



# Coimisiún na Scrúduithe Stáit

## State Examinations Commission

JUNIOR CERTIFICATE EXAMINATION, 2008

TYPEWRITING - ORDINARY LEVEL  
(100 MARKS)

FRIDAY, 30<sup>th</sup> 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.*
- \* All questions to be attempted.
- \* 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 answer 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 correction results 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) (25)
  - 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 one inch margins on both sides of the page.
  - 1.3 Marks will be deducted if corrections are made.
  - 1.4 No additional marks will be gained by typing the passage, or portion of it, a second time.
  - 1.5 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 inclusion in sequence with the rest of your exercises.
2. **Business Letter** (25)
  - 2.1 Type this letter in correct form.
3. **Tabular statement** (30)
  - 3.1 Type and rule neatly in ink.
4. **Booking Form** (20)
  - 4.1 Display the Booking Form effectively.
  - 4.2 Centre all lines horizontally and the complete form vertically on the page.

**(100 MARKS)**

## **QUESTION 1 - ACCURACY TEST (10 MINUTES ALLOWED)**

- **Make a carbon copy of your work.**
  - **Use double-line spacing and leave one inch margins on both sides of the page.**
  - **Marks will be deducted if corrections are made.**
  - **No additional marks will be gained by typing the passage, or portion of it, a second time.**
  - **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 exercises.**
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Forget everything you've ever heard about hyenas. Most of the stories people tell about them are either complete nonsense or plain superstition.

In folklore, witches and sorcerers are thought to ride hyenas or even turn into them. Peter Jackson had orcs ride into battle on wargs, which he based on hyenas in his film The Lord Of The Rings. Hyenas were portrayed as the ultimate villains in The Lion King and in The Chronicles of Narnia. Even Buffy the Vampire Slayer depicts hyenas in a negative light; in one episode, the spirits of a hyena pack possess some students causing their behaviour to be cruel and aggressive.

It is all mumbo-jumbo. In fact, the scavengers of the desert should be really popular with all those with any interest in nature, or the environment. They are the only carnivores capable of devouring an entire carcass thus enabling them to clean up after other animals.

Hyenas are highly intelligent creatures. One indication of their intelligence is their strategic hunting methods. Scientists have not completely figured out why their society is female dominated, a rarity in the animal kingdom, but it is thought to allow their young better access to food in order to survive.

**(25 MARKS)**

## **QUESTION 2 – BUSINESS LETTER**

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

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Ref JC/(your initials)

21 May 2008

Miss Maria Keohane  
47 Rosegarden  
Portmarnock  
DUBLIN 15

Dear Miss Keohane

Thank you for your enquiry regarding the property we recently advertised. As requested we are setting out details of the accommodation in this property.

- Lounge Measures 13' x 10' with American Oak wooden floor, curtains and blinds.
- Dining/Kitchen Measures 23' x 11' with an attractive marble fireplace. The area has a Maple wooden floor. The Kitchen contains a fitted kitchen with a full range of built-in integrated Miele fittings, with a granite worktop.
- Bedroom 1 Measures 14' x 12' with fitted carpet, curtains and built in wardrobe.
- Bedroom 2 Measures 12' x 13' with fitted carpet, curtains and built in wardrobe.

Each bedroom has bathrooms en-suite, the house has lots of stylish features and all rooms are wired for home cinematic surround.

The property is about three years old and is in immaculate structural and decorative order throughout. The house is accessed through electronic gates.

If you require any further details, please let us know, as properties like this don't stay long on the market.

Yours sincerely

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John Collins IPAV  
Auctioneers & Valuers

**(25 MARKS)**

### QUESTION 3 – TABULAR STATEMENT

**PREPARE THE FOLLOWING TABULAR STATEMENT ON A4 PAPER.  
DISPLAY EFFECTIVELY IN BLOCKED OR CENTERED STYLE.**

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#### LE MERIEDIEN HOTELS

RATES 2008*				
	Peak Season (May – Oct)		Off Peak Season (Nov – April)	
City	Double Room	Junior Suite	Double Room	Junior Suite
London	€189.00	€240.00	€150.00	€200.00
Edinburgh	€195.00	€220.00	€145.00	€190.00
Madrid	€195.00	€240.00	€155.00	€235.00
Paris	€285.00	€360.00	€235.00	€260.00
Rome	€285.00	€330.00	€245.00	€265.00
Florence	€290.00	€310.00	€230.00	€240.00

- \* These rates quoted are per room per night excluding breakfast, and are based on two people sharing.  
Family room rates are available on request.  
Prices quoted do not include flights or transfers from airport

**(30 MARKS)**

**QUESTION 4 – BOOKING FORM**

**DISPLAY THE FOLLOWING BOOKING FORM ON A SHEET OF A4 PORTRAIT.  
CENTRE HORIZONTALLY AND VERTICALLY ON THE PAGE.**

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**LE MERIEDIEN PREFERRED GUEST**

**ADVANCE BOOKING FORM**

**NAME:** \_\_\_\_\_ **MEMBERSHIP NUMBER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **PASSPORT NUMBER:** \_\_\_\_\_

\_\_\_\_\_ **DAYTIME TELEPHONE:** \_\_\_\_\_

\_\_\_\_\_ **MOBILE TELEPHONE:** \_\_\_\_\_

**HOTEL REQUIRED:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_

**DATE OF ARRIVAL:** \_\_\_\_\_

**DATE OF DEPARTURE:** \_\_\_\_\_

**ROOM TYPE REQUIRED:** \_\_\_\_\_

**NUMBER OF ROOMS REQUIRED:** \_\_\_\_\_

**METHOD OF PAYMENT:** \_\_\_\_\_

**(20 MARKS)**

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