



Coimisiún na Scrúduithe Stáit
State Examinations Commission

JUNIOR CERTIFICATE 2008

MARKING SCHEME

TYPEWRITING

ORDINARY LEVEL

Question 1**Accuracy Test****25 Marks**

Completed lines marked pro rata at 2 marks per full line.

Line Number	Marks	Aggregate Marks
Line 1	2.0	2.0
Line 2	1.5	3.5
Line 3	2.0	5.5
Line 4	2.0	7.5
Line 5	2.0	9.5
Line 6	2.0	11.5
Line 7	1.8	13.3
Line 8	2.0	15.3
Line 9	2.0	17.3
Line 10	1.7	19.0
Line 11	2.0	21.0
Line 12	2.0	23.0
Line 13	2.0	25.0

Penalties:

No carbon - 2.0

Incorrect spacing (should be double) - 2.0

Inadequate margins - 2.0

Each mistype: incorrect letter, punctuation, capitalisation, - 0.5 to a maximum of – 12 marks

Question 2

Business Letter

25 Marks

Line	Content	Marks	Aggregate Marks
Line 1	Envelope	1	1
Line 2	Reference	1	2
Line 3	Date	1	3
Line 4	Address	3	6
Line 4	Salutation	1	7
Line 5/6	Paragraph 1	2	9
Display Section	Section 1	2	11
	Section 2	3	14
	Section 3	2	16
	Section 4	2	18
	Par 3	2	20
	Par 4	2	22
	Par 5	1	23
	Complimentary Close	1	24
	Prep for Signature	1	25

Penalties:

Typing errors: - 0.5 per error to a maximum of - 8 marks

Poor layout - 3.0 [-1 to -3]

Bullets omitted - 3.0 [-1 to -3]

Question 3

Tabular Statement

30 marks

Line	Marks	Aggregate Marks
Heading	Capitals, Emphasis [1 + 1] 2.0	2.0
Line 1	Content , Asterisk [1 + 1] 2.0	4.0
Line 2	Peak, Off-peak [2 + 2] 4.0	8.0
City	[5 x 0.5] 2.5	10.5
London	[5 x 0.5] 2.5	13.0
Edinburgh	[5 x 0.5] 2.5	15.5
Madrid	[5 x 0.5] 2.5	18.0
Paris	[5 x 0.5] 2.5	20.5
Rome	[5 x 0.5] 2.5	23.0
Florence	[5 x 0.5] 2.5	25.5
Line 10	Piece, Asterisk [1.5 + 1] 2.5	28.0
Line 11	Piece 1.0	29.0
Line 12	Piece 1.0	30.0

Penalties:

Presentation

Non-effective display on page, eg	
Inadequate space between rows	- 4.0 [-1 to -4]
Inconsistent display	- 2.0
Bad line-up	- 2.0
No euro sign or replacement	- 0.5 to a maximum of - 3 marks
Untidy ruling/ no ruling	- 0.5 each occurrence to max - 5 marks
Typing errors	- 0.5 to a maximum of - 5 marks

Question 4

Booking Form

20 marks

Content	Marks	Aggregate Marks
Heading 1	2	2
Heading 2	2	4
Name	1	5
Membership Number	1	6
Address – Space	2	8
Passport Number	1	9
Daytime Telephone	1	10
Mobile Telephone	1	11
Hotel Required	1	12
Email Address	1	13
City	1	14
Date of Arrival	1	15
Date of Departure	1	16
Room Type Required	1	17
Number of Rooms Required	2	19
Method of Payment	1	20

Penalties:

Inconsistent line endings	- 4.0	[-1 to -4]
Omission of colons	- 3.0	[-1 to -3]
Bad vertical display on page	- 2.0	
Bad horizontal display on page	- 2.0	
Typing errors	- 0.5 per error	to a maximum of – 5 marks