

B G C S E

KEYBOARDING

EXAMINATION PAPERS

UNDERSTAND • PRACTICE • SUCCEED





THE OPENHANDED CLASSROOM

LEARN MORE. ACHIEVE MORE. SMILE MORE.



BGCSE CLASSES

- ✓ Exam-Focused Learning
- ✓ Past Papers & Strategies
- ✓ Stronger Understanding
- ✓ Better Grades, Brighter Future



CLICK HERE



SAT CLASSES

- ✓ Smart Test Strategies
- ✓ Stronger Scores
- ✓ Time Management Skills
- ✓ College & Scholarship Ready



CLICK HERE



BJC CLASSES

- ✓ Clear, Simple Explanations
- ✓ Focus on Understanding
- ✓ Help That Fits Your Pace
- ✓ Build Confidence, Get Results



CLICK HERE



EXPERT TEACHING.
PROVEN RESULTS.



LEARN SMARTER.
ACHIEVE MORE.



FOCUSED SUPPORT.
REAL RESULTS.



THEOPENHANDEDCLASSROOM:
(242) 426-8891



THE OPENHANDED CLASSROOM

BGCSE FREE SOLUTIONS MANUALS

COMPLETE SOLUTIONS FOR ALL
MAJOR SUBJECTS

- ⦿ MATHEMATICS
- ⦿ ENGLISH LANGUAGE
- ⦿ HISTORY
- ⦿ RELIGIOUS STUDIES
- ⦿ ACCOUNTS
- ⦿ SCIENCES (BIOLOGY, PHYSICS,
COMBINED SCIENCE)
- ⦿ FOREIGN LANGUAGE
(FRENCH AND SPANISH)

UNDERSTAND. PRACTICE. SUCCEED.

[CLICK HERE](#)

FREE LISTENING COMPREHENSION — AUDIO FILES —



THE **EXACT AUDIO** USED
IN PAST BJC & BGCSE EXAMS



REAL EXAMS

The exact listening comprehension audio from past papers.



REAL PREPARATION

Hear what you'll hear in the real exam.



REAL RESULTS

Practise with purpose. Improve your confidence and performance.

AVAILABLE FOR:



BJC

ENGLISH



BGCSE

ENGLISH LANGUAGE



BJC

FRENCH



BJC

SPANISH



BGCSE

FRENCH



BGCSE

SPANISH

WHY THESE AUDIO FILES MATTER



EXACT AUDIO

The exact recordings used in past BJC & BGCSE exams.



EXAM FAMILIARITY

Get used to the real voices, speed, accents and exam conditions.



STRATEGIC ADVANTAGE

Walk in confident knowing exactly what to expect.



100% FREE

High quality. No cost. Just results.



CLICK HERE

DOWNLOAD • START PRACTISING



**BETTER PREPARATION.
BETTER RESULTS.**

You've got this!

PAST EXAMS. **REAL AUDIO**. BETTER PREP. GREATER CONFIDENCE.

KEYBOARDING SKILLS

PAPER 1 2064/1

Thursday **25 APRIL 2024** 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

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 – 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 initial caps, left aligned and bold. Leave twelve (12) spaces between the columns of the table. Follow all other instructions indicated in the task, and correct all errors.

Typist: Sort Rank (Column 1)
in Ascending Order

Causes and Effects of Climate Change

All Caps and Left-Aligned with
Table

DS

By ranking

Initial Caps and Left-Aligned with Table

TS

Rank	Causes	Effects
Fourth	Using Transportation	A Warming Rising Ocean
First	Generating Power	Hotter Temperatures
Third	Cutting Down Forests	Loss Of Species
Sixth	Powering Buildings	More Health Risks
Second	Manufacturing Goods	More Severe Storms
Seventh	Consuming Too Much	Not Enough Food
Fifth	Producing Food	Poverty & Displacement

DS

1.5"

Source: Based on United Nations Ranking

TOTAL MARKS [20]

TASK 2 – SIMPLIFIED MEMORANDUM

INSTRUCTIONS: Key the *Memorandum* on a full sheet of paper provided in the booklet. Set the margins at 2" top and 1" sides. Use the *Simplified Format* to key the memorandum with the current date. The memorandum is going to Changing Our Climate One-Step-at-a-Time Committee Members and is coming from Robert Farrington, Consultant. The subject of the memo is Formulating Solutions to Curve the Impact of Climate Change. Type the bullet list in single-line spacing. Follow all instructions as indicated in the task, and correct all errors.

Please be informed that a meeting has been scheduled on May 14, 2024, for a climate change roundtable discussion with students, parents and relevant stakeholders. We shall meet in Conference Room B at 10:00 am. All employees whose portfolios relate to climate change must be in attendance.

The following points will be discussed at the meeting:

- *Date and Time*
- *Location*
- *Stakeholders*
- *Invited Schools and Age Groups*

Please inform the Public Relations Specialist, Ms. Tamara Mitchell, via email at t_mitchell@fsolutions.imp to offer additional information regarding this list or make any changes. Your suggestions and queries are welcome.

Kindly acknowledge receipt of this memo and confirm your attendance by May 7, 2024. Please ensure that you arrive on time as essential matters will be discussed. We expect your full participation.

XX

TOTAL MARKS [24]

[Turn over

TASK 3 – BLOCK LETTER

INSTRUCTIONS: Key the *letter* using the *Block Format* on a full sheet of paper in the booklet. Set the top margin at 1.5" and the side margins at 1". Date the letter using the current date. The letter goes to Ms. Whitney Bullard, Consultant, The Bahamas Environment Science and Technology (BEST), P. O. Box SS7456, Nassau, Bahamas. It comes from Mr. Allison Pinder, Chairperson. Format the letter with block paragraphs and open punctuation. Supply a suitable salutation and complimentary close. Type the numbered list in single-line spacing. Follow all instructions as indicated in the task, and correct all errors.

On behalf of the Changing Our Climate One-Step-at-a-Time Committee, I invite you to an inaugural climate control roundtable discussion. It will be held on August 30, 2024.

[] This discussion is the brainchild of the Prime Minister of The Bahamas, who has focused on Climate Change and its dire impact on Small Island Developing States, such as The Bahamas. The purpose is to provide a heightened awareness of climate change, allowing us to build more resilient infrastructure, protect public health and spur technological innovations. Some of the items on the agenda are:

- a. presentations of climate change case studies, success stories, and lessons learned*
- b. ideas related to current and emerging issues*
- c. a review of the latest submittals by the Government of The Bahamas*
- d. the cost associated with proposed solutions*

SS

Each session will be organized where two or more speakers will present for a maximum of twenty minutes.

In addition, the panelists will each have five minutes (not more, unfortunately!) to provide additional perspectives to ensure coverage and completeness on climate control.

Kindly respond to this invitation by July 1, 2024, to secure your place at the table. A downloadable registration form can be found at www.changingourclimate.org. We look forward to your confirmed presence at the Changing Our Climate One-Step-at-a-Time Discussion. I have enclosed your invitation.

Enclosure: Invitation

TASK 4 – BLOCK DISPLAY

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

Typist: double underline the
last line of the display

*Stakeholders, Administrators, Teachers and Students
throughout The Commonwealth of The Bahamas
are invited to a
Round Table Discussion* ← **Bold**
on

*"Formulating Solutions to Curve the Impact of Climate Change"
to be held*

at

*Atlantis, Paradise Island
in Conference Room A62
scheduled for
August 30, 2024*

All Caps

*Apply online only at www.changingourclimate.org
Registration Deadline - July 1, 2024*

TOTAL MARKS [12]

[Turn over

TASK 5 – COPY TEST

INSTRUCTIONS: Key the *Copy Test* on a full sheet of paper provided in the booklet. Set the top margin at 2" and 1" sides. Format each paragraph as block in single spacing with a double space between each paragraph in the task. Follow all instructions as indicated in the task, and correct all errors.

Climate Change and The Bahamas ←

All Caps and Centered

TS

There is a sense of global urgency in many quarters regarding the effects of climate change and the issue is finally attracting more attention in The Bahamas, as it should. For years, there has been an ongoing debate about climate change and global warming. Still, it seems the disastrous effect of climate change is now setting in and there is less disagreement about climate change being a reality.

In The Bahamas, the signs are pretty straightforward. Winters are warmer, the summers are hotter, and the storms are more violent. As a small country with a limited global voice, that voice should be used to sound the alarm on the international stage. The process has begun, but there needs to be louder voices and more concerted action domestically on this issue. We have been slow to act on green energy – particularly solar energy. We are behind many other regional countries regarding solar integration, which should not be the case. Many countries in the Caribbean^{sp} have envied The Bahamas for being ahead of the curve. Still, we have allowed ourselves to fall behind in this area and it's time to catch up.

One of the essential understandings about our planet is that everything for Earth is on Earth and nothing new will be introduced to Earth. Therefore, no replacement environment or alternative exists if we do not care for our environment. Therefore, we need to understand the economic impacts of climate change under different scenarios and quantify the economic effectiveness and effects of proposed climate policies.

Management of the environment is a collective process that involves numerous stakeholders. We cannot ask the government to do it alone. Everyone with a yard, a house, a car or anything that affects the environment must manage effectively. We must be careful of toxic waste and products that are pollutants. We must plant trees and flowers. We must eliminate plastic and ensure that hazardous items are not dumped in the ocean. We cannot get another sea, so we have to take care of the one we have.

The time for concerted action is now. The primary discussion should be on the most effective means of addressing climate change and solutions, not whether it exists. Therefore, we must begin to educate our children and youth on this issue and cause them to become partners in the fight.

TOTAL MARKS [18]

End]

BLANK PAGE

SUPPLY FORMS

2064/1

BGCSE

School Number	Candidate Number
Surname and Initials	

KEYBOARDING SKILLS

PAPER 1 2064/1

Thursday **25 APRIL 2024** 9:00 A.M. – 11:10 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.