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KEYBOARDING SKILLS

PAPER 2 2064/2

Thursday **12 MAY 2022** 9:00 A.M. – 11:40 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 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.

TASK 1 – ANNOUNCEMENT

INSTRUCTIONS: Key the *advertisement* on a full sheet of paper provided in the booklet in portrait orientation. Set the left and right margins at 1.5". Vertically align the task at the page's centre. Centre the three lines in the task that contain the dates July 29 – 31. Follow all instructions, as indicated in the task, and correct all errors.

Junkanoo Summer Festival 2022 }

Typist, leave 12 blank
lines here

Nassau ← bold, centre

(DS)

Friday, July 29 – Woodes Rogers Wharf, 9:30 a.m. – 9:00 p.m.

(DS)

Saturday, July 30 – Arawak Cay, 9:00 a.m. – 9:00 p.m.

(DS)

Sunday, July 31 – Botanical Gardens, 10:00 a.m. – 6:00 p.m.

(QS)

Enjoy! ← bold, centre

(DS)

*Entertainment and musical performances by Spunk Band, Soulfold
Groovers, and the Blandy & Bluetec Band* } SS

(DS)

*Traditional Bahamian cuisine including conch salad and fritters,
fried and steamed fish, crab & dough, peas and rice, your favourite
daiquiris, and so much more* } SS

(DS)

*Authentic Bahamian craft such as shells, jewelry, wood carvings,
painting, wall hangings, baskets, and straw bags* } SS

(DS)

Kids and literacy corner, storytelling and box cart derby

(DS)

*See your favourite Junkanoo groups face off in The Big Junkanoo
Rush-out*

(DS)

Contact us at summerfestjunkanoo22@bjjc.org. ← centre

TOTAL MARKS [15]

TASK 2A – APPLICATION FORM

INSTRUCTIONS: Key the *form* on a full sheet of paper provided in the booklet. Set the margins at 1". Format the column headings in the table as bold, centred, and underlined. Print a blank copy of the form. Follow all instructions, as indicated in the task, and correct all errors.

SS { *Department of Culture* -All caps, centered
Application for Dance and Drum Classes - Initial caps, centre, bold

TS

Name of Group: _____ Group Leader: _____

Address: _____

No. of Performers: _____ Contact Number: _____

Email Address: _____

Please tick (✓) your preferences ← bold

Dance Type: _____ Rake' n' Scrape

_____ Calypso

_____ Soca

_____ Popular

Drum Type: _____ Commercial Drums

_____ Handmade Goat & Sheep Skin

_____ Tom-tom

DS

DS

<i>Section Leader</i>	<i>Section Level</i>	<i>Section Type</i>

SS

DS

Supporting Documents

The Department of Culture requests a copy of any medical documents that will guide their emergency response if an applicant has a medical condition that the classes' activities may impact.

Deadline

The registration period for the Fall term is June 1 - August 31, and the Spring term is September 1 - November 30. Applications received after the registration period will be processed for the next available class.

TASK 2B – COMPLETION OF APPLICATION FORM

INSTRUCTIONS FOR COMPLETING APPLICATION FORM

This application form is to be completed by FeVa, whose group leader is Mr. George Bethel. The address is Buena Vista Blvd., P. O. Box N1805, Nassau, Bahamas. The number of performers in the group is 100. The contact number is (242) 322-1128, and the email address is feva@junkanoo.bahamas. FeVa's dance type is calypso and soca, and the drums are handmade goat and sheepskin and tom-tom. The section leaders' information includes the following and should be arranged in alphabetical order using surnames:

Christian Fawkes	Intermediate	Dance
Kendal Roberts	Intermediate	Dance
Eryn Thompson	Beginner	Drums
Kylie Anderson	Beginner	Drums

Print the completed form.

TOTAL MARKS [21]

TASK 3 – ITINERARY

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". Align all time and activities. Follow all instructions, as indicated in the task, and correct all errors.

Itinerary prepared for Andrew Williams ← *All Caps, centered*

New Providence (DS) } *Initial Caps, centered*
July 29 - 31, 2022 (DS)

(QS)
Friday, July 29, 2022

10:00 am *Woods Rogers Wharf* ← *bold*

Street Party & Artist Colony

Native Dishes & Tropical Beverages

Arts' n' Craft Displays

10:15 am *Junkanoo Summer Festival Merchandise & Souvenirs*
Booths Open

11:00 am *Live Bahamian Music*

4:00 pm *Junkanoo Rush-out*

6:00 pm *Live Fire Dance Performances*

8:00 pm *Junkanoo Rush-out*

Saturday, July 30, 2022

9:00 am *Arawak Cay* ← *bold*

Music & Heritage Celebration

9:30 am *Doors Open*

Homecoming Pavilion featuring Local

Bahamian Native Dishes & Tropical Beverages

Arts' n' Craft Displays

10:00 am *Live local entertainment & performances*

11:30 am *Cooking Demonstrations*

12:30 pm *Literacy Corner*

Storytelling Porch

Kids' Camp

2:00 pm *Children's Junkanoo Rush-out*

4:00 pm *Box Cart Derby*

8:00 pm *Junkanoo Rush-out*

Sunday, July 31, 2022

10.00 am

Botanical Gardens ← *bold*

Royal Tea Party

12.00 pm

Junkanoo Artisans Present

- *Rich Heritage of The Junkanoo Tradition*

- *Junkanoo Music*

- *The Art of Dance Choreography in Junkanoo*

- *Fine Art of Costume Construction and Design*

3.00 pm

Junkanoo Art Silent Auction

5.00 pm

Afternoon Jazz

6.00 pm

Cocktail Reception featuring the Spunk Band

TOTAL MARKS [22]

TASK 4 – RULED TABLE

INSTRUCTIONS: Key the *Ruled Table* on a full sheet of paper provided in the booklet using landscape orientation. Centre the table vertically and horizontally on the page. Format the column headings as caps, centred, and bold. Leave five (5) spaces between the columns. Sort Column 1 to arrange the table in descending order. Rule the table, as shown. Follow all instructions, as indicated in the task, and correct all errors.

New Year's Day Junkanoo Winners ← All caps, centred
TS

<i>Year</i>	<i>Theme</i>	<i>Group</i>	<i>Sponsor</i>
2010	<i>A Celebration of Indian Life</i>	<i>Saxons</i>	<i>Super Star Bahamas</i>
2016	<i>Birds of a Feather March Together</i>	<i>Valley Boys</i>	<i>Paradise Gamers</i>
2008	<i>Earth, Fire, Air & Water</i>	<i>Valley Boys</i>	<i>Bahar</i>
2009	<i>Earth, Wind, Fire & Water</i>	<i>Saxons</i>	<i>Super Star Bahamas</i>
2011	<i>Majestic Africa</i>	<i>Valley Boys</i>	<i>Bee Bee Shack & Bahar</i>
2013	<i>Majesty of The New Kingdom</i>	<i>Saxons</i>	<i>Super Star Bahamas</i>
2015	<i>Pirates in the Caribbean</i>	<i>Valley Boys</i>	<i>Bee Bee Shack</i>
2007	<i>Pirates of the Caribbean</i>	<i>Saxons</i>	<i>Super Star Bahamas</i>
2014	<i>The Great United States of America</i>	<i>Valley Boys</i>	<i>Bee Bee Shack</i>
2012	<i>The Magnificent Wetlands of The Bahamas</i>	<i>Valley Boys</i>	<i>Bee Bee Shack & Bahar</i>

TASK 5 – TWO-PAGE BLOCK LETTER

INSTRUCTIONS: Key the *Two-Page Block Letter* on a full sheet of paper provided in the booklet. Set the top margin at 2" and the left, right and bottom at 1". Format the letter in the block style with mixed punctuation. The letter is going to Mr. George Bethel, Group Leader/FeVa Junkanoo Group/Buena Vista Boulevard/P. O. Box N-1805/Nassau, Bahamas. The subject for this letter is Registering to Compete in Senior Junkanoo. The signatory is Mr. Anthony Strachan/Multicultural Coordinator. Follow all instructions, as indicated in the task, and correct all errors.

Dear Mr. Bethel

We are excited to welcome the FeVa Junkanoo Group to the Senior Junkanoo Parade. Senior Junkanoo is the competitive display of indigenous Junkanoo music, dance, and festive costumes, including participants of all ages in New Providence and visiting Family Islands. However, before groups can participate in Junkanoo festivals, they must be registered with the Ministry of Youth, Sports, and Culture, Department of Culture.

Please take note of the requirements outlined below to ensure that FeVa Junkanoo Group is able to participate in the upcoming Boxing Day and New Year's Day Junkanoo Parades.

Eligibility ← **bold**

Must be a Bahamian resident or citizens

Process ← **bold**

- a. Interested groups may collect registration forms from the Department of Culture. When registration forms are collected, the participants are also given a copy of the Junkanoo rules.*
- b. Registration forms must be filled out and submitted to the Department of Culture.*

- c. New groups may only submit a written request for seed funding to the Department of Culture in the second year of competing.
- d. Groups that are already registered with the Department of Culture must notify the Department of their intent to participate in Junkanoo festivals. Once group participation is confirmed, funds are allocated to the group based on the designated seed funding and cheques prepared.
- e. The Department of Culture will then contact the group when the cheque is ready for collection. The collecting officer must bring a photo ID to collect the cheque.
- f. Groups are also required to sign a Seed Funding Agreement. Among other things, the agreement states that if funds are not used for the Junkanoo festivals, then the group must repay the Ministry of Youth, Sports, and Culture by January 2nd after that year's Junkanoo Parade.

For the Family Islands, cheques will be disbursed to Family Island Administrators for collection.

Application Form(s) ← bold

Senior Junkanoo Application form (may be collected at the Cultural Affairs Division)

Supporting Documents ← bold

National Photo ID (Passport)

Turn-around Time ← bold

Registration for Senior Junkanoo is processed within two months

Deadline ← bold

All registration forms must be submitted by October 17th annually

Related Fee(s) ← bold

There are no associated fees

If you have any questions, please do not hesitate to call us at (242) 502-0600 or email us at mysc@bahamas.nsjc.org.

Regards

XX / xx

TOTAL MARKS [25]

End]

SUPPLY FORMS

2064/2

BGCSE

School Number	Candidate Number
Surname and Initials	

KEYBOARDING SKILLS

PAPER 2 2064/2

Thursday **12 MAY 2022** 9:00 A.M. – 11:40 A.M.
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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.