



Coimisiún na Scrúduithe Stáit State Examinations Commission

JUNIOR CERTIFICATE EXAMINATION, 2013

TYPEWRITING—ORDINARY LEVEL (100 marks)

Friday, 24 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. Menu layout	<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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Students are well aware of the need to study before an exam, but new research has shown that for a student to get the maximum benefit from their revision they need to get a good sleep before answering their questions in an exam.

A recent study in America showed that students, who went to sleep shortly after studying, remembered significantly more than other students. This research confirms that sleeping directly after learning something new is beneficial for memory. This means it would be a good thing to rehearse any information you need to remember just prior to going to bed – in some sense, you may be 'telling' the sleeping brain, what to consolidate.

The average 16 year old needs around eight hours sleep a night as fatigue reduces concentration and if they don't get enough sleep they will not be able to do themselves justice in an exam on the following day. If the sleep is undisturbed and long enough, the body will go through different phases of sleep and it is these phases that are essential for refreshing the mind and body.

At exam time it is advisable to get enough sleep, eat at appropriate times, devise a study plan, take study breaks and get plenty of outdoor exercise. These are realistic goals and good habits which can be kept up for life.

- (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 MF/(your initials)

24 May 2013

Mr Michael Healy
Sales Manager
Shop Fitters Ltd
Naas
Co Kildare

Dear Mr Healy

We sell a range of household products, furniture and paints. We require a number of display stands to merchandise our range of kitchen utensils, homeware products and a modern paint display stand for a new extension in our Kildare branch opening in September.

Your website has photographs and details of your range of such stands and we are particularly interested in the following:

- 1 Model 2C: One display table for our new line of French oven to tableware
- 2 Model 1S: Two display units suitable for exhibiting our range of kitchen utensils
- 3 Model 9F: Two freestanding steel frames suitable for a range of household paints.

Please quote your best prices for the above taking into account the following:

- * Delivery to be included (all items delivered to the Kildare shop on 1 July 2013)
- * VAT at the standard rate
- * Goods on credit for 30 days.

If you have any queries, please contact me.

Yours sincerely

Mary Foley
Purchasing Manager

- (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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MOBILE PHONE RATES

<u>Green Network Perfect Choice*</u>					
Ideal Choice price plan	FREE texts	Call minutes	Off Plan calls	FREE options	Monthly
Perfect Choice	100	100	45c/min	Nil	€21
Perfect Choice 120	120	140	50c/min	Nil	€31
Perfect Choice 200	200	200	30c/min	FREE Green to Green Network weekend texts	€41
Perfect Choice 300	300	300	20c/min	FREE Green to Green Network weekend texts and calls	€51
Perfect Choice 500	500	500	15c/min	FREE Green to Green Network weekend texts, calls and internet	€61

Switching to Green Network Perfect Choice is quick and easy - simply drop into any Green Store or free call 1911 from your mobile.

* For full terms and conditions go to www.green.ie.

- (a) Display the following menu attractively on A4 portrait paper.
- (b) Centre horizontally and vertically on the page.
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WOODVIEW RESTAURANT

Camogie Club Dinner

Celebration Menu

Melon and Parma ham with port wine
Trio of seafood with chive salad
Warm chicken salad

Homemade vegetable soup of the day
Seafood chowder

Breast of chicken
Roast baby carrots in a red wine jus

Pink rump of lamb
Confit garlic mashed potatoes, parsnip puree

Poached cod in lemon butter
Crushed potatoes, julienne of root vegetables

Pecan and vegetable loaf
Caramelised onions and sauteed potatoes

Choice from dessert trolley

Tea or Coffee with petit fours

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