



# Coimisiún na Scrúduithe Stáit State Examinations Commission

## JUNIOR CERTIFICATE EXAMINATION, 2016

### TYPEWRITING—ORDINARY LEVEL (100 marks)

Friday, 20 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>
	<b>Total: 100</b>

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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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Japan has more transport tunnels than any other country in the world. The Seikan Rail Tunnel is almost fifty-four kilometres long, half of which is under water. This is the longest tunnel in the world and it links Honshu and Hokkaido islands. Here the sea is deep and the tunnel lies one hundred metres below the seabed. It took twenty years to build the tunnel and the first trains began to use it three years later.

Undersea tunnels are much more expensive to build than land tunnels. Some are made by sinking giant tubes along the seabed. The Chesapeake Bay Tunnel in America was built in this manner.

Most of the Eurotunnel, linking Britain and France, is below the English Channel. It was dug by huge tunnel-boring machines, which moved forward at an extremely slow pace. Behind them came a construction train, with a conveyor belt to remove the waste, and machinery to line the tunnel with concrete. The twin rail tunnels are almost eight metres in diameter. Huge pumps blow fresh air into the service tunnel to ventilate the system.

Eurotunnel was built for rail traffic, not road traffic. Electric shuttle trains carry people and vehicles through the twin tunnels. Crossing the channel via Eurotunnel takes just over half an hour.

**OVER→**

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

Ref MM/(your initials)

20 May 2016

Mr Peter Prunty  
46 Hilltrees  
Lusk  
Co Dublin

Dear Mr Prunty

With reference to my letter of 4 May 2016 and our subsequent conversation, I now have pleasure in enclosing the following proposal forms for your attention:

1. Peter Prunty – Section 235A (Northern Insurance Company).  
Cover €150,000 ceasing at age 60. Gross Premium €54.50 per month.  
Full tax relief is allowable on this premium.
2. Peter Prunty – €100,000 Critical Illness Cover (Northern Insurance Company).  
Premium €45.00 per month. This is a 9 year renewable contract covering you for the illnesses listed in the attached brochure. No tax relief is allowable on this type of policy.
3. Pauline Prunty – Cover €100,000 to age 60. Monthly premium is €17.62. No tax relief is allowable on this policy.

I trust that the above details are to your satisfaction and I look forward to receiving the completed proposal at your earliest convenience.

Yours sincerely

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Matt Murphy  
[www.privoinsurance.ie](http://www.privoinsurance.ie)

Enc

- (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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**TECHNOLOGY TRAINING COURSES**

<b>Autumn 2016</b>				
	<b>Details</b>		<b>Cost and Duration</b>	
<b>Course</b>	<b>Code</b>	<b>Days</b>	<b>Fee</b>	<b>Dates</b>
Microsoft Access	MSA	12	€1,775	Oct 14 – Oct 25
Microsoft Excel	MSE	12	€1,850	Dec 14 – Dec 20
Microsoft Word	MSW	12	€1,875	Nov 13 – Nov 19
Microsoft PowerPoint	MSPP	12	€1,925	Dec 10 – Dec 21
Web Page Design	WPD	4	€950	Oct 20 – Oct 23
Web Page Creation	WPC	8	€1,485	Nov 20 – Nov 27

All of our classes are taught in modern computer suites. Teachers are fully qualified and course materials are provided. Courses run from 10.00–13.00 and from 14.00–17.00 daily. Further details available at [www.techtrco.ie](http://www.techtrco.ie).

**OVER→**

- (a) Display the following booking form attractively on A4 portrait paper.
- (b) Centre horizontally and vertically on the page.
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**TECHNOLOGY TRAINING COURSES**

**BOOKING FORM**

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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CONTACT TELEPHONE: \_\_\_\_\_ MOBILE TELEPHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

COURSE NAME: \_\_\_\_\_

COURSE CODE: \_\_\_\_\_

DATES OF COURSE: \_\_\_\_\_

PREVIOUS COMPUTING EXPERIENCE: \_\_\_\_\_

IF USING YOUR OWN LAPTOP, STATE MAKE AND MODEL: \_\_\_\_\_

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ANY SPECIAL REQUIREMENTS THAT YOU MAY HAVE: \_\_\_\_\_

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METHOD OF PAYMENT: \_\_\_\_\_

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