

**B031A**

# **National Council for Vocational Awards**

04391



## **Word Processing Level 2**

### **Practical Examination**

**TUESDAY 14 MAY 1996**

**11.00 A.M. - 1.00 P.M.**

#### **INSTRUCTIONS TO CANDIDATES**

1. You are the Personal Assistant to the Manager of the Environmental Control Department of the Winning Widget Co., Mr Brendan Moriarty, and you are required to complete three tasks as detailed in the following Practical Assignments.

Practical Assignment 1.	30%
Practical Assignment 2.	25%
Practical Assignment 3.	25%

Total Percentage for this examination	<u>80%</u>
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The Word Processing Theory Examination is allocated **20%**.

2. The use of manuals or notes is forbidden.
3. Printing may take place during or after the examination time. Your Specialist Teacher will give you specific instructions for printing.
4. **Enter your Examination Number at the top of each page of your work and on the envelope provided.**
5. Assemble your completed work in numerical order, and place it in the envelope provided.
6. If you take the optional **Speed and Accuracy Test**, place it in the envelope also, with the assignments.
7. Ensure that your envelope contains the following:

**Checklist**

Practical Assignment 1	"Water Supplies"
Practical Assignment 2	Table
Practical Assignment 3	3 personalised letters
Speed & Accuracy Test	Optional
Theory	Answer book

## **Word Processing Level 2**

### **Practical Assignment 1 (30%)**

1. Recall the document stored on your system or disk called "Task 1".
2. Proof-read and correct where necessary, and make the amendments as indicated.
3. Ragged or justified line endings are accepted (unless otherwise instructed within the document).
4. Take great care with pagination.
5. Save your document with a suitable file name as instructed by your Specialist Teacher.
6. Print the document as instructed by your Specialist Teacher.

- All abbreviations should be typed in full where appropriate.
- Block or centre style is acceptable once used consistently throughout an assignment.
- Dictionaries are allowed.

Justify the R.H. margin  
throughout the document.

## Assignment 1.

Operator: Replace the word  
"Disease" with  
"Infection" throughout  
the document

### WATER SUPPLIES

Bold + Centre - Also use a larger font size

Since the earliest times water supplies and civilisation have been closely linked. Where there is an abundance of water people have settled and populations have increased. A study of our own country will indicate that most of our cities and towns are located on rivers. The aristocracy of the past chose sites for their mansions close to a scenic lake so that the availability of water would not be a problem. *for them.* *large*

### WATER-BORNE DISEASES

Bold + U.S. Heading

Approximately

*del* In 1831 there was an outbreak of cholera in England. *also* 50,000 people died. Disease was not associated with water at this date and it was ~~many~~ years later that epidemiologists established that certain diseases could be caused by the consumption of contaminated water. Intermittent epidemics have illustrated how water can be contaminated with consequent illness and death.

#### London 1854, Broad Street Pump

*occurred in London in 1854*

*Block indent 1/2" or 2.5"* Over 600 deaths from cholera. At that time there was no knowledge of the relationship between bacteria and disease nor was there any general acceptance of the part that water could play in disseminating cholera or other diseases. An alert doctor indicated that a pump in Broad Street was a source of infection and when its handle was removed so that the water could no longer be used the epidemic in that area rapidly ended. *using Paragraph heading with U.S. Also Put in alphabetical order.*

#### Hamburg 1892

Cholera affected about 18,000 of the inhabitants and 8,000 of them died. Water from the river Elbe was being used as supply without any treatment. It was contaminated but Altona, a town further down stream used the same water, but treated it by sand filtration and escaped an attack.

#### Aberdeen 1964

In more recent times the outbreak of typhoid was caused by meat which had been contaminated by untreated water used to cool the cans after removal from the cooking retorts.

#### USA 1979

Giardiasis - this is a form of diarrhoea caused by giardia lamblia cysts. Outbreaks have occurred in California, Colorado and Pennsylvania. The outbreaks have several features in common, namely they occurred in communities in which: (1) surface water (streams, rivers, lakes) not well water was used (2) chlorination was the principal method for disinfecting water (3) water treatment did not include filtration or existing filters had structural or operational defects.

*Display these three items as Bullet points*

monitoring Function (see next Page)

The incidences outlined above serve to emphasise the areas requiring monitoring. There are many agencies and personnel involved in this work for various reasons and at different stages from <sup>the</sup> time rain falls until the water reaches the taps. monitoring is not only ~~also~~ essential at the point of consumption or use but also in areas of likely contamination before, during and after treatment.

### EC Directives

The EC has issued a Directive relating to the quality of water intended for human consumption. figs It lists a total of sixty-two parameters for testing and they are divided into five categories figs outlined as follows:

indent & please use numbers instead of letters.	A. Organoleptic Parameters	4
	B. Physico-Chemical Parameters	15
	C. Undesirable Substances	24
	D. Toxic Substances	13
	E. Microbiological Parameters	6
Total		62

tr.

## **Word Processing Level 2**

### **Practical Assignment 2 (25%)**

1. Display the information and the table attractively.
2. Use the decimal tab where appropriate.
3. Save your document for printing as instructed by your Specialist Teacher.

- All abbreviations should be typed in full where appropriate.
- Block or centre style is acceptable once used consistently throughout an assignment.
- Dictionaries are allowed.

## Assignment 2

### Standards of Drinking Water

Block Caps + Extra Heading

The basis of values for the parameters set out in the EC Directive on drinking water fall into the following categories:

ORGANOLEPTIC

- a) Organoleptic Parameters 4
- b) Physico-chemical Parameters 15
- c) Undesirable substances 24
- d) Toxic substances 13
- e) Microbiological Parameters 6

Total 62

Table 1.

The following are the standards for the most commonly examined parameters:

Parameters	Expression of Results	Guide Level (G.L)	max Admissible Concentration (MAC)
Hydrogen Ion in Concentration	pH	$6.5 \leq \text{pH} \leq 8.5$	—
Chlorides	Cl mg/l	25	—
Sulphates	SO <sub>4</sub> mg/l	25	250
Calcium	Ca mg/l	100	—
Aluminium	Al mg/l	0.05	0.2
Nitrates	NO <sub>3</sub> mg/l	25	50
Nitrates	NO <sub>2</sub> mg/l	0.05 del	0.5
Ammonium	NH <sub>4</sub> mg/l	0.05	0.5
Iron	Fe <sup>mg/l</sup> <sub>status</sub>	50	200
Copper	Cu <sup>mg/l</sup> <sub>status</sub>	100 at outlets of New line treatment works after 12 hrs in the piping.	—
Zinc	Zn <sup>mg/l</sup> <sub>status</sub>	100 at outlets of treatment works 5000 after 12 hrs in piping	—
Lead	Pb <sup>mg/l</sup> <sub>status</sub>	50 (in running water)	—

Try first to arrange the parameters in alphabetical order please

## **Word Processing Level 2**

### **Practical Assignment 3 (25%)**

1. As the Personal Assistant to the Manager of the Environmental Control Department of the Winning Widget Co. you are required to prepare 3 letters for signature.
2. Using the standard stored paragraphs on your diskette, and using the appropriate salutation, subject heading and complimentary close, please prepare the three letters for signature. Your Specialist Teacher will inform you of the file names and location of the paragraphs.
3. Save each of the letters for printing out as instructed by your Specialist Teacher.
4. Prepare the letters using the title "Water Supply Contamination Ballyard Community School".
5. Indicate that a copy of the letter is to be sent to the Principal of the school.
6. Use the paragraphs as follows:

Letter 1	Mr Seamus Hanlon Chairman Board of Management Ballyard School 3 Western Road CAVAN	<b>Use Paragraphs 1, 3 and 6</b>
Letter 2	Messrs Bright and Shine Consulting Engineers 44 Cross Quays SLIGO	<b>Use Paragraphs 1, 2, 3, 4 and 6</b>
	Mark for the attention of:	Mr N.O. Shine
Letter 3	Dr Mary Tietjen Schools Medical Officer Northern Health Board 19 - 21 Church Square CAVAN	<b>Use Paragraphs 1, 3, 5 and 6.</b>