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KEYBOARDING SKILLS

PAPER 1

Wednesday **1 APRIL 2020** 9:00 A.M. – 11:10 A.M.
(10 mins. reading time)

Additional materials:

All papers are contained in the examination booklet.

MINISTRY OF EDUCATION NATIONAL EXAMINATIONS
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BAHAMAS GENERAL CERTIFICATE OF SECONDARY EDUCATION

INSTRUCTIONS TO CANDIDATES

You are allowed 10 minutes to read through the questions. During this time you are **NOT** allowed to begin keyboarding. Begin **ONLY** upon instructions from the Invigilator.

Attempt **ALL** tasks. The tasks may be typed in any order but should be stapled in task order affixed to the cover page provided at the back of the booklet before submitting for marking.

All candidates are to use one of the following font styles – Times New Roman with font size 12 or you may use Courier New, font size 10.

All instructions should be followed carefully, as failure to act upon them will result in loss of marks.

All letters and memoranda should be dated with today's date, unless you are instructed otherwise.

Erasing is permitted in all tasks, and any satisfactory method may be used. Work should be done on **ONE SIDE** of a sheet.

You should use the paper size as stated in the instructions. A new sheet should be used for each task.

Any method of display may be used except when specific instructions are given; display is important throughout the examination.

Dictionaries are allowed in this examination.

Make sure that your School Number, Candidate Number, Surname and Initials are keyed on the front in the footer of every piece of work submitted.

Cancelled work **SHOULD NOT** be included.

This question paper consists of 10 printed pages, 10 worksheets and 1 blank page.

TASK 1 – MODIFIED BLOCK LETTER

INSTRUCTIONS: On a full sheet of paper provided in the booklet, key the following modified block letter with a 2" top and 1" left and right margins. Key the letter with the current date, blocked paragraphs and open punctuation. Follow all other instructions given throughout the task.

Mr. Colin Ambrister
Event Planner and Organizer
The Bahamas Medical Practitioners
P.O. Box 556789
Nassau, Bahamas

Dear Mr. Ambrister

The Bahamas Medical Association will be hosting its annual Conclave at Atlantis, Bahamas in the Conference Centre, Nassau, Bahamas, on September 6, 2021. The Conclave will be held under the patronage of the Minister of Health, Dr. Duane Sands, M.P. The event will be covered by the local television stations and newspaper dailies.

7 MOVE TO (A)
We are, therefore, requesting your support in ligising with the major insurance companies throughout the Bahamas, medical practitioners, actuaries at the National Insurance Board (NIB), as well as scholars at the University of the Bahamas for local presenters. Please submit a list of prospective writers and their topics to our office no later than June 16, 2021. The contact person is Ms. Pauline Dorsett, Coordinator.

This year, the theme of the Conclave will be on the Impact of Global Noncommunicable Diseases

and their Risk Factors. Representatives from the World Health Organization (WHO), Pan American Health Organization (PAHO), and the United Nations are expected to be in attendance to present papers related to the theme.

(A)
If you require additional assistance, you can contact my office at (242) 687-7544 ext. 60 between the hours of 8:30 a.m. to 6:30 p.m. My email address is a.greene147@techmail.com. Thanking you in advance for your support.

Sincerely

Ms. Angela Greene
Registrar of Insurance Companies

xx

TOTAL MARKS [22]

TASK 2 – SIMPLE TABLE

INSTRUCTIONS: Key the simple table on a full sheet of paper provided in the booklet in landscape orientation. Centre the table horizontally and vertically on the page. Leave six (6) spaces between the columns. Format the column headings as Initial Caps, underlined and blocked. Align the figures in the columns. Follow all other instructions given.

Noncommunicable Diseases, CAPS and CENTERED

Comparison between the Bahamas and three Caribbean countries

INITIAL CAPS and CENTRE this heading

<i>Noncommunicable Disease</i>	<i>The Bahamas</i>	<i>Antigua & Barbuda</i>	<i>Barbados</i>	<i>Cuba</i>
<i>Heart disease</i>	2,035.2	1,540.5	1,239.2	1,844.2
<i>Hypertension</i>	922.1	320.5	181.4	143.8
<i>Diabetes</i>	865.4	1,056.8	1,039.7	207.5
<i>Kidney disease</i>	624.2	562.5	446.7	283.0
<i>Breast cancer</i>	521.7	310.5	435.6	220.7

Source: World Health Organization (WHO)

TASK 3 – STANDARD MEMORANDUM W/DISTRIBUTION LIST

INSTRUCTIONS: Key the standard memorandum with distribution list on a full sheet of paper provided in the booklet. Set the margins at 2" top and the left and right at 1". The memo is coming from the Medical Chief of Staff, Public Health Authority. It is going to Medical Practitioners, Insurance Agencies, and Adjusters; the subject is Noncommunicable Diseases and Its Cost Factors. Use the current date and follow all other instructions indicated in the task.

'The Health of a Nation is the Wealth of the Nation!' The Bahamas Medical Association in conjunction with the Public Health Authority will be hosting a one day Conclave on noncommunicable diseases and its cost implications on the Bahamian society, September 6, 2021 at 6:00 p.m. This Conclave is scheduled for Atlantis, Bahamas in the Conference Center, Nassau, The Bahamas.

Medical practitioners in the private and public sectors, insurance agencies and adjusters are invited to attend. Special guest speakers Honourable Duane Sands, Minister of Health, Mr. Ambie Santilla, Registrar of the Pan American Health Organization (PAHO), Mrs. Charmaine Williams, Asst. Director, World Health Organization (WHO), will be in attendance.

This Conclave promises to be interactive, educational and one filled with timely information on encouraging a healthier lifestyle among the citizenry. At the same time, discussions on how to minimize

the cost factors incurred by the government, the National Insurance Board (NIB), insurance agencies and individuals alike will be addressed.

Bi-monthly sessions starting February 19, 2021, will be held at the Harry C. Moore Library at the University of The Bahamas and will include members from the civil society.

If additional information is required, please feel free to contact Ms. Joan Saunders, Secretariat, at (242) 345-4445. We look forward to your participation.

xxx

TOTAL MARKS [23]

TASK 4 - DISPLAY

INSTRUCTIONS: Key the following display on a full sheet of paper provided in the booklet. Vertically centre the display on the page with a left margin of 2". Block all months of the year and indent each month's events half an inch from the left margin. Follow all other instructions given in the task.

2021 Healthy Living Calendar of Events } BLOCK and SPREAD CAPS

January
Walk to Work Initiative
Setting Health Goals
(DS)

February
Heart Health Awareness Month
Bahamas Heart Association Health Fair
(DS)

March
Asthma Month
Smoke-Free Home ^{FRESH} Air
Drug Prevention
(DS)

*Typist:
Place the months
in the correct
calendar order*

April
National Nutrition Awareness Month
Kidney Health Awareness
(DS)

May
Healthy Youths
Mental Health Awareness Month
(DS)

July
Sports Safety/Nutritional Guidance
Breastfeeding - A Healthy Start
(DS)

June
Hypertension Awareness Month
Healthy Lifestyles Travel Tips
(DS)

August

Back to School Health Tips
Stress/Conflict Resolutions
(DS)

November

Diabetes Awareness and Health Expo
National Women's Week (Women Affairs Bureau)
Male Health Initiative
(DS)

September

Grandparents Month
Prostate Health Awareness
(DS)

October

Breast Cancer Awareness
Family Health Month
(DS)

December

Healthy Holiday Food Choices
Decrease Alcohol

TOTAL MARKS [16]

TASK 5 - LEFT BOUND REPORT

INSTRUCTIONS: Key the left bound report on a full sheet of paper provided in the booklet. Double space the task and indent all paragraphs. Follow all other instructions given throughout the task.

Noncommunicable Diseases } CAPS & CENTRE
In The Bahamas } INITIAL CAPS & CENTRE

Preliminary data from the National Noncommunicable Diseases Survey, March 2006 (1,424 persons surveyed in 637 households in New Providence, Grand Bahama and Long Island) indicated that:

- INDENT 1/2"
1. Twenty-one percent (21%) had been diagnosed with high blood pressure
 2. Twenty-six percent (26%) of those measured had elevated blood pressure
 3. Seven percent (7%) had been diagnosed with diabetes
 4. Twelve percent (12%) had impaired and elevated fasting glucose on measurement
 5. Seventy percent (70%) were overweight
 6. Eight percent (8%) were current smokers
 7. Sixty-four percent (64%) described themselves as sedentary in leisure time
 8. Forty-seven percent (47%) did not eat at least one fruit every day
 9. Fifty-one percent (51%) did not eat vegetables every day
 10. Thirty-three percent (33%) had "fast food" (2)⁵ or more times per week

Noncommunicable diseases can be avoided through the adoption of healthy living. Far too many Bahamians continue to make poor lifestyle choices that adversely affect their health and the health of their ~~children~~ families.

In order to continue to meet the country's health needs, the Ministry of Health has decided to implement a holistic approach to helping Bahamians adopt and sustain healthy lifestyles. This approach seeks the following:

- INDENT 1/2"
1. To reduce the prevalence of smoking, physical inactivity and unhealthy eating.
 2. To lobby for the institutionalization of healthy living practices at work and organization settings.
 3. To implement monitoring and evaluation of healthy living programmes nationally.
 4. To support research on behaviour modification in the area of health.
 5. To provide policy from a governmental and ministry level that supports healthy living nationally.

TOTAL MARKS [19]

SUPPLY FORMS

2064/1

BGCSE

School Number	Candidate Number
Surname and Initials	

KEYBOARDING SKILLS

PAPER 1

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MINISTRY OF EDUCATION NATIONAL EXAMINATIONS

BAHAMAS GENERAL CERTIFICATE OF SECONDARY EDUCATION

CANDIDATE'S SCORES

Task 1	
Task 2	
Task 3	
Task 4	
Task 5	
TOTAL	

PLEASE ATTACH TO YOUR COMPLETED WORK.