



Coimisiún na Scrúduithe Stáit State Examinations Commission

JUNIOR CERTIFICATE EXAMINATION, 2012

**TYPEWRITING—ORDINARY LEVEL
(100 marks)**

Friday, 25 May, morning, 9:30–11:40

GENERAL INSTRUCTIONS

1. You are allowed ten minutes (9:30–9:40) for reading this paper. *Do not type 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. You may use any form of correcting, namely, eraser, paper, liquid, etc. 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	25
3. Tabular statement	30
4. Booking form	<u>20</u>

Total: 100

OVER→

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- (a) Make a carbon copy of your work.
- (b) Use double-line spacing and leave 2.54cm (one inch) margins on both sides of the page.
- (c) 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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Walking is the nearest thing to perfect exercise. Not only is it something most of us can do, but it's also free and you can start slowly and build up gently.

May is National Walking Month and the warmer weather means there is no excuse not to get outside. But to get the most out of walking, you need to stride, rather than stroll. Brisk walking benefits almost every part of your body and if you do it for 45 minutes, four times a week, you could lose up to a stone in a year. You also improve your cardiovascular fitness - reducing the risk of heart attack by lowering your levels of bad cholesterol - strengthen your bones, boost your circulation and speed up your metabolic rate.

If you want to walk your way to fitness, the first step is simply to start walking more. Then gradually increase your speed and the length of your stride, swinging your arms as you walk. Start by walking one mile as fast as you comfortably can on the first day and add further miles as you feel ready. Aim to walk every other day at a speed of around four or five miles an hour. Also, invest in a pedometer to count how many steps you take a day – it will give you a great sense of achievement as the figure gradually increases, giving you proof of getting better.

OVER→

- (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)

25 May 2012

Miss Patricia Kenny
21 Knockavilla
Clara
Co Offaly

Dear Miss Kenny

As a long and valued member of the Privilege programme, we would like to officially notify you that the Privilege brand has been acquired by one of the world's leading hotel companies – Le Chateaux Hotels & Resorts Worldwide Inc. As a result, the Privilege programme will finish on the 30th June 2012.

We are delighted to inform you that Le Chateaux has agreed to not only convert your Privilege points into Le Chateaux points in all Le Chateaux Superior Guest programmes but also add to the benefits provided under the original Privilege programme. Le Chateaux Hotels & Resorts Worldwide Inc. has been upgraded to 5 stars and will be adult only from the 1st July 2012.

Le Chateaux Hotels & Resorts have award-winning restaurants, spa and leisure facilities on all five Continents and were awarded the International Hotel of the Year award in the Best 5-Star Hotel category.

We would like to take this opportunity to thank you for your loyalty as a Privilege member and trust you will enjoy Le Chateaux hotels and facilities worldwide.

Yours sincerely

Mark Flynn
General Manager

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

WEST GALWAY WATER SPORTS SUMMER CAMP

Weekly rates for May – August 2012				
	May – June		July – August	
Sports type	8 – 10 years	10 – 16 years	8 – 10 years	10 – 16 years
Kayaking	€25.00	€30.00	€50.00	€70.00
Canoeing	€18.00	€30.00	€35.00	€60.00
Dinghy	€35.00	€50.00	€60.00	€90.00
Optimist	€30.00	€70.00	€60.00	€90.00
RS feva	*N/A	€75.00	*N/A	€99.00
Laser	*N/A	€85.00	*N/A	€95.00
Wind surfing	€18.00	€20.00	€35.00	€45.00

Children will be taught and supervised by registered and fully qualified ISA instructors including water safety qualifications.

All classes are covered by insurance.

All rates are available on a weekly rate only.

* These activities are not available to children under 10 years of age.

OVER→

- (a) Display the following booking form on A4 portrait.
(b) Centre horizontally and vertically on the page.
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WEST GALWAY WATER SPORTS SUMMER CAMP

BOOKING FORM

NAME: _____ DATE OF BIRTH: _____

ADDRESS: _____

CONTACT TELEPHONE: _____

MOBILE TELEPHONE: _____

E-MAIL ADDRESS: _____

DATE OF SUMMER CAMP: _____

NUMBER OF CHILDREN: _____

TYPE OF WATER SPORT: _____

PREVIOUS EXPERIENCE OF THIS SPORT: _____

IF USING YOUR OWN BOAT, STATE BOAT INSURANCE NAME AND NO: _____

ANY ILLNESS THAT MAY EFFECT THE CHILD'S PARTICIPATION IN THE CLASS: _____

PREFERRED CAMP: MAY - JUNE: _____ JULY - AUG: _____

METHOD OF PAYMENT: _____

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