excursions to ensure you experience all the <sup>delights</sup> ~~sights~~ that the area has to offer.

DATE	TIME	DETAILS
Monday, 11 August	10.30 to 14.25 15.00 to 16.00	Flight from Dublin to Milan Transfer to Hotel Gardesana
Tuesday, 12 August	<sup>del</sup>	Free day to explore the local area
Wednesday 13 August <sup>del</sup> 2014	9.00 to 18.00	Escorted tour by coach of Verona
Thursday, 14 August	20.00 to 22.00	Traviata in the Arena Opera
Friday, 15 August	9.00 to 12.00	Train transfer from Verona to Venice
Friday, 15 August <sup>del</sup>	20.00 to 1.00	Escorted tour by coach of *Venice
Saturday, 16 August <sup>del</sup> 2014	9.00 to 14.00	Boat trip on Lake Garda
Sunday, 17 August	9.00 to 17.00	Escorted tour by coach of *Milan
Monday, 18 August	14.30 to 18.25	Flight from <sup>MILAN</sup> Verona to Dublin

\* These <sup>WORDS</sup> 4 excursions will be accompanied by an English speaking guide who will bring the group to local sights to include a visit to a <sup>del</sup> ~~local~~ St Mark's Basilica/Doge's Palace. <sup>Runon</sup>

Our groups are officially recognised and <sup>gain priority</sup> ~~grant~~ entry to, for example, da Vinci's 'The Last Supper' in Milan.

Lunch and lunchtime concerts will be pre-booked to minimise delay <sup>del</sup> and time loss.

If you have any queries please contact me <sup>del</sup> email me at [www.holidaydepart@yahoo.ie](mailto:www.holidaydepart@yahoo.ie) or <sup>del</sup> on 083 4321869.

Yours Truly <sup>l.c.</sup>

Marguerite Delaney  
Sales Manager

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

Advanced Recruitment Co Ltd DRAN Street, MERRION SQUARE, Dublin 2				
Job Opportunities on the 9 July 2014				
Group	Area	Description	REF No	ESTIMATE WAGE
IT	Dublin	TECHNICAL Support ENGINEER	203	€50000/€55000
IT	KILDARE	LAPTOP REFRESH ENGINEER	204	€24000/€30000
IT	CORK	ORACLE DEVELOPER ROLE	205	€35000/€45000
IT	LIMERICK	DESKTOP Support ROLE	206	NEGOTIABLE
HR	WICKLOW	HR OPERATIONS ASSISTANT	208	€30000/€35000
HR	LOUTH	HR OPERATIONS MANAGER	209	€50000/€55000
PHARMACEUTICAL	CORK	TECHNICAL SCIENTIST	210	€50000/€60000
PHARMACEUTICAL	LIMERICK	QC TRAINING Co-ORDINATOR	211	€45000/€50000
PHARMACEUTICAL	TIPPERARY	SUPPLIER QUALITY MANAGER (EU)	212	€50000/€60000
CHEMICAL	CORK	RESEARCH AND DEVELOPMENT ROLE	290	€60000/€70000
CHEMICAL	CORK	QC PRODUCTION MANAGER	291	€70000/€80000
FINANCE	Dublin	INTERNATIONAL HEDGE MANAGER	295	NEGOTIABLE
FINANCE	Dublin	BUSINESS INFORMATION ANALYST	296	NEGOTIABLE
		del		

Type and effectively display the following notice.

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THE GATHERING THEATRE CO

PRESENTS

A NIGHT OF MUSIC

ALL THINGS IRISH!

on

21 - 23 AUGUST 2014

The BRIARY GATE THEATRE

CARLISLE STREET

7.30 pm SHARP!

TICKETS €10

AVAILABLE at the Box Office

OR at [WWW.GATETHEATRE.IE](http://WWW.GATETHEATRE.IE).

From the following details, draft a suitable application form.

KILLARNEY LAKES WALKING CLUB  
KERRY NATIONAL PARK  
MEMBERSHIP APPLICATION FORM

FIRSTNAME: \_\_\_\_\_

SURNAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ MOBILE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PLEASE INDICATE WHAT LEVEL OF WALK YOU ARE INTERESTED IN.

A (DIFFICULT): \_\_\_\_\_ B (MODERATE): \_\_\_\_\_ C (RAMBLE-EASY): \_\_\_\_\_

DOCTOR'S NAME: \_\_\_\_\_

ARE YOU A PAST MEMBER? YES: \_\_\_\_\_ NO: \_\_\_\_\_

NEW MEMBERS MUST BE PROPOSED AND SECONDED BY A MEMBER.

PROPOSED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

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