



Coimisiún na Scrúduithe Stáit

State Examinations Commission

JUNIOR CERTIFICATE EXAMINATIONS, 2005

TYPEWRITING – ORDINARY LEVEL

(100 marks)

FRIDAY, 3rd JUNE, 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.*
- * 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 Section 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 the Accuracy Test in a separate envelope.
- * Read carefully the specific instruction for each Question given below.

QUESTIONS

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1. **Accuracy Test** (9.40 am – 9.50 am)
 - 1.1 Make a carbon copy of your work. Marks will be deducted if this is not done.
 - 1.2 Use double-line spacing and leave adequate margins on both sides of the paper.
 - 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 assembly with the rest of your exercises.
 2. **Business Letter**
 - 2.1 Type this letter in correct form.
 3. **Tabular Statement**
 4. **Menu**
 - 4.1 Display the Menu effectively.

QUESTION 1 – ACCURACY TEST (10 MINUTES)

- **Make a carbon copy of your work.**
 - **Use double-line spacing and leave one inch margins.**
 - **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. Both copies will be returned to you at the conclusion of the Examination for assembly with the rest of your exercises.**
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Base jumping is one of the newest and most exciting forms of sporting activity in the world. The base jumper launches from land structures like buildings, antennas, spans and monuments – hence the name, BASE. Because of the distance, the BASE jumper’s leap is much shorter and he has only about three seconds from when he steps off, to when he has to open the parachute – a real adrenaline rush! The risks are high as the jumper carries only one canopy, but the surface of their canopy is large for a smoother flight effect and better control for descending, compared to that of normal parachutes.

Base jumpers are extreme sportsmen who are not merely satisfied with the usual flat jumps. They practise special stunts, such as one-way back flips or somersaults in the air or even more daring stunts, such as the ‘train’. All these and even more daring stunts are showcased as Aerial Acrobatics, now an annual event held at the KL Tower in Kuala Lumpur, the capital of Malaysia. This structure is touted as the fourth tallest telecommunication tower in the world, at an amazing height of 421 metres high. Jumps are also performed from the tallest twin towers in the world – the Petrolas Twin Towers in KL – which stand at 452 metres.

(25 MARKS)

QUESTION 2 – BUSINESS LETTER

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

Ref MM(your initials)

16 May 2005

Miss Kerina Lynch
102 Northumberland Road
DUBLIN 2

Dear Miss Lynch

Thank you for your enquiry regarding membership of the Unicorn Fitness Club.

As a member, you have full use of our fully equipped gym, aerobics studio and 20-metre pool. Our gym is equipped with the latest TechnoGym equipment, featuring the unique TGS key system, which will get you motivated to achieve the results you want.

There are many other benefits, also, to being a member of this Club. Did you know that, as a member, you are entitled to:

1. Use the Blackberry Fitness Club in Kildare, so, in effect, you get two clubs for the price of one.
2. 10% reduction on all you personal food and accommodation bills (excluding weddings and conferences) at the Blackberry Hotel, Kildare and at the Unicorn Hotel, Dublin.
3. 10% discount off treatments in our Beauty Salons and Hair Salons.

Please do not hesitate to contact me on 01-4588933, should you have any further queries.

Yours in Health and Fitness.

MAGUERITE MULCAHY
Administrator

(25 MARKS)

QUESTION 3 – TABULAR STATEMENT

DISPLAY THE FOLLOWING TABULAR STATEMENT ON A4 PAPER.
DISPLAY EFFECTIVELY. BLOCKED OR CENTRED STYLE IS ACCEPTABLE.

BREAKDOWN OF THE RETAIL PRICES OF WINES IN IRELAND ALL PRICES IN EURO				
	Per Bottle	Per Bottle	Per Bottle	Per Bottle
Cost Price	0.53	0.98	3.51	4.00
Shipping	0.32	0.32	0.32	0.32
Wholesaler's Margin	0.41	0.62	0.84	0.91
Retailer's Margin	0.82	1.24	1.68	1.82
Subtotal	2.91	4.16	6.35	7.05
<u>Taxes and Duties</u>				
VAT	0.87	1.30	1.76	1.91
Duty	2.04	2.04	2.04	2.04
Total Tax Cost	2.91	3.34	3.80	3.95
RETAIL PRICE	4.99	7.50	10.15*	11.00*

* This shows that the consumer begins to get value for wines above €10.15, as this is when the cost of the wine begins to comfortably exceed the cost of taxation.

(30 MARKS)

QUESTION 4 - MENU

PLEASE DISPLAY THE FOLLOWING MENU ATTRACTIVELY ON A SHEET OF A4 PAPER.

SUPPER

Malaysian Satay

Our Famous Charcoal Grilled Chicken and Beef Skewers
Topped with Spicy Peanut Sauce

Appetiser

Grilled Duck and Scallop Salad
With Asparagus, Mushroom and Soy Chilli Dressing

Pan Fried King Fish and Mussels

Served on a bed of Braised Leek, Olive and
Preserved Lemon, simply finished with Verjuice Dressing

Or

Braised Shin of Beef

Presented with the Flavours of Cinnamon, Star Anise and Coriander

Cheese Plate
Fig and Ginger Pudding
Vanilla Anglaise

(20 MARKS)