



Coimisiún na Scrúduithe Stáit State Examinations Commission

JUNIOR CERTIFICATE EXAMINATION, 2015

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

Friday, 22 May, morning, 9:30 - 11:40

GENERAL INSTRUCTIONS

1. Ten minutes are allowed for reading this paper. *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	25
2. Business letter	25
3. Tabular statement	30
4. Menu layout	<u>20</u>
	Total: 100

OVER→

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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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In Irish folklore it is said that when the snowdrop is seen it is the end of winter and the start of spring. While the snowdrop is now a familiar wildflower in Ireland it originated from central and eastern Europe. Its Latin name is *Galanthus*, which literally means "milk-white flowers" arising from the fact that the snowdrop plant looks like three drops of milk hanging from a stem.

The flower grows to an average height of 15 cm with three inner and outer petals. It closes its petals at night and opens them in the morning to attract insects. Insects help to pollinate the flower allowing it to reproduce. Snowdrops like to grow in a moist soil with plenty of humus. Snowdrops can be seen in early spring beginning to peek up from their wintry sleep. They grow from a hardy bulb just like daffodils and crocuses. There are almost 20 different types of snowdrop; all are white, though they differ in size and shading.

Interestingly, the little snowdrop has been linked to important medicine that could help in the treatment of Alzheimer's disease. Galantamine, a medicine used today to treat Alzheimer's disease, occurs naturally in several members of the amaryllis family. This important medicine was first discovered in the innocent snowdrop.

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 CM/(your initials)

24 May 2014

Ms Olive Redgrave
Sales Manager
Nature Supplies
Newtowners
Co Offaly

Dear Ms Redgrave

In answer to your enquiry we are pleased to inform you that we have an ample stock of all the items on your list. All our products are available in pressure treated long life maintenance free timber. The quotations for the goods you require are as follows:

a) Premium garden shed	2 m x 3 m	€350
b) Cabin garden shed	3 m x 3 m	€410
c) Lodge garden shed	2 m x 3 m	€370

All of the above are available on the following terms:

- *Delivery free within 50 km
- *VAT at the standard rate
- *Goods on credit for 30 days.

I look forward to hearing from you.

Yours sincerely

Conal Morgan
Purchasing Manager

Question 3**TABULAR STATEMENT****30 marks**

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

NATURETROVE WILDLIFE POSTERS

NATURE WALL CHARTS FOR SCHOOLS				
	Junior		Senior	
	Code No	Price	Code No	Price
Badger	1246	€15.00	2560	€12.00
Bats in Ireland	1249	€15.50	2660	€13.00
Fox	1344	€14.00	2760	€12.50
Hedgehog	1456	€14.50	2796	€13.50
Pine Marten	1676	€16.00	2846	€14.00
Rabbit	1678	€16.50	2889	€15.00

Each poster has a printed insert giving identification details, diet and habitat of the particular animal on that poster.

For full terms and conditions go to www.wildlifecharts.ie

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

COTTAGE GARDEN RESTAURANT

SUNDAY LUNCH MENU

Freshly prepared soup of the day
Iced fan of honeydew melon with pear relish
Warm prawn cakes served with avocado
Quenelles of goat's cheese with ciabatta wafers

Roast shoulder of lamb, sage and orange stuffing
Spiced silverside of beef
Roast breast of turkey, thyme and garlic stuffing
Grilled darn of salmon, lobster cream sauce
Vegetarian dish of the day

All above served with fresh market vegetables and potatoes

Warm apple pie with custard sauce
Almond cake with lemon and poppy seeds
White chocolate cheesecake
Fresh fruit pavlova

Tea or coffee with petit fours

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