



Coimisiún na Scrúduithe Stáit State Examinations Commission

JUNIOR CERTIFICATE EXAMINATION, 2014

TYPEWRITING—ORDINARY LEVEL (100 marks)

Friday, 23 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 your 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 of paper.
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 your 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) Type the following passage.
- (b) Make a carbon copy of your work.
- (c) Use double-line spacing and leave 2.54 cm (one inch) margins on both sides of the page.
- (d) 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.
- *Marks will be deducted if corrections are made in any form.*
 - *No additional marks will be gained by typing the passage, or portion of it, a second time.*
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Home cooking is about preparing and cooking delicious recipes in your own kitchen where it can be enjoyed with friends and family. Nothing beats the taste and smell of home cooked food. It is not about recreating fancy restaurant meals.

The value of cooking at home goes beyond merely having control over your ingredients which is very important for health, well-being and your purse, but also about gathering your loved ones together to share and enjoy the most important part of life. It is also about learning to appreciate a home-cooked meal; it is about slowing down the busy pace of life when you can and knowing that when there is not much time you can still put a lovely meal on the table, freshly prepared in your own kitchen.

Home cooking is about the joy of learning old skills and kitchen crafts such as making home-made yoghurt. It is about feeling proud when you have made a nourishing, mouth-watering meal using only the freshest ingredients. It is also about the wonderful kitchen smells, sounds and flavours from a cake baking or roasting a free range chicken in the oven.

Ideas on menu planning will encourage healthy eating habits. It is important to eat well and take the time to appreciate one another's company around a table.

- (a) Type the following business letter in the correct form.
- (b) A carbon copy is **not** necessary.
- (c) Address an envelope or envelope shape.
-

Ref AK/(your initials)

23 May 2014

Mr Niall Dullea
Purchasing Manager
Keen Cost DIY
Gorey
Co Wexford

Dear Mr Dullea

In answer to your enquiry we are pleased to inform you that all the items on your order are in stock except the internal pine doors. The quotations for the goods you require are as follows:

30 Boxes 1.5cm x 100cm x 20cm solid oak @ €15.99 per box

20 Boxes American oak laminate @ €10.95 per box

10 Rolls underfloor insulation @ €15 per roll

All of the above are available on the following terms:

- * 20% trade discount
- * 5% cash discount for payment within 14 days
- * VAT at standard rate

We enclose an illustrated brochure of special offers for this month.

Yours sincerely

Adrienne Kilduff
Sales Director

Question 3**TABULAR STATEMENT****30 marks**

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

Party Rates 2014				
	Afternoon		Evening	
Party Type	Finger Food	Barbecue	Buffet	*Marquee
Birthday	€8.00	€9.00	€10.00	€100.00
Christening	€10.00	€11.00	€12.00	€120.00
18 th Birthday	€12.00	€12.00	€12.00	€140.00
21 st Birthday	€12.00	€15.00	€12.00	€150.00
Engagement	€15.00	€16.00	€14.00	€200.00
Retirement	€15.00	€25.00	€14.00	€120.00

* These rates are available for a group of at least 50 and not more than 100 due to the excessive insurance costs for providing the marquee. All rates are per person and include ware and cutlery. Stemware not included. Special dietary requirements need 7 days notice.

Question 4

BOOKING FORM

20 marks

- (a) Display the following booking form attractively on A4 portrait paper.
- (b) Centre horizontally and vertically on the page.
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SPECIAL OCCASION CATERING

BOOKING FORM

NAME: _____ **TYPE OF PARTY:** _____

ADDRESS: _____

CONTACT TELEPHONE: _____ **MOBILE TELEPHONE:** _____

EMAIL ADDRESS: _____

DATE OF PARTY: _____

NUMBER OF PEOPLE: _____

NUMBER OF CHILDREN UNDER 12: _____

TYPE OF FOOD: _____

SPECIAL DIETARY REQUIREMENTS: _____

PREFERRED TIME: **AFTERNOON:** _____ **EVENING:** _____

METHOD OF PAYMENT: _____

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