



Coimisiún na Scrúduithe Stáit
State Examinations Commission

JUNIOR CERTIFICATE 2009

MARKING SCHEME

TYPEWRITING

HIGHER LEVEL

Question 1**Accuracy Test****25 marks**

Completed lines marked at 1.4 marks per full line

Line	Marks	Aggregate Marks
Line 1	1.4	1.4
Line 2	1.4	2.8
Line 3	1.4	4.2
Line 4	1.4	5.6
Line 5	1.4	7.0
Line 6	1.4	8.4
Line 7	1.4	9.8
Line 8	1.4	11.2
Line 9	1.4	12.6
Line 10	1.4	14.0
Line 11	1.4	15.4
Line 12	0.6	16.0
Line 13	1.4	17.4
Line 14	1.4	18.8
Line 15	1.4	20.2
Line 16	1.4	21.6
Line 17	1.4	23.0
Line 18	1.4	24.4
Line 19	0.6	25.0
Total		25 Marks

Penalties

Carbon omitted – 2 marks

Incorrect line spacing (should be double) – 2 marks

Inadequate margins – 2 marks

Errors and omissions – 0.5 to a maximum of – 12 marks
(incorrect letter, punctuation, capitalization and overtype)

Question 2**Business Letter****20 marks**

Section / Line	Content / Correction	Marks	Aggregate Marks
Envelope	Shape	1.00	
Top margin	5 cm	0.50	
Reference	MOB/XX	0.50	
Date	29 May 2009	0.50	
Title/Name	Mr John O'Hanlon	0.25	
Address 1	Main Street	0.25	
2	Roscrea	0.25	
3	Co Tipperary	0.25	
Salutation	O'Hanlon	0.50	4.0
Paragraph 1			
Line 1 to 7	Corrections [13 x 0.5]	6.5	10.5
Paragraph 2			
Line 1 to 6	Caps / enhance numbering, delete [6 x 0.5]	3.0	13.5
Paragraph 3			
Line 2	Transpose	1.0	14.5
Complementary	Yours sincerely [2 x 0.5]	1.0	
Close	Wexford Festival of Music	0.5	
Prep for signature	Correct presentation [2 x 0.5]	1.0	17.0
Letter Layout			
Letter Layout	Acceptable spacing between columns, margins, etc	3.0	20.0
Total			20 Marks

Penalties

Typing errors: – 0.5 per error to a maximum of – 6 marks

Words/lines omitted: – 0.5 to a maximum of – 6 marks

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

Line	Content	Marks	Aggregate Marks
Row 1	Heading 1 – <i>Caps/Emphasis, Centre</i>	3.0	3.0
Row 2	Heading 2 - <i>Caps/Emphasis, Centre</i>	2.0	5.0
Row 3	Column titles - <i>Emphasis</i>	2.0	7.0
Row 4 to 6	[3 x 1]	3.0	10.0
Row 7	Blank line	0.5	10.5
Row 8 to 11	[4 x 1]	4.0	14.5
Row 12	Blank line	0.5	15.0
Row 13 to 17	[5 x 1]	5.0	20.0
Alignment	Tabs	2.0	22.0
Ruling	Clean Ink	3.0	25.0
Total			25 Marks

Penalties

Errors and omissions – 0.5 per error to a maximum of – 12 marks

Presentation [– 0.5 to –3.0] – 3 marks

Question 4**Display Work****15 marks**

Line		Marks	Aggregate Marks
Line 1	Emphasis, centre	1.0	
Line 2	Centre	0.5	
Line 3	Centre	0.5	2.0
Line 4	Emphasis, centre	1.0	
Line 5	Centre	1.0	4.0
Line 6	Capitals and underline	1.0	5.0
Line 7 to 16	[10 x 0.5]	5.0	10.0
Effective display		5.0	15.0
Total			15 Marks

Penalties

Errors and omissions – 0.5 per error to a maximum of – 8 marks

Presentation [– 0.5 to – 2.0] – 2 marks

Question 5**Design Form****15 marks**

Line		Marks	Aggregate Marks
Line 1	Heading 1	1.0	1.0
Line 2	Heading 2	2.0	3.0
	Items placed in correct order [13 x 0.5]	6.5	9.5
Display	Display to include: effective use of page 1.0 margins 1.0 spacing between lines for insertion of information 2.5 consistent letter case 1.0	5.5	15
Total			15 Marks

Penalties

Errors and omissions – 0.5 per error to a maximum of – 8 marks

Presentation [– 0.5 to – 2.0] – 2 marks