



Coimisiún na Scrúduithe Stáit
State Examinations Commission

JUNIOR CERTIFICATE 2012

MARKING SCHEME

TYPEWRITING

ORDINARY LEVEL

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

Completed lines marked pro rata at 1.8 marks per full line.

Line number	Marks	Aggregate marks
1	1.8	1.8
2	1.6	3.4
3	1.8	5.2
4	1.8	7.0
5	1.8	8.8
6	1.8	10.6
7	1.8	12.4
8	1.7	14.1
9	1.8	15.9
10	1.8	17.7
11	1.8	19.5
12	1.8	21.3
13	1.8	23.1
14	1.8	24.9
15	0.1	0.1
Total:		25.0

Penalties	
Error	Deduction
Carbon omitted	2 marks
Incorrect line spacing (should be double)	2 marks
Inadequate margins	2 marks
Errors and omissions (incorrect letter, punctuation, capitalisation and overtype)	0.5 each, up to a maximum of 12 marks

Question 2**Business Letter****25 marks**

Line	Content	Marks	Aggregate marks
	Envelope	1.0	1.0
1	Reference	1.0	2.0
2	Date	1.0	3.0
3 – 6	Address [1.0 × 4]	4.0	7.0
7	Salutation	1.0	8.0
8 – 11	Paragraph 1	4.0	12.0
12 – 16	Paragraph 2	4.0	16.0
17 – 19	Paragraph 3	3.0	19.0
21	Paragraph 4	2.0	21.0
22	Complimentary close	2.0	23.0
23 – 24	Preparation for signature	2.0	25.0
Total: 25.0			

Penalties	
Error	Deduction
Errors and omissions	0.5 per error up to a maximum of 8 marks
Incorrect layout (vertical and horizontal display)	1.0 each up to 3 marks

Question 3

Tabular Statement

30 marks

Line	Content	Marks	Aggregate marks
1	Capitals, centre, underscore [1.0 + 1.0 + 1.0]	3.0	3.0
2	Centre over 5 columns	2.0	5.0
3	Centre over columns [1.0 + 1.0]	2.0	7.0
4	Text + emphasis [5 × 0.5] + 0.5	3.0	10.0
5		[0.5 × 5]	2.5
6		[0.5 × 5]	2.5
7		[0.5 × 5]	2.5
8		[0.5 × 5]	2.5
9		[0.5 × 5]	2.5
10		[0.5 × 5]	2.5
11		[0.5 × 5]	2.5
12 - 16		[0.5 × 5]	2.5
Total:			30.0

Penalties	
Error	Deduction
Errors and omissions (incorrect letter, punctuation, capitalisation and overtype)	0.5 each, up to a maximum of 5 marks
Euro symbol omitted or not substituted	0.5 each, up to a maximum of 3 marks
Ruling untidy or none	0.5 each occurrence up to 5 marks
Inadequate or uneven space between columns (tabs)	1.0 each up to 4 marks
Incorrect line spacing (should be double)	up to 2 marks
Uneven line-up	up to 2 marks
Inadequate margins	up to 2 marks

Question 4

Booking Form

20 marks

Line	Content	Mark s	Aggregate marks
Line 1 – Heading 1	Capitals, centre, underscore [0.5 + 0.5 + 0.5]	1.5	1.5
Line 2 – Heading 2	Capitals, centre [0.5 + 0.5]	1.0	2.5
Line 3	Text, rule [0.5 + 0.5 + 0.5 + 0.5]	2.0	4.5
Line 4	Text, rule [0.5 + 0.5]	1.0	5.5
Line 5 – 6	Rule [0.5 + 0.5]	1.0	6.5
Line 7 – 14	Text, rule [0.5 + 0.5] × 8	8.0	14.5
Line 15	Rule	0.5	15.0
Line 16	Text	1.0	16.0
Line 17	Text, rule [0.5 + 0.5]	1.0	17.0
Line 18	Text, rule [0.5 + 0.5 + 0.5 + 0.5]	2.0	19.0
Line 19	Text, rule [0.5+0.5]	1.0	20.0
			Total:20.0

Penalties	
Error	Deduction
Errors and omissions (incorrect letter, punctuation, capitalization and overtype)	0.5 each, up to a maximum of 5 marks
Inadequate space between lines (writing space)	1.0 up to 4 marks
Uneven line endings	up to 2 marks
Incorrect vertical display	up to 2 marks
Incorrect horizontal display	up to 2 marks

