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KEYBOARDING SKILLS

PAPER 1 2064/1

Thursday **5 MAY 2022** 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 – HORIZONTAL DISPLAY

INSTRUCTIONS: Key the *display* on a full sheet of paper provided in the booklet using the landscape orientation. Use the *Horizontal Style* to format the task and vertically align the task at the page's centre. Follow all other instructions, as indicated in the task, and correct all errors.

Please join us for a

DS

Charity Masquerade Ball

DS

to benefit

DS

Junior Junkanoo

TS

June 25, 2022

from 7:00[#]p.m. to 11:00[#]p.m.

DS

} SS

National Art Gallery

2 West Bay Street

Nassau, Bahamas

} SS

TS

R.S.V.P. (242)328-5800 by May 21

DS

Event includes: Live Event Painting
Caricatures, Silent Auctions

} One line

DS

100% of proceeds will benefit

2022 Junior Junkanoo Participants

} SS

Lypist edit the following
Line 1 - ALL CAPS
Line 2 - Spaced CAPS BOLD
Line 4 - ALL CAPS BOLD

TOTAL MARKS [14]

TASK 2 – MODIFIED BLOCK LETTER

INSTRUCTIONS: Key the letter using the **Modified Block** format on a full sheet of paper provided in the booklet. Set the top margin at 1.5" and the left and right margins at 1". Date the letter using the current date. Format the letter with block paragraphs and mixed punctuations. Follow all instructions, as indicated in the task, and correct all errors.

Mr. Philip Archer
Graphics-4-U Studio
P.O. Box CB-5637
Nassau, Bahamas

Dear Mr. Archer

I am writing to invite you to act as a judge for Junior Junkanoo 2022. I hope that you can join us. The format for the competition will be that used by the Junkanoo Committee. As a prospective judge, you are to be aware of the following aspects of the parade:

General Impression ← bold

High visibility of the full presentation
to give an overall aesthetic appearance

Costumes ← bold

Good colour schemes, design, craftsmanship
application, and execution of theme

Music ← bold

Diversity in instruments, total quality

Dance ^{✶ bold}

(55)
Choreography synchronization - note that
ostentatious, suggestive gyrations (vulgar
dancing) by individuals are subject to
penalties

Banner ^{✶ bold}

(55)
Construction, relevance to the theme, identification
of school and workmanship

To confirm your participation, contact
me at (242) 502-3078 or email me at
sandsapril@jfnb.bs

Cordially

Ms. April Sands
Cultural Affairs Coordinator

TOTAL MARKS [22]

TASK 3 - REPORT

INSTRUCTIONS: Key the **report** on a full sheet of paper provided in the booklet. Set the top margin at 2", left at 1.5", and right and bottom at 1". Type the main heading, The Origins of Junior Junkanoo, at the centre in all caps, followed by a quadruple space. Single space and indent each paragraph in the task. Follow all instructions, as indicated in the task, and correct all errors.

The idea of Junior Junkanoo originated in 1987 when members of the National Junkanoo Committee, the Junkanoo Leaders Association representatives of the Ministry of Youth, Sports and Culture visited Carnival in Trinidad. They first observed the participation, involvement and integration of principals, teachers, parents, supervisors and students at various schools, preparing for what they call Kiddies' Carnival. They wondered what it would be like to bring this idea to The Bahamas.

The Country Manager of an international Oil Company, approached the Ministry of Youth with an offer to fund a Junior Junkanoo Parade. This was following the discussions with several members of the National Junkanoo Committee, and the Country Manager believed that such a programme would go a long way in taking the country's support of the arts to a higher level. In December 1988, the vision to host the first Junior Junkanoo Parade in New Providence was conceived. The Junior Junkanoo Programme is an

outlet for the extraordinary vitality of Bahamian students. It, therefore, stands out as a means of affirming and enhancing the cultural identity of Bahamians. The parade provides exciting entertainment and serves as a vehicle of cultural interaction between public and private schools.

The Junior Junkanoo Programme was designed to bring together young people through workshops, seminars and summer programmes to be taught the fundamentals of Junkanoo design, music, costuming and dance. The programme also helps to instruct and assist organizers, participants and judges in further valuing the art of Junkanoo in New Providence and the Family Islands. Subsequently, creating an atmosphere for the social development of our youth and providing wholesome, positive and creative activities for students. Such a measure would ensure the survival and continual growth of Junkanoo in The Bahamas for years to come.

TOTAL MARKS [19]

ADAPTED: <https://www.bahamas.gov.bs>

TASK 4 – SIMPLE TABLE

INSTRUCTIONS: Key the **Simple Table** on a full sheet of paper provided in the booklet using the landscape orientation. Centre the table horizontally and vertically on the page. Format the column headings as block and in all caps. Leave five (5) spaces between the columns of the table. Follow all other instructions, as indicated in the task, and correct all errors.

Junior Gunkanoo Winners } ALL CAPS, centred
DS
 2005-2015 } centred
DS

Year	Primary School	Junior School	Secondary School
2007	Walter Parker	A.F. Adderley	C.R. Walker
2008	Woodcock	L.W. Young	C.R. Walker
2010	Stephen Dillet	No Group Represented	C.R. Walker
2013	St. Thomas Moore	Syford Cay International	C.R. Walker
2014	Jarpum Bay	A.F. Adderley	Forest Heights Academy
2005	St. Thomas Moore	L.W. Young	Government High
2006	Stapledon	A.F. Adderley	Government High
2011	Woodcock	No Group Represented	Government High
2009	Charidge	A.F. Adderley	North Andros High
2015	Jarpum Bay	Syford Cay International	Fretton Allways
2012	Viach McPhee	A.F. Adderley	Spanish Wells All-Age

DS
DS

source: the Government of the Bahamas - Ministry of Youth, Sports and Culture

TOTAL MARKS [21]

[Turn over

TASK 5 – SIMPLIFIED MEMORANDUM

INSTRUCTIONS: Key the **memorandum** on a full sheet of paper provided in the booklet. Set the margins at 2" top and 1" left and right. Use the **Simplified Format** to key the memorandum with the current date. The memorandum is going to Junkanoo Leaders and Representatives and is coming from April Sands, Cultural Affairs Coordinator. The subject of the memo is Junior Junkanoo Costume Regulations. Type the enumerated list in single-line spacing. Follow all instructions, as indicated in the task, and correct all errors.

Please allow this memorandum to serve as a reminder of Junior Junkanoo's Costume Regulations, where you will be provided a thirty-day commentary period. The proposed document will be placed on the Committee's website until June 13, 2022, to receive comments.

Listed below are the rules:

- a. All groups must be identified by a lead banner that should correspond with names and themes listed on the registration form type both numbers in figures
- b. Usage of crepe paper must be forty% in the Primary Division and sixty% in the Secondary Division
- c. The design and size of costumes are left to the discretion of the coordinators
- d. All costumes must be the children's work, under the supervision of school Coordinators, teachers, and parents

- e. Penalties will be assessed for all infractions of the rules and regulations stated above

Additionally, there will be a post-mortem meeting between the Junior Juntekanoo Coordinators and the Ministry of Youth, Sports & Culture to present the Judges' score sheet and report the parade results.

I look forward to hearing from you.

xx

TOTAL MARKS [24]

End]

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SUPPLY FORMS

2064/1

BGCSE

School Number	Candidate Number
Surname and Initials	

KEYBOARDING SKILLS

PAPER 1 2064/1

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(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 SCORE	

PLEASE ATTACH TO YOUR COMPLETED WORK.