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# KEYBOARDING SKILLS

PAPER 2 2064/2

Thursday **20 MAY 2021** 9:00 A.M. – 11:40 A.M.  
(10 mins. reading time)

**Additional materials:**

**All papers are contained in the examination booklet.**

|                                                                      |
|----------------------------------------------------------------------|
| <p><b>MINISTRY OF EDUCATION</b><br/><b>NATIONAL EXAMINATIONS</b></p> |
|----------------------------------------------------------------------|

**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 number order and affixed to the cover pages provided in 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 Courier New with 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 13 printed pages and 11 worksheets.**

Announcement

Task 1

**INSTRUCTIONS:** Key the **Announcement** on a full sheet of paper provided in the booklet. Set the top margin at 1.5" and the left and right at 1". Bold and caps all islands of the Caribbean. Single space the information related to each Caribbean island and double space after. Please arrange the islands into numerical order. Follow all instructions as indicated in the task and correct all errors.

Caricom Meetings 2021 } All Caps and Left Aligned

(DS)

Dates to be announced } Initial Caps and Left Aligned

(TS)

6. Guyana

Candidates remember each island using Roman Numerals which must be aligned to the right.

A. Meeting between CARIFORUM Directorate and Executive of the CARIFORUM members of the Consultative Committee

B. Meeting on Caribbean Regional Project (P162877) - Working Session

C. Executive Management Committee Retreat

D. Regional Drug Observatories Meeting

5. Jamaica

A. CARICOM-CPA Special Meeting on Trade in Poultry and Poultry Products

B. Meeting of Trade Officials on the Regional Implementation of the WTO Agreement on Trade Facilitation

C. Meeting of the Council for Human and Social Development (COHSOD) - Education

2. The Bahamas

A. Forty-Sixth Meeting of the Council for Trade and Economic Development (COTED) (Ministerial)

B. Meeting of the Council for National Security and Law Enforcement (CONSOLE) Budget Committee Meeting

4. Belize

- A. Meeting of the Special Committee on Agriculture and Fisheries
- B. CARIFORUM-EU Meeting on the Protection of Geographical Indications
- C. Meeting of the Council of Ministers of CARIFORUM

1. & Haiti

- A. Inter-Sessional Meeting of the Conference of Heads of Government of the Caribbean Community

7. & St. Kitts and Nevis

- A. Meeting of the Security Policy Advisory Committee (SEPAC)
- B. Meeting of the Secretary-General, Caribbean Community (CARICOM) and Heads of Community Institutions
- C. CARIFORUM Preparatory Meeting to CARIFORUM-EU Political Dialogue
- D. Meeting of CARICOM Committee of Ambassadors

3. & Dominica

- A. Meeting of the Special Committee on Customs Cooperation and Trade Facilitation
- B. Early Childhood Development Conference

TOTAL MARKS [18]

Boxed Table

Task 2

**INSTRUCTIONS:** Key the **Boxed Table** on an 8.5" × 11" sheet of paper provided in the booklet using portrait orientation. Centre the table vertically and horizontally. Omit items from the table with \$0. Leave twelve (12) spaces between the columns. Align all figures. Rule the table as shown. Follow all instructions as indicated in the task and correct all errors.

*Full-Spectrum Event Hosting - CAPS & CENTRED*  
*Income Statement for the Year ending December 31, 2020*

*Q5* *INITIAL CAPS & CENTRE this heading*

|                                                 |         |
|-------------------------------------------------|---------|
| <i>DS</i><br>Revenue - BOLD & CAPS              | \$      |
| <i>DS</i><br>Sales Revenue                      | 500,000 |
| <i>DS</i><br>Other Revenue                      | 0       |
| <i>DS</i><br>(LESS: Sales Returns & Allowances) | 0       |
| <i>DS</i><br>Total Revenue - BOLD & CAPS        | 500,000 |
| <i>DS</i><br>Cost of Goods Sold                 | 150,000 |
| <i>DS</i><br>Gross Profit - BOLD & CAPS         | 350,000 |
| <i>DS</i><br>Expenses - BOLD & CAPS             | \$      |
| <i>DS</i><br>Amortization                       | 0       |
| <i>DS</i><br>Web Hosting                        | 500     |
| <i>DS</i><br>Bad Debt                           | 1,000   |
| <i>DS</i><br>Insurance                          | 2,000   |
| <i>DS</i><br>Entertainment                      | 2,500   |
| <i>DS</i><br>Miscellaneous                      | 5,000   |
| <i>DS</i><br>Utilities                          | 7,000   |
| <i>DS</i><br>Vehicle Expense                    | 12,000  |
| <i>DS</i><br>Rent                               | 24,000  |
| <i>DS</i><br>Advertising                        | 25,000  |
| <i>DS</i><br>Depreciation                       | 50,000  |
| <i>DS</i><br>Employee Wages                     | 100,000 |
| <i>DS</i><br>Total Expenses - BOLD & CAPS       | 229,000 |
| <i>DS</i><br>Net Income Before VAT              | 121,000 |
| <i>DS</i><br>LESS: VAT (12%)                    | 14,520  |
| <i>DS</i><br>Net Income - BOLD & CAPS           | 106,480 |

*Sort A-Z order*

TOTAL MARKS [19]

Itinerary

Task 3

**INSTRUCTIONS:** Key the **Itinerary** on a full sheet of paper provided in the booklet. Set the top margin at 2" and the left, right, and bottom margins at 1". Bold and block the datelines. Align all time and activities. Delete the activity from 10:30 am – 12:00 pm Session I and replace it with Presentation by the Prime Minister of The Bahamas. Follow all instructions as indicated in the task and correct all errors.

Itinerary Prepared for The Prime Minister of The Bahamas } CAPS & CENTRED  
Kingston, Jamaica }  
July 8 - 9, 2021 } CENTRED  
Q5

Tuesday, July 6, 2021

10:30 am Depart from Lynden  
Lynden Pindling International  
Airport for Jamaica via Bahamasair

2:00 pm - 7:00 pm Opening Ceremony

Venue: University of The West Indies Assembly Hall, Jamaica

Wednesday, July 7, 2021

8:00 am - 8:30 am Registration, Jamaica Conference Center

8:30 am - 10:00 am Session 1: Building and Fostering a  
Positive Image of the Community

10:00 am - 10:30 am TEA/COFFEE BREAK

10:30 am - 12:00 pm Session 1: Caucus Session and plenary  
presentations of the outcome of Caucus meetings and discussion

12:00 pm - 1:00 pm LUNCH BREAK

1:00 pm - 2:30 pm Session 2: How to establish and  
maintain productive engagements and partnerships with the  
stakeholders

2:30 pm - 5:00 pm PRESENTATIONS

Thursday, July 8, 2021

8:30 am - 10:00 am Public questions via social media and public Telecommunications, Jamaica Conference Center

10:00 am - 10:30 am TEA/COFFEE BREAK

10:30 am - 11:30 am Session 3: Plenary presentations of the outcomes of Caucus meetings and discussion

11:30 am - 12:00 pm CONCLUSIONS AND THE WAY FORWARD

12:00 pm - 1:00 pm LUNCH BREAK

1:00 pm - 2:00 pm Presentation of the action plan for the identity, improvement, strengthening, spirit of CARICOM

2:00 pm - 2:30 pm CLOSING REMARKS

2:30 pm - 4:30 pm CLOSING CEREMONY

Friday, July 9, 2021

11:30 am Arrive at Lynden Pindling International Airport

4:00 pm Meet at The Office of The Prime Minister for debriefing

TOTAL MARKS [20]

**INSTRUCTIONS for 4a:** Key the **Application Form** on a full sheet of paper provided in the booklet. Set all margins at 1". The signature lines should be 2" long. Print a blank copy of the form. Follow all instructions as indicated in the task and correct all errors.

Caribbean Conference - CAPS & CENTRED

July 6-9, 2020 - Jamaica Conference Centre,  
Kingston, Jamaica INITIAL CAPS & CENTRE THIS LINE.

Delegate Registration Form - BOLD & CENTRE

I am/we are interested in participating in CC'21.

Please register as a delegate/s:

Name: \_\_\_\_\_  
FIRST LAST (Family Name)

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Island: P.O. Box: Country:

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

To book more delegates, please photocopy this form.

Delegate Category (Please tick the correct option)

☐ Overseas ☐ CC member ☐ education ☐ Government official

Number of Delegates Attending: \_\_\_\_\_

**BOLD  
&  
CENTRE**

In submitting this form, I, \_\_\_\_\_,  
do solemnly swear that I will faithfully, truly  
and to the best of my judgment, skill, and ability,  
execute and perform the duties required of me  
as a director/officer, as the case may be, of

SS

the Ministry of Youth, Sports and Culture.  
Whatever I see or hear of a confidential nature  
or that is confided to me in my official capacity  
will be kept ever secret unless revelation is  
necessary for the performance of my duty.  
I shall not remove any written document  
from the corporate office without consent  
of the Executive Director or his or her  
Designate.

Date this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
WITNESS (PRINT NAME)

\_\_\_\_\_  
WITNESS SIGNATURE

*Application Form Completion*

*Task 4b*

**INSTRUCTIONS for 4b:** Use the following information to complete the form constructed in 4A. Print the completed form.

The name of the delegate is Grace Lowe, who is a Director for the Ministry of Youth, Sports and Culture. The address is University Drive, P.O. Box N3913, New Providence, Bahamas. The telephone contact is 502-0603. Her email address is grace.lowe@ministryofyouth.bs. She is a Government Official and will be the only delegate attending.

**TOTAL MARKS [16]**

*Two-Page Personal Business Letter*

*Task 5*

**INSTRUCTIONS:** Key the **Two-Page Personal Business Letter** on a full sheet of paper provided in the booklet. Set the top margin at 2", left, 1.5"; right, 1" and bottom, 1". Format the letter in the block style with open punctuation. The letter is going to Mr. Phillip Cooper, Human Resources Manager; Ministry of Foreign Affairs; P. O. Box N3746; Nassau, The Bahamas. The subject for this letter is Guidelines for Meetings held in Conference Rooms. The signatory's address is Ms. Alandra Jackson, Operations Manager and her address is 14-20 Port Royal Street; Kingston, Jamaica. Address an envelope for the letter using the USPS format. Follow all instructions as indicated in the task and correct all errors.

*The Department for General Assembly and Conference Management is responsible for providing the following services to meetings held in conference rooms located in the General Assembly Building and the Conference Building:*

- 1. Meeting planning and programming*
- 2. Meeting room servicing*
- 3. Interpretation*
- 4. Documenting and publishing services, including publishing, editing, translation, text-processing, and desktop publishing*
- 5. Printing*
- 6. Distribution*
- 7. Official written meeting records*

*For general meeting inquiries regarding meeting requests and related services, please contact the Meetings Management Section (2nd floor, Secretariat Building, telephone 876-927-7351 or 876-927-8114). For general inquiries regarding documents, please contact the Documents Management Section (2nd floor, Secretariat Building; phone 876-963-6579).*

*For general inquiries regarding the printing and distribution of documents and related services, please contact the Meetings Support Section (LIB-100, first basement, Library Building; telephone 876-963-1483 or 876-963-7348).*

## *Schedule of Meetings*

*The schedule is prepared by the Meetings Management Section. The daily schedule of meetings, with information on conference room assignments, is displayed on electronic screens outside the conference rooms.*

*All authorized entities who wish to book conference rooms and meeting services should submit a request through the gMeets portal ([icms.un.org/gMeets](https://icms.un.org/gMeets)). The portal acts as a self-service, single-entry point to submit applications for conference rooms and meeting services at Headquarters. All mandatory fields, including the screening questions, must be completed.*

*Requests are reviewed and confirmed by the Meetings Management Section. Requestors may follow the status of their claims in the "All My Requests" section of the portal.*

*For additional information, please contact the Meetings Management Section at telephone 876-963-7351 or 876-963-8114.*

*Cordially*

*XX/xx*

TOTAL MARKS [27]

## **SUPPLY FORMS**

2064/2

**BGCSE**

| School Number        | Candidate Number |
|----------------------|------------------|
|                      |                  |
| Surname and Initials |                  |

# KEYBOARDING SKILLS

PAPER 2 2064/2

Thursday **20 MAY 2021** 9:00 A.M. – 11:40 A.M.  
(10 mins. reading time)

## 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.*