

JUNIOR CERTIFICATE EXAMINATIONS, 2002

TYPEWRITING
(ORDINARY LEVEL)

FRIDAY, 31 MAY 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. **Advertisement**
 - 4.1 Display Advertisement effectively.
 - 4.2 Centre all lines horizontally and the complete Advertisement 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.**

The good weather of last October was ideal for asters. They were never better. But even in an average year, they usually perform well. They're easy plants to grow, need little care or regular attention, and they fill a vital gap that comes at the end of the summer and into autumn. Also commonly called Michaelmas daisies, from the feast of St. Michael in October, they have long been popular in gardens, and it's easy to see why.

Even though they have been around for a long time and are widely grown in gardens, asters could be used more often. Like other useful but common plants, they are not held in the esteem they deserve. Any plant that flowers late and extends the growing season should always feature in some role. Older gardeners knew this and used asters widely, but they have now got a reputation for being difficult and are not used as often as before. Although they are not without their problems, the difficulties are not great enough to rule them out.

Apart from late flowering, asters have the advantage of being large plants. Even a few asters, well grown, can have a significant impact on the appearance of the garden as summer fades and the tired autumn look sets in. The colours are perfect for autumn.

(25 marks)

QUESTION 2 - BUSINESS LETTER

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

3 June 2002

Mr John Greene
Model Farm
BALLYHAISE
Co Mayo

Dear Mr Greene

RE: NEW FARMING ENTERPRISE

Thank you for your letter enquiring about changing to the new Farming Enterprise. I would like to advise you as follows:

- Have a firm grip of the profitability and cash flow from the current system.
- Examine where labour can be reduced and assess the feasibility of any capital expenditure to do such developments.
- Look at the alternative enterprises and do up a budget paying close attention to profitability, cash flow and current bank repayments.
- Most alternative enterprises take time to come to profitability, how will you fund living expenses and bank repayments in the interim?
- Can you make better use of resources on the farm to generate an alternative income such as spare sheds, winterage or spare quota.
- Be realistic about what you can earn off the farm and be careful the **OFF FARM INCOME DOES NOT END UP SUBSIDISING YOUR OWN FARM ENTERPRISE.**

Hope you find this information useful.

Yours sincerely

John Hill
FARMING ADVISER

(25 marks)

QUESTION 3 - TABULAR STATEMENT

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

**MILK QUOTAS IN THE EU
1998/'99**

Country	Total quota in each country (million gals)	Average quota/herd (gals)
Germany	5,950	32,000
France	5,174	35,440
Italy	2,120	20,780
Netherlands	2,365	63,920
Belgium	707	35,350
Luxembourg	57	57,000

(30 marks)

QUESTION 4 - ADVERTISEMENT

**PLEASE DISPLAY THE FOLLOWING ADVERTISEMENT ON A SHEET OF A5
PORTRAIT PAPER. CENTRE VERTICALLY AND HORIZONTALLY.**

**MITSUBISHI
14" INTERNET TV**

***34CM VISIBLE SCREEN SIZE**

***SURE THE NET AND SEND E-MAILS**

IMPORTANT FEATURES:

***Parental control on Internet access**

***On-Line help**

***Simple and easy to use**

M O D E L: bd14INT.

**CONTACT DIXONS DEAL
FOR KEENEST PRICE**

TELEPHONE – 046 39748

(20 marks)