



Coimisiún na Scrúduithe Stáit

State Examinations Commission

JUNIOR CERTIFICATE EXAMINATION, 2010

TYPEWRITING—ORDINARY LEVEL
(100 marks)

Friday, 28 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	25
3. Tabular statement.....	30
4. Booking form	<u>20</u>

Total: 100

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- (a) Make a carbon copy of your work.
 - (b) Use double-line spacing and leave 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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Washington, DC, although not within one of the fifty United States, is truly the all-American city. In the best sense of the word, the nation's capital belongs to the people, who look upon it as half-shrine, half fun-fair, and as such it has long been one of the most popular American family holiday spots.

Broad avenues radiating like spokes from the Capitol and White House are lined with government buildings designed to impress. The architectural styles adopted over two centuries are a mirror of changing official taste, from Greek and Roman to contemporary steel and glass. Happily, the scale is human—there are no skyscrapers of disfiguring industrial installations here—and the setting is verdant, with plenty of open spaces, parks, fountains and countless monuments.

In Washington there is always something new or surprising happening. Someone stands for hours shouting protests at the front door of the FBI building and no one bats an eye. Someone else camps in a plastic tent 20 yards from the White House grounds to air a grievance. After a trip to Washington, DC, Americans return home feeling patriotic and edified. Foreign visitors leave with a sense of astonished discovery. Behind the capital of headlines, they find a city of beauty, dignity and spectacular attractions.

- (a) Type the following business letter in the correct form.
- (b) A carbon copy is not necessary.
- (c) An envelope or envelope shape is required.
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Ref MOS/(your initials)

28 May 2010

Mr Michael O'Brien
Purchasing Manager
Insulation Contractors
Portumna
Co Galway

Dear Mr O'Brien

Thank you for your enquiry about our range of insulation products for use in homes and in commercial projects. The quotations for the goods you require are as follows:

1 Super-Quilt 1.5 inch x 10 cubic feet @ €179 per roll
1 Tiger Foam Kit (16 cubic feet) @ €375
10 Radiator Foil Savers @ €15 each

Please note that the above prices quoted are current and are only available for a period of one month

- Delivery to be included (all items delivered to Galway area by 30 June)
- VAT at the standard rate
- Goods on credit for 30 days

If you have any further queries please contact me.

Yours sincerely

Martin O'Sullivan
Sales 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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NENAGH SUMMER CAMP RATES

Rates 2010				
	May—June		July—Aug	
Activity	5–8 years	9–14 years	5–8 years	9–14 years
Swimming	€15.00	€20.00	€50.00	€70.00
Kayaking	*N/A	€50.00	*N/A	€90.00
Football	€15.00	€20.00	€50.00	€70.00
Guitar	€15.00	€20.00	€50.00	€70.00
Art	€18.00	€25.00	€55.00	€75.00
Music	€18.00	€20.00	€35.00	€45.00

* These activities are not available to children under 8 years of age due to the excessive insurance costs for providing the activity. Children will be fully supervised by qualified coaches.

All rates are available on a weekly rate only and all specialised equipment is provided.

OVER→

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

BOOKING FORM

Name: _____ Date of birth: _____

Address: _____

Contact telephone: _____ Mobile telephone: _____

Email address: _____

Date of summer camp: _____

Number of children: _____

Activity of choice: _____

Previous experience of the activity: _____

Any illness that may effect the child's participation in the camp:

Preferred camp: Early summer: _____ Midsummer: _____

Method of payment: _____

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