

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](#)

EXAM-REAL.

EXAM-PROVEN.

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!

KEYBOARDING SKILLS

PAPER 2 2064/2

Monday **5 MAY 2025** 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 10 printed pages, 10 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 as 2" top, 1" sides, and bottom for the first page, and 1" for all margins on the second page. Format the letter with the current date, mixed punctuation, and indented paragraphs. The letter will be delivered BY HAND and addressed to Mr. Don Cumberbatch, Director, Telemedicine Inc., P.O. Box N-1562, Nassau, Bahamas. The subject of the letter is an Invitation to Town Hall Meeting. Mr. Anthony Campbell, Health Care Coordinator, whose address is P.O. Box N3913/14, Nassau, The Bahamas, is the signatory for the letter. Correct all errors and follow all instructions given for the task.

We at the Ministry of Health are delighted to extend an invitation to a town hall meeting dedicated to celebrating the significant contributions made by leading civic groups in the medical field.

These gatherings will serve as a platform to acknowledge and appreciate the tireless efforts of these groups and organizations in shaping the medical landscape of The Commonwealth of The Bahamas over the past 50 years.

The town hall meeting for Medical Organizations will take place on June 24, at Layola Hall from 6 p.m. to 9 p.m. This town hall meeting will recognize the outstanding innovative solutions introduced by medical organizations. During the meeting, we will delve into the various ways in which these companies have positively impacted our lives. From cutting edge medical technologies to facilitating remote healthcare services. Your contributions have been instrumental in addressing critical needs and enhancing accessibility for all members of our community.

Your participation and input are invaluable as we collectively explore ways to further the initiatives of the medical field for the betterment of our community.

By coming together in this town hall meeting, we can express our gratitude to your organization for its dedication to improving healthcare outcomes. Additionally, we can brainstorm ideas and initiatives to ensure that your efforts continue to benefit our community in the long term.

Moreover, this gathering presents an opportunity for open dialogue and collaboration. Your representatives will engage with community members, share insights, and address any questions and concerns.

TOTAL MARKS [26]

TASK 2A – ATTENDEE REGISTRATION FORM

INSTRUCTIONS: Key the Registration Form on a full sheet of paper provided in the booklet. Set all margins at 1". Double space the task except where indicated. Print a blank and completed copy of the form. Follow all instructions as indicated in the task, and correct all errors.

Fifty Years and Beyond Medical Forum Caps and centered

One form per attendee Bold and right-aligned

Town Hall Attendee Registration Form centered

TS *Name:* _____ SS

(Surname) *(First)*

Telephone Contacts: _____ SS

(Work) *(Mobile)*

Email: _____

Position: _____

Name of Organization: _____

Address: _____ SS

(Island) *(Country)* *(Postal Code)*

Organization's Web Address: _____

Please specify the scope of your business:

Forms of collaboration sought: Check (x/✓) all boxes that apply

☐ Telecommunication Technology	☐ Digital Skills Training	SS
☐ Telemedicine	☐ Remote Patient Monitoring	
☐ Medical Training Programs	☐ Medical Advocacy	
☐ Integrated Curriculum Development	☐ Healthcare Accessibility	
☐ Research and Innovation	☐ Medical Policy Development	
☐ Public Awareness and Engagement	☐ Other (please specify) _____	

Target Partner Sought/Market Segment

TASK 2B – INSTRUCTIONS FOR COMPLETING THE ATTENDEE REGISTRATION FORM

The Registration Form is to be completed as follows:

The attendee's name is Bryon K. Johnson, who is a Pharmacy Technician. He can be contacted at (242) 828-2144 (M) and (242) 318-4136 (W), and his email address is bkjohnson@telemedicine.hon. He works at Telemedicine Inc., P. O. Box N-3492, New Providence, Bahamas. The organisation's web address is www.telemedicine.hon. The scope of the organisation's business is remote diagnosis and treatment of patients using telecommunication technology. Mr. Johnson is interested in collaborating with digital skills training, telemedicine, remote patient monitoring, and telecommunication technology and would love to target rural/underserved areas.

TOTAL MARKS [19]

TASK 3 – MEETING MINUTES

INSTRUCTIONS: The minutes are to be prepared for the Town Hall Steering Meeting 1, whose meeting was held on April 25, 2025. Format the enumerated items in the minutes as block, aligned, single space with a double space after each item. Underline the information as shown. Each signature line is 3" long. Follow all instructions as indicated in the task, and correct all errors.

1. Participants: Patrice Romer, Gandi Cunningham, Linda Rolle, Vernetta Dorsette, Ronald Willimas, Jenifer Pinder, Kirk Taylor, Stephanie Thompson, Marcy Knowles, Sean Ferguson, Dona Russell, Andry Bain, Ethal Bodie and Joan Anderson
2. Agenda Item: Plans for Upcoming Town Hall Meetings with Medical Organizations within the Community
3. Recorder of Minutes: Stephanie Thompson, Secretary
4. Call to Order: Kirk Taylor, Chairman called the meeting to order at 6 p.m. at Zelda Halls in Conference Room A.
5. Introduction and Purpose: Discussed the importance of the town hall meeting in fostering communication and collaboration between medical organizations and the community.
6. Venue and Date: Proposed several potential venues and dates for the town hall meeting, considering accessibility and availability for both medical professionals and community members. Decided to finalize the venue and date by May 10.
7. Agenda Topics: Brainstormed key discussion points for the meeting, including:
 - healthcare access and affordability
 - community health initiatives and partnerships
 - medical research and innovation
 - opportunities for community involvement and feedback
8. Format and Structure: Discussed the format of the meeting, including whether it would be moderated, feature presentations, or involve interactive sessions such as Q & A panels or breakout discussions.
9. Speakers and Panelists: Identified potential speakers and panelists from local medical organizations, community leaders, and relevant stakeholders. Discussed inviting experts to address specific agenda topics.

10. Promotion and Outreach: Discussed strategies for promoting the town hall meeting to ensure broad community engagement, including:
- utilizing social media platforms
 - distributing flyers and posters
 - sending out email newsletters
 - reaching out to local media outlets for coverage
 - engaging with community organizations and leaders for support
11. Logistics and Resources: Addressed logistical considerations such as audiovisual equipment, seating arrangements, refreshments, and any necessary permits or permissions for the event.
12. Next Steps: Agreed to form a planning committee to further develop the agenda, finalize speakers, and coordinate promotional efforts. Assigned tasks and set deadlines for completion.
13. Next Meeting: The next meeting date was set for May 1, 2025, at 6 p.m. at Zelda Halls in Conference Room A.
14. Meeting Adjourned: Jenifer Pinder moved and Sean Ferguson seconded that the meeting be adjourned. The motion was approved and the meeting was adjourned at 10:15 p.m.

Stephanie Thompson, Secretary

Kirk Taylor, Chairman

TASK 4 – ANNOUNCEMENT

INSTRUCTIONS: Key the Announcement on a full sheet of paper provided in the booklet in portrait orientation. Format the task using the Block Style. Vertically align the task at the page's centre. Follow all instructions as indicated in the task, and correct all errors.

50 Years of Independence and Beyond ← **All Caps, bold**

The Bahamas Ministry of Tourism ← **TS**
is inviting entries for ← **SS**

The National Cacique Awards ← **TS** ← **Spread Caps**

← **Leave seven (7) blank lines here**

The award categories include a broad spectrum of industries: ← **DS**

Transportation
Local Airlines & Local Air, Land, Sea Tour Operators
Human Resources Development
Cecil Rose Sports and Leisure
Special Events
Creative Arts
Handicraft
Sustainable Tourism Award
The Clement T. Maynard Lifetime Achievement
The Minister of Tourism's Hospitality Award
The Blue Ribbon Panel ← **DS**

← **All Caps, SS, indent 1/2 an inch**

Entries deadline is July 20, 2025 ← **TS**

For more entry details, log on to: ← **DS**

The Bahamas Ministry of Tourism and Aviation
P. O. Box N-6034, Nassau, Bahamas
Tel: 1 (242) 302-2056, Toll Free: 1 (800) Bahamas
Fax: 1 (242) 302-2089
Email: tourism@bahamas.com ← **SS**

← **DS** ← **All Cap**

or ← **DS**

Contact Ms. Juanee McIntosh-McKinney
at Tel: 1 (242) 302-2000, Ext. 602 or jm-mckinney@caciqueawards.com ← **SS**

TOTAL MARKS [16]

[Turn over]

TASK 5 – BOXED TABLE

INSTRUCTIONS: Key the Boxed Table on a full sheet of paper from the booklet in landscape orientation. Centre the table vertically and horizontally at the page's centre. Format the column headings as block, bold, and underlined. Leave **FIVE** (5) spaces between the columns. Double-space the entire task. Align the figures. Add the totals for Columns 2 – 5. Rule the table as shown. Follow all instructions as indicated in the task, and correct all errors.

Islands of The Bahamas

All Cap, Centered

Stopover Visitors 2010 – 2019

Centered

<i>Years</i>	<i>All Bahamas</i>	<i>Nassau & Paradise Island</i>	<i>Grand Bahama</i>	<i>Out Islands</i>
2010	1,378,298	982,117	160,622	235,559
2011	1,355,044	960,912	145,442	248,690
2012	1,430,988	1,019,312	146,282	265,394
2013	1,377,156	957,902	138,601	280,653
2014	1,443,550	960,482	179,104	303,964
2015	1,496,243	977,093	205,753	313,397
2016	1,498,735	997,638	177,188	323,909
2017	1,451,831	1,003,010	122,094	326,727
2018	1,632,613	1,182,675	125,201	324,737
2019	1,806,994	1,375,020	94,979	336,995
TOTAL	14,871,452	10,416,161	1,495,266	2,960,025

TOTAL MARKS [17]

End]

BLANK PAGE

2064/2

BGCSE

School Number	Candidate Number
Surname and Initials	

KEYBOARDING SKILLS

PAPER 2 2064/2

Monday **5 MAY 2025** 9:00 A.M. – 11:40 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.