

National Council for Vocational Awards



3494

Word Processing Practical Level 2

Monday 15th May 1995 9.30 a.m.– 11.30 a.m.

INSTRUCTIONS TO CANDIDATES

Write your Examination Number at the top of each page of your work, and on the envelope provided.

There are **three** practical assignments to be completed for this examination:

Practical Assignment	1.	25%
Practical Assignment	2.	25%
Practical Assignment	3.	<u>30%</u>

Total percentage for this examination **80%**

The Word Processing Theory Examination (on May 23rd) is allocated **20%**.

- * Printing may take place **outside** of the examination time. Specific instructions will be given then.
- * Assemble your completed work in numerical order, and place it in the envelope provided.
- * If you take the optional Speed and Accuracy Test, place it in the envelope also, after the assignments.
- * **Do not seal** your envelope: the Theory Paper will be included later.

Word Processing Level 2

PRACTICAL ASSIGNMENT 1 (25%)

1. Recall the document stored on your system called TASK1.
2. Proof-read and correct where necessary, and make the amendments as indicated.
3. Ragged or justified line endings are accepted.
4. Take great care with pagination.
5. 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.

Mackey's Garden Centre Garden Centre of the Year

Evening events for June 1995
all welcome - all free

Tuesday	June 7	Hanging Basket Demonstration	Paul Murray
"	" 13	Water Gardening	Frank Fanning
"	" 20	Spring Bulbs	Peter O'Brien
"	" 27	conservatories	Bob West

Operator - enforce page break here +
display above text attractively

Cathy
Bald

Flower Arranging

It is important that you have the correct tools and equipment when arranging flowers. There is nothing worse than finding you are short of something when you are halfway through an arrangement. Your hobby ~~does not seem~~ so expensive when you first begin if you start with just one or two basic tools and add to them. *is not quite*

SCISSORS

you must choose ones
There are several very good makes available and ~~it is up to you to find ones that are of a~~ *set* suitable size and weight for you. Make sure that the rings are comfortable and do not trap your fingers

SECATEURS

These will be necessary when you wish to cut heavy stems of plant material or wire.

KNIFE

A sharp knife is essential. It can be used for trimming all kinds of stems, removing thorns and leaves from stems and for cutting floral foam. *This need not cost a lot of money.*

FLORAL FOAM

³
2 There are two main types - green for using with fresh flowers, pale brown for using with dried and fabric flowers. The green type must be thoroughly soaked before use. →

run on
The foam comes in many shapes and sizes - bricks, cylinders, squares, etc. All shapes can be cut to the appropriate sizes. We stock a full range.

ADHESIVE TAPE

This may be used for securely fixing the foam to the container especially for large designs. You must make sure that the surface is completely dry.

Student i here
Remember to browse through the items in our extensive display of equipment for flower arrangers. Our stocks are usually complete but, if you cannot find what you need, please ask at the Information Desk. *Student i here*

Operator:

Replace "foam" with "oasis" throughout, please number pages at bottom right-hand side

Word Processing Level 2

PRACTICAL ASSIGNMENT 2 (25%)

1. Key in and display this Memorandum attractively.
2. Tabulate the table of events.
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.

memorandum

To:

From:

Ref:

Date:

"Morgans" /
each side

uc Details of winners for annual prize presentation

annual → I have at last received the final results for the Prize Presentation as listed below. You should have already received from other members of the club the menu for the evening and the lists of toasts. Can you let the printer have these details asap? &

Event	% Number of Entries	Actual number	Winner
Spring Flowers	12.5	100	Anne Bardon
Hanging Baskets	19.75	158	Mark Robertson
Water Gardening	7.25	58	Catherine Cooney
Conservatories	1.5	12	Michael Fahy
Flower Arranging*	22.5	180	Joe Fox
Patio Design	8.5	68	Jack Fitzgibbon
Landscaping	11.5	92	Aisling Murphy
Window Boxes	16.5	152	Marian Thompson

Minam Jones

* As this event attracted a large number of entries in both fresh and dried flowers, we decided to award two prizes - one in each category.

Operator: Tabulate table
arrange events in alphabetical order +
right align last column

Word Processing Level 2

PRACTICAL ASSIGNMENT 3 (30%)

1. You are required to reply to three applicants for a position with the Winning Widget Co.
2. Using the standard paragraphs stored on your diskette, please send the appropriate letter in reply. Your Teacher will inform you of the names and location of the paragraphs.
3. Save each of the letters for printing out as instructed by your Specialist Teacher.

Use the Paragraphs as follows:

Call for interview – paragraphs 1, 2 and 4.

Decline – paragraphs 1, 3 and 4.

Applicants for post of **Supervisor** in **our Garden Centre**

They should arrive **9.30 a.m.** on **30 June 1995.**

Call for Interview:

Ms. Jane Maguire
34 Main Street
ATHLONE
Co Westmeath

Decline:

Mr. Liam Delaney
Old Mill Street
SWINFORD
Co Mayo

Mr. Michael Scully
Society Street
BALLINASLOE
Co Galway

- All abbreviations should be typed in full where appropriate.
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- Dictionaries are allowed.