



Coimisiún na Scrúduithe Stáit
State Examinations Commission

Junior Certificate 2011

Marking Scheme

Typewriting

Ordinary Level

2011 Ordinary-level marking scheme

Question 1

Accuracy Test

25 marks

Completed lines marked pro rata at 1.7 marks per full line.

Line number	Marks	Aggregate marks
1	1.7	1.7
2	1.7	3.4
3	1.7	5.1
4	1.6	6.7
5	1.6	8.3
6	1.7	10.0
7	1.7	11.7
8	1.7	13.4
9	1.1	14.5
10	1.7	16.2
11	1.7	17.9
12	1.6	19.5
13	1.7	21.2
14	1.7	22.9
15	1.7	24.6
16	0.4	25.0
Total: 25.0		

Penalties	
Error	Deduction
Carbon omitted	2 marks
Incorrect line spacing (should be double)	2 marks
Inadequate margins	2 marks
Errors and omissions (incorrect letter, punctuation, capitalization and overtype)	0.5 each, up to a maximum of 12 marks

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Question 2

Business Letter

25 marks

Line	Content	Marks	Aggregate marks
	Envelope	1.0	1.0
1	Reference	1.0	2.0
Line 2	Date	1.0	3.0
Line 3 – 7	Address	4.0	7.0
Line 8	Salutation	1.0	8.0
Line 9 – 11	Paragraph 1	3.0	11.0
Line 12 – 13	Paragraph 2	2.0	13.0
Line 14 – 16	Numbered text	3.0	16.0
Line 17	Paragraph 3	1.0	17.0
Line 18 – 20	Bulleted text	3.0	20.0
Line 21	Paragraph 4	1.0	21.0
Line 22	Complimentary close	2.0	23.0
Line 23 – 24	Prep for signature	2.0	25.0
Total: 25.0			

Penalties	
Error	Deduction
Errors and omissions	0.5 per error up to a maximum of 8 marks
Incorrect layout (vertical and horizontal display)	1.0 each up to 3 marks

Question 3

Tabulation

30 marks

Line	Content	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]	2.5	16.0
Line 6	[5 x 0.5]	2.5	18.5
Line 7	[5 x 0.5]	2.5	21.0
Line 8	[5 x 0.5] + asterisk [0.5 + 0.5]	3.5	24.5
Line 9	[5 x 0.5]	2.5	27.0
Line 10 – 12	Text	3.0	30.0
Total: 30.0			

Penalties	
Error	Deduction
Errors and omissions (incorrect letter, punctuation, capitalization and overtype)	0.5 each, up to a maximum of 5 marks
Euro symbol omitted or not substituted	0.5 each, up to a maximum of 3 marks
Ruling untidy or none	0.5 each occurrence up to 5 marks
Inadequate or uneven space between columns (tabs)	1.0 each up to 4 marks
Incorrect line spacing (should be double)	up to 2 marks
Uneven line-up	up to 2 marks
Inadequate margins	up to 2 marks

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Question 4

Booking Form

20 marks

Line	Content	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: 20.0			

Penalties	
Error	Deduction
Errors and omissions (incorrect letter, punctuation, capitalization and overtype)	0.5 each, up to a maximum of 5 marks
Inadequate space between lines (writing space)	1.0 up to 4 marks
Uneven line endings	up to 2 marks
Incorrect vertical display	up to 2 marks
Incorrect horizontal display	up to 2 marks

