



Coimisiún na Scrúduithe Stáit

State Examinations Commission

JUNIOR CERTIFICATE EXAMINATION, 2011

TYPEWRITING—ORDINARY LEVEL
(100 marks)

Friday, 27 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 **four** questions.
3. 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.
4. Read carefully the specific instructions given **at the top of** each question.
5. Begin each answer on a new sheet.
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 the examination number if you have used a manual typewriter.

Questions	Marks
1. Accuracy test (9:40—9:50)	25
2. Business letter	25
3. Tabular statement	30
4. Booking form	<u>20</u>

Total: 100

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- (a) Make a carbon copy of your work.
 - (b) Use double-line spacing and leave 2.54 cm (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 answers.
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Glee is an American musical comedy-drama television series that airs on Fox in the United States. It focuses on a high-school show choir, at the fictional William McKinley High School in Lima, Ohio. The pilot episode of the show was broadcast after American Idol on May 19, 2009, and the first season began airing on September 9, 2009.

Glee was created by Ryan Murphy, Brad Falchuk and Ian Brennan. Ian Brennan conceived the idea for Glee based on his own experience as a member of the Prospect High School show choir in Mount Prospect, Illinois. He initially envisioned Glee as a film, rather than a television series, and wrote the first draft in August 2005, but could not generate interest in the project for several years.

Murphy intended the show to be a form of escapism and as an alternative to programmes about people with guns, science fiction, or lawyers running around. Glee is in a different genre, there is nothing like it on the air at the networks or cable television.

With regard to Glee's audience, Murphy intended for it to be a family show which would appeal to adults as well as children, with adult characters starring equally alongside the teenage leads. Murphy has mapped out plans for the series covering a potential three years of broadcast.

- (a) Type the following business letter in the correct form.
- (b) A carbon copy is not necessary.
- (c) An envelope or envelope shape is required.
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Ref PB/(your initials)

4 April 2011

Mr Patrick O’Riordan
Sales Manager
APB Enterprise Ltd
Kenmare
Co Kerry

Dear Mr O’Riordan

We make a range of garden products, ornaments and furniture. We require a number of display stands for a home and garden exhibition in September in the Cork Racecourse in Mallow at which we have booked a large stand in the main hall.

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

- 1 Model 3C: Three freestanding steel frames, 6 metres high by 3 metres wide
- 2 Model 1S: Six display units suitable for exhibiting our range of products
- 3 Model 9F: One display cabinet for our award-winning energy efficient lights

Please quote your best prices for the above taking into account the following:

- Delivery to be included (all items delivered to Mallow on 1 September)
- VAT at the standard rate
- Goods on credit for 30 days

If you have any queries, please contact me.

Yours sincerely

Peter Brady
Purchasing Manager

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

TRINA MOLLOY SUMMER DANCE CLASSES

Weekly rates for May–August 2011				
	May–June		July–August	
Style of dance	5–8 years	9–14 years	5–8 years	9–14 years
Céilí	€15.00	€20.00	€50.00	€70.00
Ballet	€18.00	€50.00	€55.00	€90.00
Hip-hop	€15.00	€20.00	€50.00	€70.00
Tap	€15.00	€20.00	€50.00	€70.00
Flamenco	*N/A	€25.00	*N/A	€75.00
Folk	€18.00	€20.00	€35.00	€45.00

Children will be taught and supervised by registered and fully qualified teachers.

All classes are covered by insurance.

All rates are available on a weekly rate only.

* These activities are not available to children under 8 years of age.

Display the following booking form attractively on A4 portrait paper.

TRINA MOLLOY SUMMER DANCE CLASSES

BOOKING FORM

Name _____ Date of birth _____

Address _____

Telephone _____ Mobile _____

E-mail address _____

Date of summer camp _____

Number of children _____

Style of dance _____

Previous experience of this dance _____

Any illness that may affect the child's participation in the class

Preferred camp: May–June _____ July–August _____

Method of payment _____

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