



# Coimisiún na Scrúduithe Stáit State Examinations Commission

JUNIOR CERTIFICATE EXAMINATION, 2015

## TYPEWRITING—HIGHER LEVEL (100 marks)

Friday, 22 May, morning, 9:30 - 11:40

### GENERAL INSTRUCTIONS

1. Ten minutes are allowed for reading this paper. *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 .....	25
2. Business letter .....	20
3. Tabular statement .....	25
4. Display work .....	15
5. Form design.....	<u>15</u>
<b>Total: 100</b>	

OVER →

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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 health benefits of gardening and spending time in green spaces are many. The human eye can perceive more shades of green than of any other colour. Green triggers a response in the sympathetic nervous system to relieve tension in the blood vessels and lowers blood pressure. Holistically it is ‘the healing colour’ and the colour of the heart chakra.

The garden can provide the healthy benefits of sensible sun exposure: vitamin D ‘the sunshine vitamin’ is a hormone made by skin exposed to sunlight, which has been shown to act as a powerful inhibitor of abnormal cell growth. However, you must remember not to overexpose your skin to the sun.

The garden can be seen as our green gym. Mowing a lawn with a push mower for half an hour burns approximately 243 calories – that is the equivalent quantity to the strenuous activity of chopping wood for the same length of time. Turning a compost pile for 15 minutes exertion can burn in excess of 100 calories. Lifting a one gallon watering can, full of water in each hand is equivalent to lifting eight pound dumbbells.

The physicality of gardening not only benefits muscles, bones and organs but actually releases endorphins which help to alleviate stress and its side effects. Gardening helps us to connect with nature, improves our self-esteem and guides us to healthier eating. A healthy portion of gardening will stimulate appetite and foster a good night's sleep. It is a positive and healthy activity for all ages from children to senior citizens.

**OVER →**

- (a) Type the following letter to Ms Helena Hogan, 8 Springfield Road, Naas, Co Kildare.
- (b) Correct the errors of spelling, punctuation and grammar, which this letter contains.
- (c) Use the reference PO'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 Ms *← Surname*

*u.c.* We at Natural wildlife Ltd are dilighted to welcome you to our series of nature talks which will be held at our centre next month. We are proud to hve an array of excellent speakers who will deliver a seliction of interesting talks in there specialised subjects. We hope these talks will explane everything you need to know about the countryside & that you will be inspired to explore and enjoy your natural surroundings 2 the full as a result. *← words*

Autumn in Ireland *u.s. and caps.*

<u>TOPIC</u>	<u>speaker</u>	<u>Date</u>	<u>Time</u>
Irish hedgerow colours	Johnathan Harrow	Aug 7	7.30 pm
Autumn fruit abundance	Miriam Barrett	<i>u.c.</i> aug 8	7.30 pm
<i>del</i> Colourful food for <u>for</u> birds	Thomas Woodfield	Aug 9	5.00 pm
Busy insects helping the soil	Colin McCormack	Aug 9	8.00 pm
Swallows gathering for departure	Angela Thornton	Aug 10	4.30 pm
Animals in hibernation	Malcom Morohan	Aug <del>10</del> 12	7.30 pm

A selection of berry teas, organic fruits and home bakking will be available at the beginning *of each talk*

*tas* If you wish to attend u can book online at [www.wildlife.ie](http://www.wildlife.ie) or phone 086 <sup>7</sup>1444211. As some of the topics are very popular we recommend booking advance to avoid disappointment.

Yours Sincerely *lc*

Patrick O'Riordan  
Manager

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

NATUREBLOOM GARDEN CENTRE LTD WINDGATE STREET, THURLES, CO TIPPERARY				
Plant Selection for Garden Colour				
Plant	Description	Number	Flowering	Height
Primrose	Dense bright Colours	1403	March to May	15 cm
Peony	Large double flowers	1673	June to July	80 cm
Dahlia	Superb as cut flowers	1976	July to Nov	80 cm
Freesia	Double variety scented	1298	July to Sept	30 cm
Begonia	Dazzling, fiery red flowers	0468	June until frost	25 cm
Dutch Iris	Popular for cutting	1050	May to July	50 cm
Daffodil	Bright yellow blooms	1051	March to May	45 cm
Narcissi	Summer fragrant	1054	All summer	40 cm
Phlox	Free-flowering border plant	1572	July to Sept	80 cm
Verbena	Ideal for hanging basket	2753	May to Oct	25 cm
Azalea	Decorative display in pot	0612	Apr to May	75 cm
Lavender	Richly scented <del>semi</del> -shrub	1738	July to Aug	40 cm
Clematis	Covers walls + fences	2145	July to Sept	2-4 m
Arum Lily	Colourful cup shaped flowers	0612	July to Sept	60 cm

Semi

OVER →

Type and effectively display the following notice.

WESTBROOK COAST NURSERIES LTD

WESTPORT

CO MAYO

ORGANIC GARDENING EXPERIENCE

WHERE INSPIRATION BECOMES ACTION

Information Days for the Gardening Enthusiast

Organic Gardening for Beginners	Mar 15
Wildlife Gardening	Mar 16
Building a Garden Pond	Apr 13
Garden Design	Apr 14
Growing Edible Flowers	Apr 15

Time: 10.00am - 5.00pm

The above information days are presented by the very popular and bestselling garden book author, Jonathan Brooks.

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**Question 5****FORM DESIGN****15 marks**

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- (a) From the following details, draft a suitable application form.
- (b) Type the heading 'Sceneries Garden Centre Ltd' followed by the words 'Gardening Course Application Form'.
- (c) Place each item in numerical order but do not type the numbers.
- 

Date of birth (6)

Telephone No (3)

Name (1)

Signed (10)

Expectations from the course (9)

Mobile No (4)

Email address (5)

Level of gardening experience (if any) (7)

Address (2)

Name of course you wish to attend (8)

Date (11)

I undertake to make myself acquainted with and observe the health and safety regulations of Sceneries Garden Centre Ltd.

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