



Coimisiún na Scrúduithe Stáit

State Examinations Commission

JUNIOR CERTIFICATE EXAMINATIONS, 2004

TYPEWRITING
(ORDINARY LEVEL)

FRIDAY, 4th JUNE 2004 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. Invitation

- 4.1 Display Invitation effectively.
- 4.2 Centre all lines horizontally and the complete Invitation vertically on page.

QUESTION 1 - ACCURACY TEST (10 MINUTES ALLOWED)

- (a) **Take a carbon copy of your work.**
 - (b) **Use double-line spacing and leave 1" margins.**
 - (c) **Marks will be deducted if corrections are made.**
 - (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 in order to assemble your work in correct order.**
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Nestled in a basin between Table Mountain and the Atlantic Ocean, Cape Town is a wonderful place. Commanding a stunning position at the southernmost tip of Africa, it combines the best of city living with the great outdoors – just a short drive out of town and you can be lazing on sandy beaches, climbing rugged mountains or enjoying one of the finest cuisines in the world. Despite the troubles of its recent past, the city’s present is an optimistic one. Cape Town is a vibrant destination for those seeking life’s great pleasures: beautiful scenery, good food, and, best of all, its winter sunshine.

The spirit of Cape Town is reflected in its eclectic mix of architecture, from the Dutch, Muslim and English influences of the city’s historic centre, to the sleek, modern luxury of the new Harbour Development. But, perhaps the best way to start a visit to Cape Town is to get a bird’s eye view of the city from the summit of Table Mountain. The cable car ride is an experience not to be missed. The views are simply awe-inspiring.

With its white-sand beaches, dramatic landscapes, chic hotels and a fabulous dining scene - Cape Town is the ultimate destination for laid-back city living, South African style.

(25 marks)

QUESTION 2 - BUSINESS LETTER

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

Ref DS/(your initials)

03 June 2004

Mr Patrick Maloney
Manager
Grand Hotel
CASTLEBELLINGHAM
Co Louth

Dear Mr Maloney

Regarding your enquiry for the supply of new timber doors, we are pleased to submit the following quotation for the doors as per enclosed sketch.

- 1 One Inner Double Door and Screen – this is a replacement for the existing door and screen.
- 2 One Double Door to Restaurant – to open outwards into the Reception area.
- 3 One Single Door to Restaurant – to open into the Restaurant and will hang off existing frame.

The cost of the above will be €6,800 including VAT.

The doors to be:

- Manufactured from Iroko/Teak Hardwood
- Hung on Stainless Steel Butt Hinges
- Fitted with Chubb Deadlocks
- Fitted with 6.4 mm Laminated Glass
- Pull Handles and Push Plates will also be supplied

If you have any further queries, please contact the undersigned. If you wish to proceed, please fax back a confirmation.

Yours sincerely
ACE SHOPFITTERS LIMITED

DOMINIC SADLER
Director

Enc

(25 marks)

QUESTION 3 - TABULAR STATEMENT

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

SCALE OF MAXIMUM CHARGES*			
	SEASONS		
	Jan – May	June – Sept	Oct – Dec
<u>OVERNIGHT PER PERSON SHARING</u>			
With bath/shower & toilet	€55	€60	€55
Without bath/shower & toilet	€50	€55	€50
<u>OVERNIGHT PER SINGLE LETTING</u>			
With bath/shower & toilet	€70	€75	€70
Without bath/shower & toilet	€65	€70	€65
Breakfast included in above?	Yes	Yes	Yes
<u>MEALS – TABLE D'HOTE</u>			
Plain breakfast	€6.50	€6.50	€6.50
Full breakfast	€7.99	€7.99	€7.99
Lunch	€15.50	€15.50	€15.50
Dinner	€25.50	€25.50	€25.50
<u>REDUCTION FOR CHILDREN %</u>	No	No	No
<u>SERVICE CHARGE %</u>	No	No	No

* The maximum charges shown above may not be exceeded without the consent of the Board.

(30 marks)

QUESTION 4 - ADVERTISEMENT

PLEASE DISPLAY THE FOLLOWING ADVERTISEMENT ATTRACTIVELY ON A SHEET OF A4 PAPER.

WHAT'S IN YOUR SIGHTS?

A New Car
A Shopping Spree
A Winter Break
A Facelift for your Home?

**WHATEVER YOU'RE AIMING FOR –
WITH A TARGET LOAN FOR OUR MEMBERS AT JUST 8.5% YOU'LL GET:**

- One of the lowest rates available right now
- Interest charged only on the reducing balance
- Repayments which stay the same even if interest rates change
- No documentation fees
- A choice of any amount from €1,000 to €20,000
- The option to protect your loan repayments with Creditcover

**JUST CALL US ON 1890 222 222
AND FIND OUT HOW LITTLE IT COSTS TO HIT YOUR TARGET**

(20 marks)

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