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KEYBOARDING SKILLS

PAPER 1 2064/1

Monday **28 APRIL 2025** 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 8 printed pages, 11 worksheets and 1 blank page.

TASK 1 – SIMPLIFIED MEMORANDUM

INSTRUCTIONS: On a full sheet of paper provided in the booklet, key and format the memorandum as Simplified with margins set at 2" on top, and 1" on the sides. Use the current date. The memorandum is addressed to All Bahamas TeleCom Personnel and is from Victor Rolle, Customer Service Manager. The subject of the memo is "Seeking Your Input to Enhance Company Competitiveness." Follow all instructions as indicated in the task, and correct all errors.

As we strive to maintain our position as the leader in telecommunications excellence and innovation within the Commonwealth of The Bahamas, we value your insights and ideas on how we can further enhance our competitiveness. Your understanding and suggestions play a vital role in helping to shape the future of BTC.

We invite you to share any suggestions or innovative solutions you believe could contribute to our success. Therefore, we ask that you please take a moment to reflect on your experiences and observations within our organization. Whether it's streamlining processes, implementing new technologies, enhancing customer service, exploring new market strategies, or any other aspect you believe could give us an edge, your input is invaluable.

Please submit your suggestions to bahamastelecom.com/team by April 15. The steering committee will meet on April 25 at 9 a.m. in Conference Room B to carefully review all submissions and consider implementing those that align with our strategic goals. ¶ Thank you for your dedication and commitment to driving our company forward. Together, we can realize another 50 years of competitiveness and excellence.

TOTAL MARKS [22]

TASK 2 – SIMPLE TABLE

INSTRUCTIONS: Key the table on a full sheet of paper provided in the booklet using portrait orientation. Centre the table both horizontally and vertically on the page's centre. Format the column headings as left-aligned, initial caps, and underlined. Leave TEN (10) spaces between the columns of the table. Use Column 1 to rearrange the table in ascending order. Follow all other instructions given in the task and correct all errors.

DS

The Bahamas Ministry of Tourism & Aviation

Location and telephone contact

Caps and centered

TS

Initial Caps and centered

<u>Location</u>	<u>Floor</u>	<u>Telephone contact</u>
Atlanta, GA	Level 4	646-850-1812
Plantation, FL	Level 1	964-236-9292
Houston, TX	Level 2	346-396-5588
Toronto, Ontario	Level 3	416-241-6183
London, UK	Level 10	+44 20 7123 4555
Germany, Deutschland	Level 9	+49-6174-61904
Paris, France	Level 12	+33 (1)45-26-62-62

DS

Source: <https://www.tourismtoday.com/tourism-offices-locations>

TOTAL MARKS [21]

TASK 3 – LEFT BOUND REPORT

INSTRUCTIONS: Key the report as “Left-bound” on a full sheet of paper provided in the booklet. First page: set the top margin at 2", left at 1.5", and right and bottom at 1. Second page: adjust margins to 1" for the top only, leave the left at 1.5", right and bottom at 1". Add “Celebrating Over 50 Years of Success and Independence” as the main heading, followed by a quadruple space. Double-space and indent the paragraph text. Indent and align the enumerated items. Follow all instructions as indicated in the task, and correct all errors.

In the more than five decades since Independence, The Bahamas has undergone many changes in its social, cultural and economic development.

On the social side, the upward mobility of men and women has been accelerated. On the cultural side, Bahamians are proud of their music, dance, speech and cuisine. On the economic side, the middle class has expanded and there are many new housing developments throughout the archipelago.

Bahamians would agree that The Bahamas has made significant progress since becoming an independent country in 1973. This ambitious Caribbean country has built on its outstanding reputation as a tourism, financial services and maritime hotspot.

The Bahamas' many achievements, of which we are justifiably proud, include:

- 1. The spectacular success of Bahamian athletes in world-class competition across a spectrum of sports – whether in sailing, track and field, basketball, or tennis – is impressive, especially given the small population size.*
- 2. Our proven resilience in the international financial services sector.*
- 3. The top ranking among premier warm-weather destinations regionally and internationally.*
- 2 4. The regional recognition of our medical specialists, who were recognized as champions of Caribbean medicine by the Pan American Health Organization.*
- 5. Advancement in information and communication technologies (ICT) has placed The Bahamas among the world's most connected countries.*
- 6. The creation of new economic centres on Abaco, Eleuthera, and Exuma complements the mainstays of New Providence and Grand Bahama.*
- 7. Grand Bahama serves as an important example of effective diversification in the economy, particularly in the maritime and transshipment sectors.*

Apart from celebrating achievements, moving forward we need to assess where we are and what improvements are needed for Bahamians to own a significantly larger percentage of the economy.

TASK 4 – BLOCK DISPLAY

INSTRUCTIONS: Key the display on a full sheet of paper provided in the booklet using landscape orientation. Format the task using the Block Style. Vertically align the task at the centre of the page. Follow all other instructions given in the task and correct all errors.

*The Ministry of Education
Technical and Vocational Institute* } SS, Spaced Caps

in collaboration with Key Stakeholders } DS } Bold

*extends a special invitation to
distinguished professionals and civic groups
from the fields of education, medicine and telecommunication* } SS

The Bahamas - 50 Years and Beyond Forum } Spaced Caps

*June 10, 2025
5:30 p.m. - 7:00 p.m.
St. Joseph Hall
Boyd Rd.* } SS, bold

This exceptional event aims: } DS

*to facilitate a meaningful discussion on strategic plans for advancing The Bahamas
to harness collective expertise and foster collaboration
to pave the way for progress and propel The Bahamas into a brighter future* } SS, bulleted list

*RSVP by June 5, 2025, to Daniel Davis
242-324-0700
ddavis@50year.bs* } SS

Due to time constraints, please email your questions before the event

TOTAL MARKS [15]

[Turn over]

TASK 5 – AMS SIMPLIFIED LETTER

INSTRUCTIONS: Key the letter in the AMS Simplified Format on a full sheet of paper in the booklet. Set the top margin at 2" and the side margins at 1". Date the letter using the current date. The letter is addressed to Mr. Zander Wright, Founder, Youths for Change, P.O. Box CB-50924, Nassau, N. P., Bahamas. The subject is "Town Hall Meeting." The signatory for the letter is Marita Saunders, Organiser, Events Secretariat. Block the paragraphs in the body of the letter. Follow all instructions given in the task, and correct all errors.

In moving The Bahamas forward, the Ministry of Tourism, in conjunction with the Independence Secretariat, seeks to organize national events to celebrate the 50th anniversary and over 50 years of success and independence. The objective is to organize, promote, coordinate and host official events that will stimulate the local economy, foster Bahamian pride, commemorate our rich history and shine a light on the way forward.

The team, which will include representatives across a wide spectrum of industries and civic groups, will host activities and implement celebratory initiatives. These will connect Bahamians across our islands and throughout the world, appealing to varying demographics and interests.

We are requesting that you attend a Town Hall Meeting at 4 p.m. on Saturday, August 2, 2025 in the Auditorium at the University of The Bahamas to plan the way forward in achieving this feat.

You are encouraged to bring ideas and suggestions with you.

TOTAL MARKS [23]

End]

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