



Coimisiún na Scrúduithe Stáit State Examinations Commission

JUNIOR CERTIFICATE EXAMINATION, 2016

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

Friday, 20 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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Among the many lovely things about flower-filled May are the early potato stalks rising ever upwards. In recent years, many people have returned to vegetable-growing and there is a primal joy in watching those hardy little green leaves breaking through the soil.

The potato has left its mark on the landscape. The ‘lazy beds’ show the outline of ridges from the Famine. And what an unjust misnomer that is, given the sweat and toil involved and the horrible outcome. The Irish love of the potato is not what it once was, with rice and pasta appearing more often on dinner plates. It is great to see that a new competition in the west Kerry Gaeltacht, to find the region’s best potatoes, is going national.

Groups like Bord Bia have been warning that action is needed to halt the decline of the spud. If trends continue, consumption in Ireland will have dropped by half in 2023. While sales are still well ahead of the alternatives, the decline will continue if nothing is done, says Bord Bia. The average consumption per person in Ireland is double worldwide consumption.

Potato promoters also flag its health benefits as a natural, unprocessed, low-fat food, high in potassium and Vitamin C. Dietary fads come and go, but it is what people plaster onto their potatoes that puts on the weight. Price is another issue, with the Irish Farmers’ Association saying that potato production is under threat, as growers are getting too little for their crop – less than what they got five years ago.

- (a) Type the following business letter to Ms Kathryn Posyniack, Upper Beech Road, Limerick.
- (b) Correct the errors of spelling, punctuation and grammar, which this letter contains.
- (c) Use the reference AT/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

Thank you for u email of the 30 April requesting details of properties for sale in cork. ^{word UC}
 We are offering many exceptional quility properties in a number of areas @ very ^{word}
 reasonable prices.

AVAILABLE PROPERTIES

UC

<u>LOCATION</u>	<u>ACCOMMODATION</u>	<u>SIZE</u>	<u>PRICE</u>	UC
Douglas Road	Two Bed Apartment	60 sq m	€150,000	
Quaker Road	Two Bed House	52 sq m	€154,000	
Derrynane Road	<u>3</u> Bed House	160 sq m	€255,000	word
Midleton	Two Bed House	100 sq m	€255,000	
Carrigaline	Three Bed House	175 sq m	€325,000	
Ovens	<u>5</u> Bed House	280 6 sq m	€525,000	word /space
Old Quarry	Three Bed House	120 sq m	€375,000	

All of the above property are new to the market & are within easy access two shops, ^{word}
 bars, hospitals, schools and have regular public transport. These properties are priced
 well below their Market value for a quick sale and offer exceptional value for money. ^{LC}

Finance can be arranged at competitive rates. ^{runon}

These properties can be viewed on our website www.sherrymcgrathhomes.ie and a
 viewing can b arranged bye contacting us at 021 43297811.

Yours sincerely

Arthur Timmony
 Sales Manager

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

M DEANE + Co LTD FURNITURE + ELECTRICAL SHOWROOMS CHURCH STREET, BALLINA, CO MAYO				
MAKING Summer SALE STARTING 9 July 2016				
GROUP	ITEM	DESCRIPTION	Ref. No.	PRICE
BEDROOM	BED	6ft WALKWORTH	203	€ 749
BEDROOM	BED	5ft WALKWORTH	204	€ 699
BED ROOM	BED	4ft 6in WALKWORTH	205	€ 599
BEDROOM	BED	3ft WALKWORTH	206	€ 320
BEDROOM	FURNITURE	CAOIMHE WARDROBE	207	€ 519
BEDROOM	FURNITURE	CAOIMHE 4DRAWER CHEST	208	€ 449
BED ROOM	FURNITURE	CAOIMHE 1DRAWER CHEST	209	€ 129
BEDROOM	FURNITURE	CAOIMHE DRESSING TABLE	210	€ 225
KITCHEN	OXFORD	DINING TABLE and 6 CHAIRS	211	€ 999
KITCHEN	SIELE	AMERICAN FRIDGE	212	€ 1999
KITCHEN	CRESTE	DISHWASHER	209	€ 299
GARDEN	FELICE	GLASS TABLE AND 4 CHAIRS	295	€ 639
GARDEN	COMO	GLASS TABLE AND 2 CHAIRS	296	€ 299
DEL				
DEL				

Type and effectively display the following notice.

LISHEEN COAST DEVELOPMENTS
DUNGARVAN
CO WATERFORD

UNIQUE OPPORTUNITY IN SEASIDE SETTING
EXCLUSIVE LUXURY LIVING

ONLY FOUR REMAINING UNITS

Duplex Apartment c 96 sq.m	€135,000
Two Bedroom House c 137 sq.m	€165,000
Three Bedroom House c 154 sq.m	€185,000
Four Bedroom House c 188 sq.m	€375,000

All properties are new builds and can be adjusted to your requirements

Details from Dennehy Estate Agents, Dungarvan, Co Waterford or
www.lisheenproperties.ie.

From the following details, draft a suitable application form.

GOLF CLUB
EAST CORK BRANCH
MEMBERSHIP APPLICATION FORM

NAME:

SURNAME:

HOME ADDRESS:

TELEPHONE NUMBER: HOME:

WORK:

MOBILE NUMBER:

EMAIL ADDRESS:

ARE YOU A MEMBER OF A GOLF CLUB AT PRESENT?

WHAT IS YOUR HANDICAP?

SIGNED:

DATED:

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

PROPOSED BY:

SECONDED BY:

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