

JUNIOR CERTIFICATE EXAMINATIONS, 2001

TYPEWRITING
(ORDINARY LEVEL)

FRIDAY, 1 JUNE 9.30 a.m. - 11.40 a.m.

INSTRUCTIONS

GENERAL

- * Ten minutes are allowed for reading this paper, 9.30 - 9.40 a.m. *No typing is to take place during this period.*
- * 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.
- * Begin each Section on a fresh sheet.
- * Any form of correcting i.e. eraser, paper, liquid etc. may be used except in the Accuracy Test, (Question 1). Marks will be deducted where corrections result in untidy exercises.
- * At the conclusion of the examination assemble all your work **in sequence**.
- * Enter your Examination Number on the envelope provided for completed work. Enter 'M' after the Examination Number if you have used a manual typewriter.
- * Do not enclose your Accuracy Test in a separate envelope.
- * Read carefully the specific instructions for each Question given below.

QUESTIONS

1. **Accuracy Test** (9.40 am - 9.50 am)
 - 1.1 Take a carbon copy of your work. Marks will be deducted if this is not done.
 - 1.2 Use double-line spacing and leave adequate margins on both sides of the paper.
 - 1.3 Marks will be deducted if corrections are made in any form.
 - 1.4 No additional marks will be gained by typing the passage or portion of it a second time.
 - 1.5 It is not necessary to type the passage heading.
 - 1.6 Hand both the typed copy and the carbon copy of your work to the Superintendent at the conclusion of the Accuracy Test. Both copies will be returned to you at the conclusion of the examination for assembly with the rest of your exercises.
2. **Business Letter**
 - 2.1 Type this letter in correct form.
3. **Tabular statement**
 - 3.1 Type and Rule **neatly** in ink.
4. **Advertisement**
 - 4.1. Display Advertisement effectively.
 - 4.2. Centre **all** lines horizontally and the complete Advertisement vertically on page.

QUESTION 1 - ACCURACY TEST (10 MINUTES ALLOWED)

- **Take a carbon copy of your work.**
- **Use double-line spacing and leave adequate margins.**
- **Marks will be deducted if corrections are made.**
- **No additional marks will be gained by typing the passage or portion of it a second time.**
- **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 in order to assemble your work in correct order.**

Free from huge blocks of buildings, serene, elegant Copenhagen was lovingly rebuilt after the devastating fires of the 19th century and is now a city in love with its past. With hardly any automobile traffic, bicycles take over streets that are also made for leisurely strolling. It's a chance to see magnificent palaces, museums, parks and gardens. The mystery and beauty expressed in the Little Mermaid sculpture, inspired by the immortal 19th century story by Hans Christian Andersen, tells part of the history of Copenhagen. Stories of pirates, sea wolves and, much earlier, the Vikings, come to mind when a traveller looks over the port toward the Baltic Sea.

The urban layout of the Kobenhavn, which means "port for trading ships" in old Danish, is well ordered, perhaps in part because of the civic spirit of its residents. Although a relatively large city, the areas of interest to tourists are close to one another. The main thoroughfare is the pedestrian street called Stroget, full of shops with designer clothing, furniture, jewellery and domestic articles.

The city's location on the island of Sjaelländ in the strait of Oresund made the city a strategic location for business and permitted a rapid growth.

(25 marks)

QUESTION 2 - BUSINESS LETTER

**TYPE THE FOLLOWING BUSINESS LETTER. A CARBON COPY IS NOT REQUIRED.
AN ENVELOPE OR ENVELOPE SHAPE IS REQUIRED.**

2 June 2001

Mr Peter Powell
228 Maiden Street
NEWCASTLE WEST
Co Limerick

Dear Mr Powell

RE: PRIVATE PILOT'S LICENCE (PPL)

Thank you for your letter of 24 May concerning the above course. I am delighted to inform you that we will be able to offer you a course structured as follows:

1. The course begins with an introductory flight to familiarise the student with the handling and nature of aircraft flight.
2. A series of dual flying lessons follows. An application to the Irish Aviation Authority (IAA) is then made for a student pilot's licence (SPL).
3. Solo flying usually begins after 12-15 hours of dual instruction. Study for the five written examinations set by the IAA begins at this stage.
4. The total amount of flying required for the PPL is 45 hours, 10 of which must be solo flying and 5 hours of instrument appreciation.
5. You may then apply for a flight test. This test consists of a ground exam and a flight test in which the student's knowledge and skill of flying is examined.

The course can be spread over as much, or as little, time as required. The average time ranging from one year to eighteen months. Once passed "THE SKIES ARE YOURS".

Yours sincerely
SEFTON AERODROME LIMITED

FRANK SEFTON
Managing Director

(25 marks)

QUESTION 3 - TABULAR STATEMENT

**TYPE AND RULE THE FOLLOWING TABULAR STATEMENT.
A BLOCKED OR CENTERED STYLE MAY BE USED.**

WEB CERTIFIED PROGRAMS
2000/2001

PROGRAM	PROGRAM CODE	DAYS	FEE	DAY OR EVENING	COURSE DATES
Webmaster A	WMA	12	£1895	Mon & Tues Evening	Sep 18 - Dec 11
Webmaster B	WMB	12	£1895	Saturday	Sep 23 - Dec 9
Web Designer A	WDA	12	£1895	Wed & Thurs Evening	Sep 20 - Dec 7
Web Designer B	WDB	12	£1895	Friday	Sep 22 - Dec 8
Web Manager Program	WM	06	£1150	Monday	Sep 18 - Oct 16
Web Developer Program	WD	08	£1265	Dates to be confirmed	

(30 marks)

QUESTION 4 - ADVERTISEMENT

PLEASE DISPLAY THE FOLLOWING ADVERTISEMENT ON A SHEET OF A5
PORTRAIT CENTRE VERTICALLY AND HORIZONTALLY

GROUND CARE
LANDSCAPING

Landscaping and Design

Specialist in All Low Maintenance Gardens

Patios & Driveways
Stone Masonry
Shrubs & Instant Lawn
Tree Surgery & Felling

All aspects of woodwork made to order

Fencing
Trellis
Side Gates
Decking

Contact: Matthew

Tel: 01-8321964
Mobile: 087 2558908

(20 marks)