



**Coimisiún na Scrúduithe Stáit**  
*State Examinations Commission*

# **JUNIOR CERTIFICATE 2008**

## **MARKING SCHEME**

### **TYPEWRITING**

#### **HIGHER LEVEL**

## **Question 1**

### **Accuracy Test**

**25 marks**

Completed Lines marked pro rata – 1.8 marks per full line

<b>Line Number</b>	<b>Marks</b>	<b>Aggregate Marks</b>
Line 1	1.8	1.8
Line 2	1.8	3.6
Line 3	1.8	5.4
Line 4	1.8	7.2
Line 5	1.8	9.0
Line 6	1.5	10.5
Line 7	1.8	12.3
Line 8	1.8	14.1
Line 9	0.4	14.5
Line 10	1.8	16.3
Line 11	1.8	18.1
Line 12	1.8	19.9
Line 13	1.8	21.7
Line 14	1.8	23.5
Line 15	1.5	25.0

### **Penalties for errors**

No carbon	- 2.0
Incorrect spacing (should be double)	- 2.0
Inadequate margins	- 2.0
Mistypes, punctuation, capitalisation,	- 0.5 per error to a maximum of – 12 marks

## Question 2

### Business Letter

**20 marks**

Line	Content	Marks	Aggregate
	Envelope	1.0	
	Top margin	0.5	
	Reference	0.5	
	Date	0.5	
<b>Address</b>			
Line 1	Ms Rebecca Kennedy	0.5	
Line 2	Upper Salthill Road	0.5	
Line 3	Galway	0.5	
Salutation	Kennedy	0.5	4.5

Line	Indicated correction	Marks	
<b>Paragraph 1</b>			
Line 1	April	0.5	
Line 2	Properties, very [0.5 x 2]	1.0	
Line 3	Overseas (not indicated)	1.0	
Line 4	Galway	0.5	3.0
<b>Paragraph 2</b>			
Line 1	Insert (;)	0.5	
Line 2	Location, accommodation, size, price, euro [0.5 x 5]	2.5	
Line 5	Two (word) insert , [0.5 x 2]	1.0	
Line 8	Insert (.)	0.5	5.5
Columns	Line-up	1.0	
<b>Paragraph 3</b>			
Line 1	Asterisk (space) to the [0.5 x 2]	1.0	
Line 2	Two (word)	0.5	
Line 3	Separately (not indicated)	1.0	2.5
<b>Paragraph 4</b>			
Line 2	Phone No. insert , [0.5 x 2]	1.0	
Comp Close	Sincerely (No capitals)	0.5	1.5
Signature	Correct presentation	1.0	1.0
Letter Layout	Acceptable spacing between columns, margins, etc	2.0	2.0
<b>Total</b>			<b>20 marks</b>

### Penalties:

Typing errors

0.5 per error to a maximum of - 12 marks

**Question 3****Tabular Statement****25 marks**

<b>Line</b>	<b>Content</b>	<b>Marks</b>	<b>Aggregate Marks</b>
Line 1	Heading 1	1.25	
Line 2	Heading 2	1.25	2.50
Line 3	Year, Make, Price, euro	1.50	
Line 4	Salisbury, etc	1.25	
Line 5	Vacation Express	1.25	
Line 6	Vacation S.E.	1.25	
Line 7	Aspen	1.25	
Line 8	New Horizon	1.25	
			7.75
Line 9	Vacation Special	1.25	
Line 10	Vogue	1.25	
Line 11	Vacation S.E.	1.25	
			3.75
Line 12	Granada	1.25	
Line 13	Aspen	1.25	
Line 14	New Horizon	1.25	
			3.75
Line 15	Salisbury	1.25	1.25
Overall Display	Pro Rata		3.00
Ruling	Clean Ink		3.00
<b>Total</b>			<b>25 Marks</b>

**Penalties**

Typing errors

– 0.5 per error to a maximum of - 12 marks

#### **Question 4**

#### **Display Work**

**15 marks**

<b>Line</b>	<b>Marks</b>	<b>Aggregate Marks</b>
Line 1	Caps, Emphasis [1 + 1] 2.00	2.00
Line 2	0.25	2.25
Line 3	1.00	3.25
Line 4	Caps, Emphasis [1 + 1] 2.00	5.25
Line 5	0.25	5.50
Line 6	1.50	7.0
Line 7	0.50	7.5
Line 8	0.50	8.0
Line 9	1.00	9.0
Line 10	0.25	9.25
Line 11	0.25	9.50
Line 12	0.50	10.00
Effective display	5.00	15.00
<b>Total</b>		<b>15.00</b>

#### **Penalties:**

Typing errors

- 0.5 per error to a maximum of - 8 marks

**Question 5**

**Application Form**

**15 marks**

<b>Line</b>	<b>Marks</b>	<b>Aggregate Mark</b>
Heading Line One	2	2
Heading Line Two	2	4
Lines in Correct Sequence	5	9
Display to include: use of page margins consistent letter case consistent line endings spacing between lines for insertion of information	6	15
<b>Total</b>		<b>15 Marks</b>

**Penalties:**

Typing errors

- 0.5 per error to a maximum of – 8 marks