



Coimisiún na Scrúduithe Stáit

State Examinations Commission

JUNIOR CERTIFICATE EXAMINATIONS, 2007

TYPEWRITING
(ORDINARY LEVEL)

FRIDAY, 1st JUNE 2007, 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.*
- * Attempt all questions.
- * 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 corrections result 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

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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 adequate margins on both sides of the paper.
- 1.3 Marks will be deducted here if corrections are made in any form.
- 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** in ink.
4. **Menu** (20)
- 4.1 Display Menu effectively

QUESTION 1 - ACCURACY TEST (10 MINUTES ALLOWED)

- (a) Take a carbon copy of your work.
 - (b) Use double-line spacing and leave one inch margins on both sides of the page.
 - (c) Marks will be deducted if corrections are made in any form.
 - (d) No additional marks will be gained by typing the passage, or portion of it, a second time.
 - (e) 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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A month after Iraq invaded Kuwait, Queen Noor of Jordan telephoned Richard Branson at his London home. She had met the airline/entertainment tycoon at a dinner a year earlier. Now she needed his help for a mercy flight to aid 80,000 refugees, driven from Kuwait by the late Saddam Hussein's troops and stranded in the Jordanian desert. She told him they had no water, food, tents or medicine. She feared they were days from dying.

Branson telephoned the Foreign Office Minister who promised 40,000 blankets within 24 hours. Then he contacted the heads of Sainsbury's, ASDA and other national firms and by the afternoon of the next day he had 40 tons of relief supplies.

Two days later a Virgin Atlantic 747, its seats stripped out to fit cargo, brought the first major relief effort to the stricken area. Another ten Virgin flights followed bringing more than 300 tons of supplies and ferrying refugees out to safety.

Richard Branson's whole life is a story of doing things that others said could not be done. Armed with little more than a telephone, a bulging address book and eye-watering self belief, he has built an empire with sales of over a billion euro putting him in the top ten list of rich people in Great Britain.

(25 marks)

QUESTION 2 - BUSINESS LETTER

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

Ref MK/(your initials)

01 June 2007

Ms. Doreen Donnelly
Purchasing Manager
First Enterprise Ltd
Tullamore
Co Offaly.

Dear Ms Donnelly,

We make a range of household and catering tableware. We require a number of display stands for a trade exhibition in September at the RDS in Dublin at which we have a booked a large stand in the main hall.

Your brochure has photographs and details of your range of such stands and we are particularly interested in the following:

- 1 Model 3A: Two freestanding chrome frames, 5 metres high by 6 metres wide.
- 2 Model 5B: One display unit for a 42" plasma TV screen.
- 3 Model 7G: Six display cabinets suitable for exhibiting a range of our products.

We would welcome your quotation for the above, taking into account the following:

- Delivery to be included (all items delivered to Ballsbridge on 17th September)
- VAT at the standard rate
- Goods on credit for 30 days

If you have any queries please contact me.

Yours Sincerely,

Michael Keane
Sales Director

(25 marks)

QUESTION 3 - TABULAR STATEMENT

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

The table below shows the 2007 Natural Gas rates for domestic users in Ireland:

Tariff	Unit Rate per kWh.	Standing Charge	Annual Use
Reducing Rate	10.771. 0 to 585 kWh 8.074. 586 to 1170 5.709. Over 1170	57.30	Under 6,500
Standard Rate	4.091	308.58	6500 to 7625 10250 to 13500 Over 24000
Low User Rate	7.089	Nil	7625 to 10250
High User Rate	5.385	Nil	13500 to 24000
Over 65's Rate	7.089	Nil	Under 10250

The consumption levels above are a guide: ring 1850 632 632 for further information.

(30 marks)

QUESTION 4 - MENU LAYOUT

PLEASE DISPLAY THE FOLLOWING MENU ATTRACTIVELY ON A SHEET OF A4 PORTRAIT.

The Village Inn, Arklow.

Athletic Club Dinner

Trio of Melon
with parma ham and fresh berries

Homemade Soup of the Day
made from our finest vegetables

Roast Beef
served on a potato base with mushrooms

Breast of Chicken
with roasted baby carrots in a red wine sauce

Salmon Fillet
with lemon and dill

Vegetarian Assortment
filled spinach leaves with a lemon sauce

Choice from Dessert Trolley

Tea or Coffee

(20 marks)

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