



Coimisiún na Scrúduithe Stáit
State Examinations Commission

JUNIOR CERTIFICATE EXAMINATION, 2009

TYPEWRITING—HIGHER LEVEL
(100 marks)

Friday, 29 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 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	20
3. Tabular statement	25
4. Display work	15
5. Design	<u>15</u>

Total: 100

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- (a) Make a carbon copy of your work.
 - (b) Use double-line spacing and leave 2.5 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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One of the most important benefits of the shore is its amenity value, its value as a place to use for relaxation, playing games, or simply for looking at. It is a natural resource, which needs no man-made improvements, other than the provision of viewing points and additional walks.

The sea-shore is the subject of many beautiful paintings and photographs. The effects of sunsets and sunrises in particular can create magnificent sights over the sea. The sea reflecting the sun's colours in the sky, mingled with fiery, broken clouds, the rippling waters and waves breaking on the glistening sands or stones add to these scenes.

The seaweeds from the shore have a variety of uses. They are little used in food in this part of the world. Nevertheless in eastern countries, such as China and Japan, seaweeds are highly valued as food. In Malaya and the South Sea Islands, many species are cultivated in the sea, just as land crops are here. Perhaps this may in future be one way of helping to prevent a world food shortage.

Seaweed and seaweed baths have long been used in Ireland for medicinal purposes and for relaxation. Many people swear by the efficiency of seaweed baths in the treatment of arthritis. The seaweed has been cultivated for 100s of years and can only be harvested by hand and needs to be selected by sight. In remote parts of the west of Ireland, highly-skilled professional workers, with many years of experience, carefully harvest the precious crop. Marine life activity is an important industry. It will help to imbue confidence in the economy for the foreseeable future.

- (a) Type the following letter to Mr John O’Hanlon, Main Street, Roscrea, Co Tipperary.
- (b) Use the reference MOB or your own initials
- (c) Use today's date
- (d) Address an envelope or envelope shape
- (e) Leave at least 5 cm (two inches) at the top of page for the letterhead
- (f) This letter contains a number of errors of spelling, punctuation and grammar, which must be corrected.

Dear Mr ← INSERT SURNAME

Once again, it is my ^{u.c}grait ^{u.c}priviledge to welcome you to Wexford for our 21st festival of ^{u.c}music. As always, the Festival brings a sense of excitement and anticipation to our town, and this year is ^{u.c}know different. The 2009 Festival is ^{u.c}of course the first in our new ^{NP}ven ue [#]outside of the town. ^{NP}By having the event outside the [#]twon this year on two different stages, with ^{NP}easy [#]access to parking and three fully serviced campsites equipped with every facility ^{NP}fir [#]the discerning camper, will ensure your enjoyment of the three great days of music.

^{US}Our line up for the festival is as follows:

	<u>BAND</u>	<u>DATE</u>	<u>STAGE</u>	<u>Tour</u>
PLEASE	Aslan	5, 7 July ^{del}	Stage One	National Tour
number	Bagatellie	6, 7, July 2009	Stage Two	National and International Tour
these	Paddy Casey	5 July	Stage 2	National Tour
items	Amy McDonnell	6 July	Stage One	International Tour

LET us enjoy the music festival and CELEBRATE the great music of our time.

← As we are anticipating huge attendances, we advise early booking. Booking may be made at Ticketfestival on 01-2347687 or online at [www.ticketfestival.com](#)

^{u.c}Yours Sincerely
Wexford Festival Of Music

Michael O’Brien
Chairperson

(20 Marks)

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

Murphy (IRELAND) LTD.,
 WATERGATE ST., TRALEE CO. KERRY
FAREWELL GIFTS

all caps

RESIGNED On	STAFF MEMBER	POSITION	GIFT	COST
JUNE 2006	MICHAEL TOBIN	VICE-CHAIRMAN	HOLIDAY VOUCHER	€3000
JULY 2006	MARY MURPHY	SECRETARY	COFFEE SET	€200
AUGUST 2006	MARY O'LEARY	SALES ASSISTANT	SILVER PEN	€150
JANUARY 2007	ANNE O'BRIEN	PERSONAL ASSISTANT	SILVER PEN	€150
JUNE 2007	MICHAEL MURPHY	CLERICAL OFFICER	CRYSTAL BOWL	€200
OCTOBER 2007	MARY GALVIN	SECRETARY	COFFEE SET	€200
OCTOBER 2007	PAT O'REGAN	CARETAKER	PRIZE BONDS	€200
JANUARY 2008	ANNE DOYLE	SALES MANAGER	HOLIDAY VOUCHER	€1000
MAY 2008	ROSEMARY GOOD	SALES ASSISTANT	SILVER PEN	€150
APRIL 2008	KEVIN LEHANE	EXECUTIVE ASSISTANT	LAPTOP	€1500
JULY 2008	HENRY COTTER	PERSONAL ASSISTANT	SILVER PEN	€150
AUGUST 2008	RITA WALSH	EXECUTIVE ASSISTANT	LAPTOP	€1500

Type and effectively display the following college information.

MURRAY COLLEGE
MERRION ROAD
DUBLIN 4

NATIONAL LEADER IN FURTHER EDUCATION
OUTSIDE CAO POINTS

NEW FOR 2009

SPECIAL NEEDS ASSISTANTS
SPEECH and DRAMA DIPLOMA
PHARMACY TECHNICIAN

ALTERNATIVE PATHWAYS TO DEGREES AND CAREERS
GAIN PROFITABLE QUALIFICATIONS
OPTION TO REPEAT LEAVING CERTIFICATE MATHEMATICS and ENGLISH

SMALL CLASSES
NO TUITION FEES
(200 METRES FROM LUAS and TRAIN)
1890 365 375 OR WWW.MCD.IE.

- (a) From the following details, draft a suitable application form.
- (b) Type the heading 'Westport Gym Club' followed by the words 'Membership Application Form' below it.
- (c) Place each item in numerical order but do not type the numbers.
-

WESTPORT GYM CLUB

Surname: ②

First name: ①

Present level of fitness: ⑧

Signed: ⑨

All new members must be proposed and seconded by an existing member of at least two years ⑪

Telephone number: Home: ④ Work: ⑤

Mobile: ⑥

E-mail: ⑦

Home address ③

Proposed by: ⑫ Seconded by: ⑬

Dated: ⑩

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