



# Coimisiún na Scrúduithe Stáit

## State Examinations Commission

JUNIOR CERTIFICATE EXAMINATIONS, 2006

**TYPEWRITING - ORDINARY LEVEL**

**FRIDAY, 2<sup>nd</sup> JUNE, 9.30 a.m. - 11.40 a.m.**

### INSTRUCTIONS

#### GENERAL

- \* Ten minutes are allowed for reading this paper, 9.30 - 9.40 a.m. *No typing is to take place during this period.*
- \* All questions to be attempted.
- \* 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.
- \* Begin each answer on a fresh sheet.
- \* Any form of correcting i.e. eraser, paper, liquid etc. may be used except in the Accuracy Test (Question 1). Marks will be deducted where correction results in untidy exercises.
- \* At the conclusion of the Examination assemble all your work **in sequence**.
- \* Enter your Examination Number on the envelope provided for completed work. Enter 'M' after the Examination Number if you have used a manual typewriter.
- \* Do **not** enclose your Accuracy Test in a separate envelope.
- \* Read carefully the specific instructions for each Question given below.

#### QUESTIONS

1. **Accuracy Test** (9.40 am - 9.50 am) (25)
  - 1.1 Take a carbon copy of your work. Marks will be deducted if this is not done.
  - 1.2 Use double-line spacing and leave one inch margins on both sides of the page.
  - 1.3 Marks will be deducted if corrections are made.
  - 1.4 No additional marks will be gained by typing the passage, or portion of it, a second time.
  - 1.5 Hand both the typed copy and the carbon copy of your work to the Superintendent at the conclusion of the Accuracy Test. Both copies will be returned to you at the conclusion of the Examination for inclusion in sequence with the rest of your exercises.
2. **Business Letter** (25)
  - 2.1 Type this letter in correct form.
3. **Tabular statement** (30)
  - 3.1 Type and rule neatly.
4. **Booking Form** (20)
  - 4.1 Display the Booking Form effectively.
  - 4.2 Centre all lines horizontally and the complete form vertically on the page.

**(100 marks)**

## **QUESTION 1 - ACCURACY TEST (10 MINUTES ALLOWED)**

- **Make a carbon copy of your work.**
  - **Use double-line spacing and leave one inch margins on both sides of the page.**
  - **Marks will be deducted if corrections are made.**
  - **No additional marks will be gained by typing the passage, or portion of it, a second time.**
  - **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 exercises.**
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Forget everything you've ever heard about bats. Most of the stories people tell about them are either complete nonsense or plain superstition.

Rock singer Meat Loaf, had the poor little creatures coming straight out of Hell; they gave their name to one of the most successful operettas of all time; they had to stand in for Dracula, and stood as models for many vampire creations. Even William Shakespeare's three witches in Macbeth used them as ingredients for their nasty magic potion.

It is all mumbo-jumbo. In actual fact, the butterflies of the night should be really popular with all those with any interest in nature, or in Gothic culture. They are mammals who can fly. Bats are exceptionally skilled fliers, but do not mistake them for birds. Instead of feathers, they have large membranes of elastic skin between their bodies and their spreading wings.

European bats feed on insects. Their nasty menu includes flies, lice, moths, beetles and grasshoppers. On average, a bat eats 2,000 insects per night and is, therefore, the best natural insecticide you can think of. Scientists have not completely figured out why they insist on sleeping upside-down, but a good supply of blood to the brain is known to increase mind capacity.

**(25 MARKS)**

**QUESTION 2 – BUSINESS LETTER**

**TYPE THE FOLLOWING BUSINESS LETTER. A CARBON COPY IS NOT REQUIRED. AN ENVELOPE, OR ENVELOPE SHAPE, IS REQUIRED.**

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Ref CD/(your initials)

12 May 2006

Miss Maria Mulcahy  
47 Roselawn  
Castleknock  
DUBLIN 15

Dear Miss Mulcahy

As a valued member of the Le Bonne programme, we would like to officially notify you that the Le Bonne brand has been acquired by one of the world's leading hotel companies – All Seasons Hotels & Resorts Worldwide Inc. ('Seasons'). As a result, the Le Bonne programme will terminate on or after 26 June 2006.

We are pleased to inform you that All Seasons has agreed to convert your Le Bonne points into All Seasons points in the All Seasons Preferred Guest programme upon termination of the Le Bonne programme.

We would like to thank you for your loyalty as a Le Bonne member and trust that you will appreciate All Seasons award-winning benefits and expanded travel opportunities.

Thank you for your loyalty and we trust that you will enjoy being part of our All Seasons Preferred Guest programme.

Yours sincerely

Chris Davies  
Loyalty Manager

**(25 MARKS)**

### QUESTION 3 – TABULAR STATEMENT

**PREPARE THE FOLLOWING TABULAR STATEMENT ON A4 PAPER.  
DISPLAY EFFECTIVELY IN BLOCKED OR CENTERED STYLE.**

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#### ALL SEASONS HOTELS

RATES 2006*				
	Peak Season		Off Peak Season	
City	Double Room	Junior Suite	Double Room	Junior Suite
Dublin	€186.00	€240.00	€150.00	€200.00
Amsterdam	€175.00	€220.00	€135.00	€190.00
Brussels	€190.00	€240.00	€155.00	€230.00
Paris	€275.00	€330.00	€225.00	€260.00
Rome	€275.00	€330.00	€225.00	€260.00
Milan	€260.00	€320.00	€220.00	€240.00

- \* These rates quoted are per room per night excluding breakfast, and are based on two people sharing.  
Family room rates are available on request.

**(30 MARKS)**

**QUESTION 4 – BOOKING FORM**

**DISPLAY THE FOLLOWING BOOKING FORM ON A SHEET OF A4 PORTRAIT.  
CENTRE HORIZONTALLY AND VERTICALLY ON THE PAGE.**

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**ALL SEASONS PREFERRED GUEST**

**ADVANCE BOOKING FORM**

**NAME:** \_\_\_\_\_ **MEMBERSHIP NUMBER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **MEMBERSHIP TIER:** \_\_\_\_\_

\_\_\_\_\_ **DAYTIME TELEPHONE:** \_\_\_\_\_

\_\_\_\_\_ **MOBILE TELEPHONE:** \_\_\_\_\_

**HOTEL REQUIRED:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

**DATE OF ARRIVAL:** \_\_\_\_\_

**DATE OF DEPARTURE:** \_\_\_\_\_

**ROOM TYPE REQUIRED:** \_\_\_\_\_

**NUMBER OF ROOMS REQUIRED:** \_\_\_\_\_

**PASSPORT NUMBER:** \_\_\_\_\_

**METHOD OF PAYMENT:** \_\_\_\_\_

**(20 MARKS)**

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