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KEYBOARDING SKILLS

PAPER 1 2064/1

Thursday **27 APRIL 2023** 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 – COPY TEST

INSTRUCTIONS: Type the Copy Test on a full sheet of paper provided in the booklet. Set the top margin at 1.5" and the sides at 1". Type the paragraphs as indented in single line spacing with a double space after each. Underline the headings as shown. Correct all errors and follow the instructions given for the task.

Traditional Bahamian Foods - Caps and Centered

^{DS}
The Bahamas - more than beaches - Initial Caps and Centered

^{DS}
Once you are in The Bahamas, prepare your palate for some unique species and ingredients at restaurants prepared by world-renowned Bahamian chefs who pride themselves on preparing extraordinary Bahamian food. Saying unique species and ingredients for Bahamian food is literal. For example, meat from the Conch mollusc is a favourite Bahamian food. It is served in almost every way possible, including conch salad, conch fritters, conch burgers, conch chowder and scorched conch. It is also served raw and washed with seawater, lime juice, then rubbed with hot pepper, topped with fresh tomato and onion slices and served on a knife or skewer. So, if you're getting that feel of Bahamian lifestyle and spirit, try these Bahamian foods to complete a once in a lifetime experience of Bahamian cooking.

Souse. A unique soup worth tasting, prepared to consist purely of onions, water, lime juice, celery, peppers and meat.

Fish n Grits. Fried fish cooked with onions, green peppers and salt pork served with grits as a morning meal.

Fish Chowder. Usually made with grouper, tomatoes, dark rum and lime juice.

Conch Fritters, Chowders, Salad and Scorched Conch. These Bahamian foods are local specialties and are prepared exquisitely. You must try some of these.

Curried Mutton. Refers to either goat or sheep, grown primarily on Long Island.

Johnnycake. Mildly sweet bread served as a side order for dessert.

Guava Duff. Made with sieved guava pulp, served with a sweet sauce - a blend of butter, confectioner's sugar, vanilla and rum.

Vita Malt. Delicious malt drink found at almost every Bahamian function.

Nassau Royal. Local liqueur served alone or in coffee.

Kalik. The Bahamas' national beer, which now comes in various flavours.

Whatever you choose to have for your Bahamian food experience, all these foods are worth trying.

TOTAL MARKS [17]

TASK 2 – STANDARD MEMORANDUM

INSTRUCTIONS: Type the memorandum using the Standard format on a full sheet of paper provided in the booklet. Set the margins at 2" top and the sides at 1". The memo is coming from Judy Adderley, Special Events Coordinator. It is going to the Director General, Ministry of Tourism and the subject is A Celebration of Uniquely Bahamian Cuisine. Use the current date, correct all errors and follow all instructions given for the task.

The Special Events Committee, Ministry of Tourism, is completing calendar events for 2023. In July, we are planning a dynamic celebration of uniquely Bahamian Cuisine in conjunction with the Ministry of Agriculture, highlighting the Independence Day^{celebrations}. Locally grown fruits, seafood, soups and mouth-savouring dishes will be featured.

We intend to get stakeholders involved at many of our local hotels and restaurant chains in New Providence and the Family Islands. In addition, we would like to heighten the interest of our pastry chefs throughout the country to include some of these traditional pastries and desserts on their menus. We also want to involve the Family and Consumer Science Departments in our high schools to host regional competitions and have their students produce pastries made from locally grown fruits.

The University of the Bahamas has agreed to host the food tasting experience at Choices Restaurant over three days commencing 7th July 2023, from 6.00 p.m. to 11 p.m. Each night will showcase a unique Bahamian five-course meal featuring locally produced appetizers, beverages, soups, pastries and delicious drinks that will savour the palate. The ticket price will be at the affordable cost of \$50.

Antoinette Symonette and Allison Wilson have been given the extraordinary responsibility of ensuring a successful event. We are excited to be a part of this incredible experience.

XX

TOTAL MARKS [23]

TASK 3 – MODIFIED BLOCK LETTER

INSTRUCTIONS: On a full sheet of paper provided in the booklet, type the letter in the Modified Block format with 2" top and 1" side margins. Date the letter as current with indented paragraphs and mixed punctuation. Address an envelope using the USPS format. Correct all errors and follow all instructions given for the task.

*Ms. Sylvia Curry
Choices Dining Room
University Drive
P. O. Box N4912
Nassau, Bahamas*

Dear Ms. Curry

I am Ms. Judy Adderley, Events Coordinator for the Ministry of Tourism and Aviation. This year our Ministry is partnering with a non-profit organization, One Bahamian Helping Another (OBHA), established in 1993 with an overarching goal of contributing to the health and wellness of the Bahamian society, to host a fundraiser. We intend to showcase various Bahamian cuisines and feel that your dining room would be an ideal venue for such an auspicious occasion. The theme is A Weekend of Bahamian Cuisine.

The committee anticipates scheduling the fundraiser for the Independence weekend, 7th – 9th July 2023, from 6 p.m. – 11 p.m. nightly. We hope that you can accommodate ^{sp}100 diners per night. Kindly provide us with a quote for the three nights and any other specifications.

We will be grateful to hear from you at your earliest convenience to finalize our arrangements for this event. You can reach me at 242-356-2000 or send me an email at judy.adderley@ministryoftourism.tm. Thank you for your consideration and time.

*Regards
Ms. Judy Adderley
Events Coordinator*

XX/xx

TASK 4 – HORIZONTAL DISPLAY

INSTRUCTIONS: Type the following Display using the Horizontal Format on a full sheet of paper provided in the booklet. Vertically align the task at the page's centre. Correct all errors and follow all instructions given for the task.

An Evening of Bahamian Cuisine

- Spaced Caps and Bold

TS

Under the distinguished patronage of Dr. Melissa Anderson

DS

*The Ministry of Tourism and Aviation
in conjunction with*

One Bahamian Helping Another (OBHA)

} **SS**

DS

*requests the honour of your presence
for a sampling of delicious Bahamian cuisine*

} **SS**

DS

on

DS

Friday, ^{1th} 7 July 2023

DS

from

DS

6.00 p.m. – 11.00 p.m.

DS

Hosted at

Choices Dining Room - All Caps

} **SS**

DS

University of The Bahamas

University Drive

New Providence, The Bahamas

} **SS**

QS

*RSVP Judy Adderley by 15th June or
Allison Wilson at (242)-565-7654*

} **SS**

TOTAL MARKS [15]

TASK 5 – SIMPLE TABLE

INSTRUCTIONS: Type 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, block, and bold. Single-space the information related to a restaurant's name, food, rating, and island and double-space after. Correct all errors and follow all instructions given for the task.

*Typist – Use
Column 1 to sort
the table in ABC
order*

Bahamian Dining - Centered, Caps and Bold

DS

Exquisite Island Cuisine - Centered and Initial Caps

DS

<i>Restaurant</i>	<i>Food</i>	<i>Rating</i>	<i>Island</i>
<i>Bahama Bait</i>	<i>Grilled Shrimp w/ Fries Burgers Seafood Options</i>	<i>4.5</i>	<i>Grand Bahama</i>
<i>Cafe Martina</i>	<i>Fillets</i>	<i>4.5</i>	<i>New Providence</i>
<i>Saportina's</i>	<i>Crab & Conch Salad Lobster</i>	<i>4.5</i>	<i>New Providence</i>
<i>Athens Cafe</i>	<i>Grilled Octopus Calamari</i>	<i>4.5</i>	<i>New Providence</i>
<i>La Carnamas</i>	<i>Pizzas & Pasta Cheesecakes & Tiramisu</i>	<i>4.5</i>	<i>New Providence</i>
<i>Cafe Tina</i>	<i>French/European Food Grouper & Calamari</i>	<i>4.0</i>	<i>New Providence</i>
<i>Poseidon's</i>	<i>Buffet Spread</i>	<i>5.0</i>	<i>Paradise Island</i>
<i>Fisher's Gastro</i>	<i>Crab Dips</i>	<i>4.5</i>	<i>Grand Bahama</i>
<i>Maxi Conch</i>	<i>Conch Salad Grouper</i>	<i>5.0</i>	<i>Long Island</i>

Source: <https://travellerstriangle.tts/>

TOTAL MARKS [21]

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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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.