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KEYBOARDING SKILLS

PAPER 2 2064/2

Thursday **4 MAY 2023** 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

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 16 printed pages, 13 worksheets and 2 blank pages.

TASK 1 – TWO PAGE MODIFIED BLOCK LETTER

INSTRUCTIONS: Type the Two Page Modified Block Letter on a full sheet of paper provided in the booklet. Set the margins at 1.5" top, 1" sides and bottom for the first page, and 1" for the second and subsequent pages. Using the current date and open punctuations, address the letter to Mr. Andy Cash, Proprietor, A Bahamian's Delight, P. O. Box CR 5453, Nassau, Bahamas. Provide a suitable salutation and complimentary close. The subject for this letter is Guidelines For All Food Vendors. The signatory is Mr. Zachary Hepburn, Assistant Events Coordinator, correct all errors and follow all other instructions for the task.

Preparations are underway for the 2023 Bahamas Food Festival, and we look forward to your participation. Having acquired the necessary licenses and permits, the Ministry of Tourism is now accepting applications from food vendors.

Vendors who participated in our most recent event in 2022 will be given priority in 2023.

The 2023 Bahamas Food Festival will again be held at the Sir Woodes Rogers Wharf, Nassau, commemorating the National Heroes' Day weekend. The festival kicks off on Friday, 6th October, from 5 pm to 11 pm and continues to Monday, 9th October, from 12 noon to 11 pm.

Food vendors selling food onsite or preparing food at the facility are required to apply for a permit and health certificate through the Ministry of Health and Wellness. However, food vendors selling pre-packed food items are not required to apply for a permit. Vendors should obtain a permit at least two weeks in advance. Below are guidelines to help you ^{prep}prepare for the festival.

Guidelines for All Food Vendors

- 1. All food shall be protected from environmental and other sources of contamination during storage, preparation, cooking and service.*
- 2. ⁴ Sternos are used to maintain temperature **ONLY**. They are not to be used for cooking.*
- 3. Barehanded food contact is prohibited. Gloves, tongs and utensils must always be used.*
- 4. ² All foods must be covered when not in use or not in the 'cooling' process.*
- 5. Dress codes are strictly enforced. Cut-offs, shirts, blouses with no sleeves, sandals and open shoes are prohibited. Chef jackets, shirts and blouses must have a full-length sleeve. In addition, food service personnel must wear*

closed footwear, hats, hairnets, beard restraints and clothing that covers body hair.

- 6. Any food service personnel showing signs of illness are prohibited from preparing, serving, or handling food or equipment. In addition, each person must provide a negative COVID Rapid Antigen test.*
- 7. We ask that you please cover your cooking area with mats as not to leave grease stains on the street or sidewalks.*

Food vendors will be provided with reserved space and parking, including a 10 x 10 lighted tent, two 20 amp/120-volt circuits, folding tables, water access and nearby trash receptacles. In addition, you are required to provide your table skirts, vending equipment and professional signage.

Vendors must submit a \$100 deposit and vendor fees as scheduled. The Event Committee will make the final decision on selecting food vendors and menu items. We will make every effort to accommodate requests while ensuring a diversity of menu items.

Please fill out the enclosed contract and application form and return it by 2nd July 2023, to guarantee your space for this year's event. If you have any questions, please call (242)-502-9786 or e-mail z.hepburn@tourismbahamas.tbm.

Enclosure

Vendor contract and Application Form

*c Ms. Judy Adderley
Mr. Bradley Pinder*

TOTAL MARKS [25]

[Turn over

TASK 2A & B – APPLICATION FORM

INSTRUCTIONS FOR 2A: Type the Application Form on a full sheet of paper provided in the booklet. Use 1.5" top and 1" for the side and bottom margins. Key the application in double line spacing unless stated otherwise – bold and caps as shown. Print a blank copy of the document. Correct all errors and follow all other instructions for the task.

Food Vendor Application Form - All Caps and Centered

DS

This application must be completed and submitted to the Ministry of Health and Wellness to provide information about all food preparation and sales to the public. } **SS**

DS

PLEASE NOTE: *A fee of \$100.00 will be required for each food service permit and must be paid on the submission of each Food Vendor Application.* } **SS and Center**

1. Name of Event: _____

2. Vendor's Business Name: _____

3. Vendor's Business Address: _____

4. Vendor's Telephone: (8 - 5) _____ (Evening) _____

5. Will the vendor prepare food prior to the event? (Please tick)

☐

Yes

☐

No

6. List equipment to be used at the event for the following (*required for each booth):

Cold Holding: _____

Hot Holding: _____

Cooking: _____

Reheating: _____

Utensil Washing* : _____

Hand Washing* : _____

7. *Source of water for food booths: (Please tick)*

☐ *Public Water Supplied by Organizer* ☐ *Water Supplied by Food Vendor*

8. *Disposal method needed:*

☐ *Garbage* ☐ *Grease* ☐ *Wastewater*

ATTACHED TO THIS APPLICATION IS A COMPLETE LIST OF ALL FOOD/MENU ITEMS

TOTAL MARKS [18]

INSTRUCTIONS FOR 2B: The event's name is The Bahamas Food Festival. The vendor's business name is A Bahamian's Delight, located at #121 Carmichael Rd., P. O. Box CR 5453. The telephone contacts are 361-5012 (8 a.m. – 5 p.m.) and 805-2911 (evening). The vendor will not prepare any food before the event.

Listed below are equipment used for the following:

- Cold Holding: N/A
- Hot Holding: Chafing Dishes, Mobile Heating Cabinets, Steam Tables
- Cooking: Deep Fryer, Hot Plate
- Reheating: Sternos, Microwave
- Utensil Washing*: Portable Water Tank
- Hand Washing*: Portable Hand Washing Unit

The vendor will also use public water supplied by the organiser, and the disposal method needed is garbage and wastewater.

TASK 3 – OPEN-ENDED RULED TABLE

INSTRUCTIONS: Type the Open-Ended Ruled Table on a full sheet of paper provided in the booklet in landscape orientation. At the page's centre, vertically and horizontally align the table. Leave five (5) spaces between each column. Format the column headings as initial caps, centred, and bold. Double space the body of the table. Rule the table as shown. Correct all errors and follow all other instructions for the task.

Food and Wine Festivals – Caps and Centered

QS

Typist - arrange the table based on the length of the festival in ascending order

<i>DS</i> <i>Festival</i> <i>DS</i>	<i>Location/ Island</i>	<i>Month</i>	<i>Length</i>
<i>DS</i> <i>All Andros Crab Fest</i>	<i>Fresh Creek, Andros</i>	<i>June</i>	<i>2 days</i>
<i>Bahamas Culinary & Arts Festival</i>	<i>Bahama Bay, New Providence</i>	<i>April - May</i>	<i>4 days</i>
<i>Bahamas National Wine & Art Festival</i>	<i>Nassau, New Providence</i>	<i>October</i>	<i>2 days</i>
<i>Conch Fest</i>	<i>Arawak Cay, New Providence</i>	<i>June</i>	<i>1 day</i>
<i>Deep Creek Conch Fest</i>	<i>Eleuthera</i>	<i>June</i>	<i>5 days</i>
<i>Devour the Beach</i>	<i>Green Turtle Cay, Abaco</i>	<i>March</i>	<i>3 days</i>
<i>Eleuthera Pineapple Fest</i>	<i>Eleuthera</i>	<i>June</i>	<i>5 days</i>
<i>Global Food Festival Bahamas</i>	<i>Grand Bahama</i>	<i>October</i>	<i>2 days</i>
<i>International Food Fest</i>	<i>Nassau, New Providence</i>	<i>October</i>	<i>2 days</i>
<i>Lobster Fest & Lion Fish Derby</i>	<i>Berry Islands</i>	<i>August</i>	<i>1 day</i>
<i>Rum Bahamas</i>	<i>Nassau, New Providence</i>	<i>February - March</i>	<i>3 days</i>
<i>Up With the People</i> <i>DS</i>	<i>Grand Bahama</i>	<i>February</i>	<i>1 day</i>

TOTAL MARKS [16]

[Turn over

TASK 4 – FOUR PAGE MENU BOOKLET

INSTRUCTIONS: On the paper provided in the booklet using landscape orientation, key the Four Page Menu Booklet based on instructions for each page. Page 1 – Centre each line vertically and horizontally. Bold and spaced caps as indicated. Pages 2 & 3 – Using 0.5" side margins, centre the information vertically on both pages. Type all menu items at the left margin. Bold as shown. Single space each menu item and its description with a double space following, unless otherwise indicated. Page 4 – Set the left margin at 0.5" and centre the information vertically. Type all menu items at the left margin. A double space should follow each listed menu item. Correct all errors and follow all other instructions for the task.

Page 1

'A Weekend of Bahamian Cuisine' – All Caps

TS

Special Sampling Menu – Spaced Caps

TS

7th – 9th July 2023

DS

6 p.m. – 11 p.m. nightly

TS

Choices Dining Room

Page 2

Starters – Caps and Centered

To Choose – Initial Caps and Centered

} SS

TS

Conch Fritters

- dough balls with pieces of conch meat, herbs and spices

Grouper Fingers

- deep-fried seasoned strips of fish fillet

TS

Soups – Caps and Centered

To Choose – Initial Caps and Centered

} SS

TS

Conch Chowder

- conch meat, veggies, herbs and spices

Peas Soup 'n Dumplings

- a combination of pigeon peas, ham, stewed tomatoes and vegetables

Page 3

Entrees - Caps and Centered

To Choose - Initial Caps and Centered

} SS

TS

Minced Lobster

- lobster meat simmered with bell peppers, onions and tomatoes

Cracked Lobster

- fried chunks of lobster meat

Seafood Platter

- grouper fingers, shrimp and cracked conch

Broiled Grouper

- broiled under the grill with lemon, butter and veggies

Steamed Mutton/Pork Chops

- chunks/pieces of meat simmered in gravy with herbs and spices

Desserts - Caps and Centered

To Choose - Initial Caps and Centered

} SS

TS

Guava Duff

Coconut Tart

Bennie/Coconut Cake

Rum Cake

} SS

Page 4

Drinks- Caps and Centered

To Choose - Initial Caps and Centered

} SS

TS

Water

Switcha - homemade limeade

Iced Tea

Fruit Punch

Vita Malt

Nassau Coffee - coffee with Nassau Royal Liqueur

Kalik - light or regular

Sands - light or regular

TASK 5 – CONTRACTUAL AGREEMENT

INSTRUCTIONS: Key the Contractual Agreement on a full sheet of paper provided in the booklet. Set all margins at 1". Right align 2 at the top right of the second page. Capitalise and left align all Article headings. Type the paragraph that follows each article heading as block and single spaced with a double space following unless indicated otherwise. The signature lines should be 3". Correct all errors and follow all other instructions given for the task.

Food Vendor Contract

} ALL Caps and Centered

QS

Please Read Carefully

This Vendor Agreement ("Agreement") and enclosed Vendor Application ("Application") will be enforced to ensure the best possible, profitable participation for all vendors.

Entitlements

The Event will provide you ("Vendor") with a 10' x 10' lighted tent ("Event Space"), reserved space and parking, two 20 amp/120-volt circuits, folding tables, water access and nearby trash receptacles. In addition, you can sell signature menu items, promote your company on-site with coupons, menus, promotional materials and name-identified, uniformed employees.

Acceptance

Acceptable applicants will receive a contract and an Information Packet containing your food vendor handbook, staff credentials, parking passes, etc.

Booth Fees

All booth fees will be due at registration and the completion of vendor applications.

Menu Items and Pricing

Each Vendor is encouraged to sell no more than four menu items to showcase their best. The festival must approve all menu items before the Event.

[Turn over

Food Vendor Signage

Vendors may use their signage to promote the menu and offerings.

Character of Exhibit

The Festival reserves the right to prohibit the display of any article that, in its sole discretion, is not in keeping with the nature and character of the Event. To ensure the safety of all participants, fire regulations, health and all other applicable ordinances must be strictly observed. The Vendor must comply with all health code provisions. In addition, the Vendor must verify the Food Handler and Vendor permits.

Use of Space

The Bahamas Food Festival (BFF) reserves the right to restrict vendor exhibits which, because of safety, noise, method of operation, materials, or display in the opinion of BFF, may detract from the general character of the Event. Accordingly, at its sole discretion, BFF may prohibit such exhibits from being kept or utilized by the Vendor in or around the event area. The Vendor shall immediately remove such exhibits as directed by BFF. In addition, the Bahamas Food Festival reserves the right to prohibit any unsafe equipment or appears unreasonable in BFF's judgment. All equipment and heavy machinery must be cleared and approved in writing and in advance by BFF staff. All demonstrations or promotional activities must be confined within the limits of the Vendor's event space or with the approval of BFF. Demonstrations or activities that may annoy neighbouring vendors will not be permitted, such as flashing lights or noise, obstruction of walk space or anything that prevents ready access to a nearby booth.

Additional Power Needs

Each Vendor needing electrical supply must request requirements from BFF. Generators must be of the quiet variety. Please note that to ensure the right amount of power, each Vendor must check the power requirements for their specific equipment. Additional power requests on the day of the event will not be available. Therefore, you **MUST** submit **ALL** power needs at the time of the application. If no power is indicated, you will not be receiving power!

Cancellation By Vendors

As occupancy of the event space is the essence of the agreement, no refunds shall be made in connection with any rental space fee after the acceptance of said fee by the Bahamas Food Festival. The Bahamas Food Festival will take place rain or shine.

Insurance and Liability

Prior to the festival, vendors must show proof of general liability insurance and name Bahamas Food Festival as additional insured. Proof of insurance **MUST BE RECEIVED NO LATER THAN** two weeks before the Event. On signing the Agreement, the Vendors expressly release, hold, keep, save harmless and indemnify the foregoing persons and entities, named organizations and committees and individuals from and against all claims for such a loss, damage or injury.

Rules and Regulations

Should the Vendor fail to strictly adhere to and follow the rules and regulations set by BFF, then the Vendor shall default under this

Agreement, and BFF may immediately terminate this agreement upon notice to the Vendor. In the event of a default by the Vendor, the Vendor shall forfeit as liquidated damages the amount paid by him for his event space, regardless of whether or not BFF enters into a further lease for the event space involved. Said damages are agreed to in no way constitute a penalty, but rather a reasonable estimate of BFF damages which are valuable with any degree of certainty.

Amendments

Bahamas Food Festival reserves the right to change these rules (the "Rules and Regulations") as it sees fit.

QS

VENDOR SIGNATURE

DATE

TOTAL MARKS [17]

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