



Coimisiún na Scrúduithe Stáit
State Examinations Commission

JUNIOR CERTIFICATE 2009

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
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	1.0	10.0
Line 7	1.8	11.8
Line 8	1.8	13.6
Line 9	1.4	15.0
Line 10	1.8	16.8
Line 11	1.8	18.6
Line 12	1.8	20.4
Line 13	1.8	22.2
Line 14	1.8	24.0
Line 15	1.0	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, capitalisation and overtype)

Question 2**Business Letter****25 Marks**

Line	Content	Marks	Aggregate Marks
	Envelope	1	1.0
Line 1	Reference	1	2.0
Line 2	Date	1	3.0
Line 3 – 7	Address	3	6.0
Line 8	Salutation	1	7.0
Line 9 – 11	Paragraph 1	3	10.0
Line 12 – 13	Paragraph 2	1	11.0
Line 14 – 16	Paragraph 3	6	17.0
Line 17 – 20	Paragraph 4	4	21.0
Line 21 – 22	Complimentary close	2	23.0
Line 23 – 25	Prep for signature	2	25.0
Total			25 marks

Penalties

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

Incorrect layout [–1 to –3] – 3 marks
(vertical and horizontal display)

Bullets/indents omitted [–1 to –3] – 3 marks

Tabbing omitted [–1 to –2] – 2 marks

Question 3**Tabulation****30 Marks**

Line	Marks	Aggregate Marks
Heading	Capitals, Emphasis [1 + 1] 2.0	2.0
Line 1	Content , Asterisk [1 + 1] 2.0	4.0
Line 2, 3	[6 x 1] 6.0	10.0
Line 4	[6 x 0.5] 3.0	13.0
Line 5	[6 x 0.5] 3.0	16.0
Line 6, 7, 8	[6 x 0.5] 3 + 1 4.0	20.0
Line 9, 10, 11	[6 x 0.5] 3 + 1 4.0	24.0
Line 12, 13, 14	[6 x 0.5] 3 + 1 4.0	28.0
Line 15, 16	Text 1.0	29.0
Line 17	Text + Asterisk [0.5 + 0.5] 1.0	30.0
Total		30 marks

Penalties

Errors and omissions – 0.5 to a maximum of – 5 marks

Euro symbol omitted or not substituted – 0.5 to a maximum of – 3 marks

Ruling untidy or none – 0.5 each occurrence to max – 5 marks

Inadequate space between columns (tabs) [-1 to – 4] – 4 marks

Incorrect line spacing – 2 marks

Uneven line-up – 2 marks

Inadequate margins – 2 marks

Question 4**Menu Layout****20 Marks**

Line	Marks	Aggregate Marks
Line 1 – Heading 1	Capitals, centre, emphasis [1+.5+.5] 2.0	2.0
Line 2 – Heading 2	Capitals, centre, emphasis [1+.5+.5] 2.0	4.0
Decoration	Asterisk or other (throughout) 2.0	6.0
Line 3	Centre, emphasis [1 + 1] 2.0	8.0
Line 4 – 7	[1 x 4] 4.0	12.0
Line 8 – 11	[1 x 4] 4.0	16.0
Line 12 – 14	[1 x 3] 3.0	19.0
Line 15	[1 x 0.5] 0.5	19.5
Line 16	[1 x 0.5] 0.5	20.0
Total		20 marks

Penalties

Errors and omissions – 0.5 to a maximum of – 5 marks

Inconsistent line spacing [– 1 to – 4] – 4 marks

Incorrect vertical display – 2 marks

Incorrect horizontal display – 2 marks