



Coimisiún na Scrúduithe Stáit
State Examinations Commission

JUNIOR CERTIFICATE EXAMINATION, 2009

TYPEWRITING—ORDINARY LEVEL
(100 marks)

Friday, 29 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. Menu	<u>20</u>

Total: 100

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- (a) Make a carbon copy of your work.
 - (b) Use double-line spacing and leave 2.5 cm (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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County Wicklow is less than one hour south of Dublin city centre with commuter links by rail, bus and motorway. Known as the ‘Garden of Ireland’, County Wicklow is one of Ireland’s true scenic treasures with its magnificent hills and mountains, long sandy beaches, rivers and lakes. It is the perfect holiday destination, suitable either for a family vacation or a short romantic weekend break. For the business traveller there is an array of top class accommodation and tempting restaurants.

Wicklow is a paradise for enthusiasts of the great outdoors. It is one of Ireland’s best loved areas for hill walking with the Wicklow Way, challenging hikes and gentle trails that span throughout the unspoilt, rugged mountains and valleys of the county.

As Ireland’s ‘Garden County’ Wicklow is, unsurprisingly, a haven for those of the green fingered persuasion! Some of the country’s most magnificent gardens can be found here, such as Powerscourt (Enniskerry) and Mount Usher (Ashford). Each year, Wicklow County Tourism organises the now famous Wicklow Gardens Festival, which offers the opportunity to explore, not only the better known gardens, but also smaller private gardens which open to the public for the duration of the festival.

- (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 MOD/ (your initials)

29 May 2009

Mr John Murphy
Antique Dealer
Main Street
Charleville
Co Cork

Dear Mr Murphy

In answer to your enquiry we are pleased to inform you that we can supply all the items on your list from stock except the American oak, which is now off the market. As an alternative to the American oak, we suggest Japanese maple, of which we have a fair supply just now.

You may also be interested to know that we now have in stock some very interesting antique items listed below:

- | | | |
|------------------------------|----------|--------------------|
| a) Carved American cupboards | Oak | Catalogue no C1024 |
| b) Chests with carved front | Pine | Catalogue no C1297 |
| c) Dining room tables | Mahogany | Catalogue no C1534 |

All of the above are available on the following terms:

- 20% trade discount
- 2 ½ % cash discount for payment within 14 days
- VAT at the standard rate

We enclose an illustrated catalogue of our more valuable pieces.

Yours sincerely

Michael O'Donovan
Sales Director

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

MOBILE PHONE RATES

Free texts every month with Orange Network Perfect Choice*

Perfect Choice price plan	FREE texts	Call minutes	Off Plan calls	FREE options	Monthly costs
Perfect Choice 50	50	50	35 c/min	Nil	€19
Perfect Choice 100	100	150	30 c/min	Nil	€29
Perfect Choice 200	200	260	25 c/min	FREE Orange to Orange Network weekend calls and texts	€49
Perfect Choice 400	400	470	20 c/min	FREE Orange to Orange Network weekend calls and texts	€69
Perfect Choice 600	600	680	18 c/min	FREE Orange to Orange Network weekend calls and texts	€89

Switching to Orange Network Perfect Choice is quick and easy, simply drop into any Orange Store or call 1907 from your mobile.

* For full terms and conditions go to www.orange.ie.

Display the following menu attractively on A4 portrait paper.

OCEAN CURRENT RESTAURANT
BROOKVALE HOTEL AND SPA RESORT

Early Bird Dinner Menu

Seafood chowder with celery cress
Tian of crayfish with potato and chive salad,
sweet chilli, lime and coriander dressing
Crab and cauliflower salad with balsamic dressing

Poached cod mashed potatoes, julienne of root vegetables, lemon butter
Pink rump of lamb, comfit garlic mash, aubergine puree,
rosemary split jus (€2 supplement)

All main courses served with baby potatoes or side salad

Strawberries in champagne with heart shaped biscuits
Chocolate roulade with raspberries and cream
Apple pudding with vanilla ice cream on the side

Brookvale cheese board and crackers

Tea or coffee with *petits fours*

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