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KEYBOARDING SKILLS

PAPER 1 2064/1

Thursday **13 MAY 2021** 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, font size 12 or you may use Courier New, font size 10.

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 9 printed pages, 10 worksheets and 1 blank page.

TASK 1 – DISPLAY

INSTRUCTIONS: Key the **Display** on a half sheet of paper provided in the booklet using landscape orientation. Vertically centre the display on the page. Use the block style to format the task. Follow all other instructions as indicated in the task and correct all errors.

Join us to celebrate

QS

55 { CARICOM's 42nd
Regular Meeting of
the Conference Heads of
Government

DS

Cocktail Reception

DS

55 { Under the Theme: Advancing the Quality of Life
for the people of our Region

DS

55 { Wednesday, July 7, 2021
Baha Mar Convention Centre
West Bay Street, Nassau, Bahamas

TS

7:00pm - 10:00pm

TS

55 { Dress Code: Formal Wear
RSVP Future 4 Events, Monica Russell 876-716-8375
Email: monicarussell@headsmeeting.com

TOTAL MARKS [14]

TASK 2 – SIMPLE TABLE

INSTRUCTIONS: Key the **Simple Table** on a half sheet of paper provided in the booklet using portrait orientation. Centre the table horizontally and vertically on the page, double-space the entire task. Format the column headings as initial caps and centred. Leave eight (8) spaces between the columns of the table. Follow all other instructions as indicated in the task and correct all errors.

Proposed Rotation for Caricom Chairmanships } CAPS
January 1, 2019 - December 31, 2024 } CENTRED
Initial Caps
and
Centred

Period	Incoming
Jan-Jun 2019	St. Lucia
Jul-Dec 2019	Suriname
Jan-Jun 2020	St. Vincent & the Grenadines
Jul-Dec 2020	Trinidad and Tobago
Jan-Jun 2021	Antigua and Barbuda
Jul-Dec 2021	The Bahamas
Jan-Jun 2022	Barbados
Jul-Dec 2022	Belize
Jan-Jun 2023	Dominica
Jul-Dec 2023	Guyana
Jan-Jun 2024	Grenada
Jul-Dec 2024	Haiti
} 1.5"	

Source: <https://caricom.org>

TOTAL MARKS [17]

[Turn over

TASK 3 – REPORT

INSTRUCTIONS: Key the **Report** on a full sheet of paper provided in the booklet. Set left, right and top margins at 1". Single space and indent the paragraphs in the task. Format the side headings as block and bold with a double space above and below each side heading. Follow all instructions as indicated in the task and correct all errors.

Meetings Attended by Caribbean Leaders } CAPS and centred
DS

Press releases } Initial caps and centred
QS

Caribbean Community (CARICOM)

The Caribbean Community (CARICOM) was formally established by the Treaty of Chaguaramas on July 4, 1973. CARICOM members include Antigua and Barbuda, The Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Haiti, Jamaica, Montserrat, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname and Trinidad and Tobago. CARICOM aims to improve standards of living, coordinate foreign and economic policies, and enhance cooperation in, inter alia, health, education, transportation, telecommunications, law, and culture.

Biennial Conference of the Caribbean Judicial Officers

This conference aim is to bring together Justices, Judges, Magistrates, Masters, Registrars, and Executive Court Administrators to create an environment where both regional practitioners and academics can discuss emerging areas of law, best practices, and new ideas for improving the delivery of justice throughout the region. In 2019, The Association engaged in fundraising efforts, including the sale of wrist bands and hosting a conference dinner where they solicited donations in support of the Hurricane Dorian relief efforts for The Bahamas.

Caribbean Tourism Organizations (CTO)

The vision of this organization is to position the Caribbean as the most desirable year-round, warm-weather destination globally. In 2018, Minister D'Aguilar stated that the CTO afforded regional hospitality and tourism professionals the opportunity to not only assess the region's tourism situation, but to also share new trends and best practices that can help devise new ways to improve the industry while making it more sustainable and inclusive.

International Conference on Population Developments (ICPD)

The ICPD's objective is to bring together Heads of States, Government Ministers, technical experts, young people, faith-based organizations, business and community leaders, civil society organizations, grassroots organizations, academics, indigenous persons, persons with disabilities and others who are interested in the pursuit of reproductive health and rights. These meetings help in promoting more partnerships that will result in stronger families, which adds up to stronger communities and a stronger nation.

TOTAL MARKS [19]

TASK 4 - STANDARD MEMORANDUM

INSTRUCTIONS: Key the **Standard Memorandum** on a full sheet of paper provided in the booklet. Set the margins at 2" top and 1" left and right. Key the heading Memorandum at the centre in all caps followed by a quadruple space. The memorandum is to All Executives and is from Darren Saunders, Chief Financial Officer. The subject for the memo is Amendments to Travel Expense Procedures. Format paragraph headings in the memorandum as bold and underline. Follow all instructions as indicated in the task and correct all errors.

Business travel policies will now be aligned with company reimbursement ^{guidelines} ~~rules~~. All business-related travel paid with company funds must comply with company expenditure policies, and it is with this in mind that we update our company policies with regards to business travel.

Authorization and responsibility. Staff travel must be authorized; therefore, planned travel should be verified for eligibility for reimbursement before making travel arrangements. Within 30 days of completion of a trip (rather than 60 days), those who travel must submit a travel reimbursement form and supporting documentation to obtain reimbursement of expenses. Employees are no longer permitted to approve their travel or reimbursement.

Personal funds. Revision of reimbursement guidelines should be done before spending private funds for business travel to determine if such expenses are reimbursable. If you use private funds to facilitate travel arrangements, reimbursement will not be

issued until after the trip occurs, and proper documentation is submitted.

Travel advances. Cash advances are authorized for specific situations that might cause undue financial hardship. A new maximum of 80 percent of the total estimated cost can be advanced.

Nonreimbursable travel expenses. The following items associated with business travel will no longer be reimbursed:

1. Costs incurred by the traveler's failure to cancel travel or hotel reservations in a timely fashion.
2. Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theatre movies, social activities, and related incidental costs.

XX/xx

TOTAL MARKS [24]

TASK 5 – MODIFIED BLOCK LETTER

INSTRUCTIONS: Key the letter using the **Modified Block** style on a full sheet provided in the booklet. Set the top margin at 1.5" and the left and right margins at 1". Date the letter seven (7) days from the current date. Format the letter with indented paragraphs and mixed punctuations. The letter is going to Mr. Christopher Adderley, Director; Ministry of Foreign Affairs; P. O. Box N3746; Nassau, The Bahamas. Supply an appropriate salutation and complimentary close. Follow all instructions as indicated in the task and correct all errors.

This past weekend a pamphlet came across my desk relating to International Conferences. As one of your industry partners, I would like to bring strategies and lessons learned to your organization and brainstorm with your staff about its applicability and the importance of attending international conferences. It would be an excellent professional development opportunity for the team to take the lead in improving the quality and impact of their work outside the organization.

Below is a sample outline of the strategies that will be discussed during the seminar on why attendance is vital at international conferences:

1. To learn about new ideas and trends in a field which will help to provide an individual with new techniques, equipment, and data that is yet to be published, and investigators that he/she may not have heard of.

2. To converse and connect with other researchers from different countries to get their perspectives and views, learn from them, make new relationships, and strengthen existing ones.
3. To present ^{your} ~~their~~ work to the scientific circles which will help to improve their work by getting feedback from the experts and influencers in their field.

This seminar will not only help your team to get valuable insights but has the potential to accelerate your staff's current work, particularly in moving your organization globally. Thank you for your consideration, and I hope we can discuss this proposal in more detail this week!

Ms. Chelsea Stuart
sp.  Manager

TOTAL MARKS [26]

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SUPPLY FORMS

2064/1

BGCSE

School Number	Candidate Number
Surname and Initials	

KEYBOARDING SKILLS

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CANDIDATE'S SCORES

TASK 1	
TASK 2	
TASK 3	
TASK 4	
TASK 5	
TOTAL SCORE	

PLEASE ATTACH TO YOUR COMPLETED WORK.