



Coimisiún na Scrúduithe Stáit
State Examinations Commission

JUNIOR CERTIFICATE 2010

MARKING SCHEME

TYPEWRITING

ORDINARY LEVEL

Question 1**Accuracy Test****25 marks**

Completed lines marked pro rata at 1.8 marks per full line.

Line number	Marks	Aggregate marks
Line 1	1.8	1.8
Line 2	1.8	3.6
Line 3	1.8	5.4
Line 4	0.4	5.8
Line 5	1.8	7.6
Line 6	1.8	9.4
Line 7	1.8	11.2
Line 8	1.8	13.0
Line 9	1.8	14.8
Line 10	0.4	15.2
Line 11	1.8	17.0
Line 12	1.8	18.8
Line 13	1.8	20.6
Line 14	1.8	22.4
Line 15	1.8	24.2
Line 16	0.8	25.0
Total		25 marks

Penalties

Carbon omitted – 2 marks

Incorrect line spacing (should be double) – 2 marks

Inadequate margins – 2 marks

Errors and omissions – 0.5 to a maximum of – 12 marks
(incorrect letter, punctuation, capitalisation and overtype)

Question 2**Business Letter****25 marks**

Line	Content	Marks	Aggregate marks
	Envelope	1	1.0
Line 1	Reference	1	2.0
Line 2	Date	1	3.0
Line 3 – 7	Address	4	7.0
Line 8	Salutation	1	8.0
Line 9 – 13	Paragraph 1	2	10.0
	Three listed items	3	13.0
Line 14 – 18	Paragraph 2	2	15.0
	Bulleted text [3 x 2]	6	21.0
Line 19 – 20	Complimentary close	2	23.0
Line 21 – 22	Prep for signature	2	25.0
Total			25 marks

Penalties

Errors and omissions – 0.5 to a maximum of – 8 marks

Incorrect layout [–1 to –3] – 3 marks
(vertical and horizontal display)

Question 3**Tabulation****30 marks**

Line	Marks	Aggregate marks
Heading 1	Capitals, Centre, Underscore [1+1+1] 3.0	3.0
Line 1	Centre over 5 columns [0.5 + 0.5] 1.0	4.0
Line 2	Centre over columns [2+2] 4.0	8.0
Line 3	[5 x 0.5] + 0.5 emphasis 3.0	11.0
Line 4	[5 x 0.5] 2.5	13.5
Line 5	[5 x 0.5] + Asterisk [0.5 + 0.5] 3.5	17.0
Line 6	[5 x 0.5] 2.5	19.5
Line 7	[5 x 0.5] 2.5	22.0
Line 8	[5 x 0.5] 2.5	24.5
Line 9	[5 x 0.5] 2.5	27.0
Line 10 - 12	Text 2.0	29.0
Line 13 -14	Text 1.0	30.0
Total		30 marks

Penalties

Errors and omissions – 0.5 to a maximum of – 5 marks

Euro symbol omitted or not substituted – 0.5 to a maximum of – 3 marks

Ruling untidy or none – 0.5 each occurrence to max – 5 marks

Inadequate/uneven space between columns (tabs) [–1 to – 4] – 4 marks

Incorrect line spacing – 2 marks

Uneven line-up – 2 marks

Inadequate margins – 2 marks

Question 4**Booking Form****20 marks**

Line	Marks	Aggregate marks
Line 1 – Heading 1	Capitals, centre, underscore [1+0.5+0.5] 2.0	2.0
Line 2 – Heading 2	Capitals, centre [0.5+0.5] 1.0	3.0
Line 3	Text, rule [0.5+0.5+0.5+0.5] 2.0	5.0
Line 4	Text, rule [0.5+0.5] 1.0	6.0
Line 5 - 6	Rule [0.5+0.5] 1.0	7.0
Line 7	Text, rule [0.5+0.5+0.5+0.5] 2.0	9.0
Line 8 - 12	Text, rule 5[0.5+0.5] 5.0	14.0
Line 13	Text 1.0	15.0
Line 14 - 15	Rule [1+1] 2.0	17.0
Line 16	Text, rule [0.5+0.5+0.5+0.5] 2.0	19.0
Line 17	Text , rule [0.5+0.5] 1.0	20.0
Total		20 marks

Penalties

Errors and omissions – 0.5 to a maximum of – 5 marks

Inadequate space between lines (writing space) [– 1 to – 4] – 4 marks

Uneven line endings – 2 marks

Incorrect vertical display – 2 marks

Incorrect horizontal display – 2 marks