Department of Examinations – Sri Lanka

G.C.E. (O/L) Examination – 2023(2024)

94 – Electronic Writing and Shorthand

Marking Scheme

ශ්‍රී ලංකා විභාග දෙපාර්තමේන්තුව
இலங்கைப் பரீட்சைத் திணைக்களம்

රහසායි

අ.පො.ස. (සා.පෙළ) විභාගය - 2023 (2024)
க.பொ.த. (சா.தர)ப் பரீட்சை - 2023 (2024)

විෂය අංකය பாட இலக்கம்	94	විෂයය பாடம்	Electronic Writing and Shorthand

I පත්‍රය - පිළිතුරු
I பத்திரம் - விடைகள்

ප්‍රශ්න අංකය வினா இல.	පිළිතුරේහි අංකය விடை இல.	ප්‍රශ්න අංකය வினா இல.	පිළිතුරේහි අංකය விடை இல.	ප්‍රශ්න අංකය வினா இல.	පිළිතුරේහි අංකය விடை இல.	ප්‍රශ්න අංකය வினா இல.	පිළිතුරේහි අංකය விடை இல.
01.	2	11.	3	21.	3	31.	2
02.	4	12.	4	22.	2	32.	4
03.	2	13.	3	23.	4	33.	2
04.	2	14.	4	24.	1	34.	3
05.	1	15.	3	25.	3	35.	2
06.	1	16.	1	26.	1	36.	2
07.	3	17.	3	27.	1	37.	1
08.	3	18.	2	28.	2	38.	1
09.	4	19.	1	29.	4	39.	1
10.	2	20.	2	30.	3	40.	2

විශේෂ උපදෙස්   එක් පිළිතුරකට ලකුණු   **01**   බැගින්
விசேட அறிவுறுத்தல்   ஒரு சரியான விடைக்கு   புள்ளி வீதம்

මුළු ලකුණු / மொத்தப் புள்ளிகள்   **01 × 40 = 40**

පහත නිදසුනෙහි දැක්වෙන පරිදි බහුවරණ උත්තරපත්‍රයේ අවසාන තීරුවේ ලකුණු ඇතුළත් කරන්න.
கீழ் குறிப்பிடப்பட்டிருக்கும் உதாரணத்திற்கு அமைய பல்தேர்வு வினாக்களுக்குரிய புள்ளிகளை பல்தேர்வு வினாப்பத்திரத்தின் இறுதியில் பதிக.

නිවැරදි පිළිතුරු සංඛ්‍යාව சரியான விடைகளின் தொகை	25 40	I පත්‍රයේ මුළු ලකුණු பத்திரம் I இன் மொத்தப்புள்ளி	25 40

G.C.E.(O/L) EXAMINATION - 2023 (2024)

Electronic Writing and Shorthand (English) II

✱ *Answer **five** questions altogether including the **first**. Select at least **one** question each from part I, II and III.*

1. (i)   (a) Write **two** situations that have to be prepared documents with columns.
     (b) Write **two** advantages of preparing documents with columns.
     (ii) (a) Briefly explain the term 'petty cash imprest'.
     (b) Write **two** petty cash expenses items of a private sector business organization.
     (iii) (a) Write **two** items that are normally included in a report of a meeting.
     (b) Write a compulsory activity that the private secretary of the Head of the institute has to be done in the following occasions.
         (1) before a meeting
         (2) on the meeting day
     (iv) Write **four** position names of peers of the private secretary of a Head.
     (v)   When preparing a notice, it should be prepared to obtain the attention of the receivers on the message.
         Explain the meaning of the phrase 'to obtain the attention' mentioned here.
     (vi) Explain the functions of the following keys of the computer keyboard.
         (a) Caps Lock key
         (b) Enter key
     (vii) (a) Write any **two** other tools that can be used instead of the mouse.
     (b) Write **two** English fonts that are used for preparing official documents.
     (viii) When obtaining a printout of a document prepared in the computer, write **four** commands that can be given in the print window.
     (ix) The value in the cell B1 is 78 and the value in the cell C1 is 25 in a spreadsheet. The total of 60% of the value in the cell B1 and 40% of the value in the cell C1 should be included in the cell D1. If the values in the cells B1 and C1 are changed, the correct answer should be indicated in the cell D1. Write the correct function that should be written in the cell D1.
     (x)   Write a meaningful sentence, at least with **four** words using only the Home keys and the Upper keys of the computer keyboard.

                                                            (Total **02 ×10 = 20** *marks)*

1. **(i) (a)**
     1. Writing newspaper reports
     2. Preparing handbills
     3. Preparing Gazette
     4. Writing research reports

                                                            (1/2x02 = 01 mark)

     (b)
     1. Being able to use the paper effectively
     2. if columns are not needed, being able to stop dividing into columns
     3. Even divide a letter which has already been prepared without columns can be divided into columns

                                                            (1/2x02 = 01 mark)

(ii)

(a) A certain amount of money which is given to the petty cashier for paying petty cash expenses in an organization for a certain deciding period by the cashier

(01 mark)

(b)
1. refreshment expenses
2. taxi charges
3. postal charges
4. travelling expenses

(1/2x02 = 01 mark)

(iii)

(a)
- Names and designations of present and absent numbers of the meeting
- Facts discussed in the meeting
- Decisions taken in the meeting
- The date of the next meeting
- New proposal presented

(b) 1.
- Sending calling letters
- Reserving a place
- Preparing equipment and files needed

(1/2 mark for each)

2.
- Preparing the route to the meeting hall
- Supplying relevant letter, documents and files]
- Getting attendance registers
- Recording the facts discussed in the meeting

(1/2 mark for each)

(iv)
1. Management assistant
2. Clerk
3. Receptionist
4. Typist
5. Stenographer

(1/2x4 = 02 marks)

(v)
- Informing to the receiver of the message
- Reminding
- Motivating to given the response

(02 marks for an answer with two facts)

(vi)

(a) make the first letter of a paragraph or a line as a big capital letter

(01 mark)

(ii)

    (a) A certain amount of money which is given to the petty cashier for paying petty cash expenses in an organization for a certain deciding period by the cashier

                                                                   (01 mark)

    (b)

        1. refreshment expenses
        2. taxi charges
        3. postal charges
        4. travelling expenses

                                                (1/2x02 = 01 mark)

(iii)

    (a)

- Names and designations of present and absent numbers of the meeting
- Facts discussed in the meeting
- Decisions taken in the meeting
- The date of the next meeting
- New proposal presented

    (b) 1.

- Sending calling letters
- Reserving a place
- Preparing equipment and files needed

                                              (1/2 mark for each)

        2.

- Preparing the route to the meeting hall
- Supplying relevant letter, documents and files]
- Getting attendance registers
- Recording the facts discussed in the meeting

                                             (1/2 mark for each)

(iv)

        1. Management assistant
        2. Clerk
        3. Receptionist
        4. Typist
        5. Stenographer

                                          (1/2x4 = 02 marks)

(v)

    - Informing to the receiver of the message
    - Reminding
    - Motivating to given the response

                                (02 marks for an answer with two facts)

(vi)

    (a) make the first letter of a paragraph or a line as a big capital letter

                                              (01 mark)

(b)
- Taking all in the document in the right hand to the place where curser is, to the next line.
- Taking the curser from line being to the next line

(01 mark)

(vii)

(a)
- Joy sticks
- Touch screen
- Light pen

(1/2x02 = 01 mark)

(b)
- FMAbhaya
- Nadee
- Iskolapotha

(1/2x02 = 01 mark)

(viii)
- Selecting the printing machine
- Selecting the page or papers that should be printed
- Selecting the number of copies that should be printed
- Selecting whether pages should be printed on one side or both sides
- Selecting the size of the paper that should be printed

(1/2x04 = 02 marks)

(ix) $= (60\% * B1) + (40\% * C1)$ **(02 marks)**

(x) The girl writes a letter

Q.1	i.		ii.		iii.		iv.	v.	vi.		vii.		viii.	ix.	x.	$\frac{20}{20}$
	a.	b.	a.	b.	a.	b.	02	02	a.	b.	a.	b.	02	02	02	
	01	01	01	01	01	01			01	01	01	01				

Part I - Secretarial Practice

2. (i) Following are the editing marks that included in a document presented for proof reading. Explain the idea of each editing mark.

(a) *ᵞ/*.   (b) #   (c) *ₒ́*   (d) └_⌐┐

(02 marks)

(ii) (a) Copy the following sentence as it is and edit it using the suitable editing marks.
Transportation charges are reduced according tothe decrease of fuel of price

(b) Re-write the correct sentence, after correcting the inserted editing marks in the places of the above (ii) (a).   (03 marks)

(iii) (a) Write **two** examples for communication activities that have been done in a business organization under the following communication medium.
(1) Oral medium
(2) Written medium

(b) Write an advantage and a disadvantage of communicating using the written communication medium.   (05 marks)

(Total 10 marks)

2. (i)
(a) Insert the comma
(b) Keep space
(c) Delete
(d) Change places

(1/2x04 = 02 marks)

(ii)
(a) # Transportation charges are reduced according to the decrease of fuel price

(1/2x04 = 02 marks)

(b) Transportation charges are reduced according to the decrease of fuel price

(01 mark)

(iii) (a)
1.
• Addressing meeting
• Discussions
• Telephone calls
• Sending voice messages

(01x02 = 02 marks)

2.
• Sending letters
• Sending fax messages
• Displaying poster
• Preparing notices
• Preparing invitations

(01x02 = 02 marks)

(b)
• Advantages:
  - It can be used later
  - It is easy to use for legal needs
  - It can be prepared attractively   (1/2 marks for one fact)

- Disadvantages:
  - It takes times to prepare
  - Delayed feedback
  - Having a material cost   **(1/2 marks for one fact)**

Q.2	i.				ii.	iii.		$\frac{10}{10}$
	a.	b.	c.	d.		a.	b.	
	½	½	½	½	02	04	01	

3. (i) Maintaining students' document files and filing daily receiving letters to the chief executive officer as one folder before forwarding them for necessary actions are done by the secretary of the Chief Executive Officer of a private education institute.
   (a) What is the most suitable filing method that can be used to maintain students' document files?
   (b) What is the suitable filing method for collecting all the letters receiving daily?
   (c) A junior secretary has been training under the above mentioned secretary. At the beginning of the training, the organization structure of the institute had been introduced by the secretary to the junior secretary. Write **four** information that can be known by the junior secretary by studying this organization structure.   (06 marks)
   (ii) Welcoming guests of the institute is one of the functions that belongs to the secretary and the receptionist. Briefly explain how should secretary or receptionist act regarding the guests who have come without an appointment.   (04 marks)
                                                                          (Total 10 marks)

3. **(i)**
   (a) Alphabetical order
        Numerical order   **(01 mark for one fact)**

   (b) Chronological order
        Subject order   **(01 mark for one fact)**

   (c)
   - Chain of command
   - Span of control
   - Sections/ Departments in the institute
   - The way of flowing information from top to lower as well as lower to top

                                                                (01x04 = 04 mark

   (ii)
   - Directing to fill the visitors form
   - Providing facilities to wait until receiving a call from the head
   - Providing books/ Magazines for avoiding uncomfortable situations
   - Expressing the apologises for the inconveniences

                                                                (04 mark

Q.3	i.			ii.	$\frac{10}{10}$
	a.	b.	c.		
	01	01	04	04	

- Disadvantages:
  - It takes times to prepare
  - Delayed feedback
  - Having a material cost   **(1/2 marks for one fact)**

Q.2	i.				ii.	iii.		$\frac{10}{10}$
	a.	b.	c.	d.	02	a.	b.	
	½	½	½	½		04	01	

3.   (i) Maintaining students' document files and filing daily receiving letters to the chief executive officer as one folder before forwarding them for necessary actions are done by the secretary of the Chief Executive Officer of a private education institute.

(a) What is the most suitable filing method that can be used to maintain students' document files?

(b) What is the suitable filing method for collecting all the letters receiving daily?

(c) A junior secretary has been training under the above mentioned secretary. At the beginning of the training, the organization structure of the institute had been introduced by the secretary to the junior secretary. Write **four** information that can be known by the junior secretary by studying this organization structure.   (06 marks)

(ii) Welcoming guests of the institute is one of the functions that belongs to the secretary and the receptionist. Briefly explain how should secretary or receptionist act regarding the guests who have come without an appointment.   (04 marks)

(Total 10 marks)

3.   **(i)**

(a) Alphabetical order
    Numerical order   **(01 mark for one fact)**

(b) Chronological order
    Subject order   **(01 mark for one fact)**

(c)
- Chain of command
- Span of control
- Sections/ Departments in the institute
- The way of flowing information from top to lower as well as lower to top
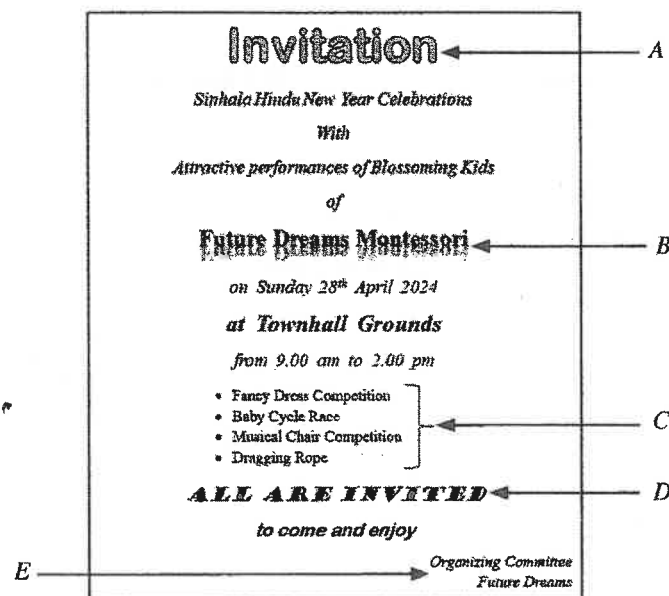
(01x04 = 04 mark

(ii)
- Directing to fill the visitors form
- Providing facilities to wait until receiving a call from the head
- Providing books/ Magazines for avoiding uncomfortable situations
- Expressing the apologises for the inconveniences

(04 mark

Q.3	i.			ii.	$\frac{10}{10}$
	a.	b.	c.	04	
	01	01	04		

Part II - Electronic Documentation

4. Following is an invitation prepared by using a word processing software.

```
┌─────────────────────────────────────┐
│          Invitation ◄──────────── A │
│                                     │
│   Sinhala Hindu New Year Celebrations│
│              With                   │
│   Attractive performances of Blossoming Kids│
│               of                    │
│   Future Dreams Montessori ◄──── B  │
│                                     │
│      on Sunday 28ᵗʰ April 2024      │
│       at Townhall Grounds           │
│      from 9.00 am to 2.00 pm        │
│                                     │
│   • Fancy Dress Competition ┐       │
│   • Baby Cycle Race         │◄── C  │
│   • Musical Chair Competition│       │
│   • Dragging Rope           ┘       │
│                                     │
│   ALL ARE INVITED ◄─────────── D    │
│      to come and enjoy              │
│                                     │
│ E ──────────────────►  Organizing Committee│
│                           Future Dreams │
└─────────────────────────────────────┘
```

(i) Write **two** tools that are used to create the part *A* of the invitation as it is. (01 mark)
(ii) Write **two** tools that are used to create the part *B* of the invitation as it is. (01 mark)
(iii) Write **two** tools that are used to create the part *C* of the invitation as it is. (01 mark)
(iv) Explain how part *D* of the invitation is created as it is. (02 marks)

4. **(i)**
- Center
- Bold
- Word Art **(1/2 x2 = 01 mark)**

(ii)
- Center
- Word Art
- Bold
- Font **(1/2 x2 = 01 mark)**

(iii)
- Bullet and Numbering
- Text Box
- Font **(1/2x2 = 01 mark)**

(iv)
- Typeset the relevant part
- Select it
- Center
- Change the font **(02 marks)**

(v)
- Typeset the relevant part
- Select it
- Right indent **(02 marks)**

(vi)
- Select the drawn border
- Insert → Border
- Right indent
- Select a border needed   **(01 mark)**

(vii)
- Insert ___ Picture
- Select a suitable picture
- Arrange the picture to suit place in the invitation   **(02 marks)**

Q.4	i.	ii.	iii.	iv.	v.	vi.	vii.	$\frac{10}{10}$
	01	01	01	02	02	01	02	

5. Siri Parakum Primary School conducts classes from grade 1 to 5. Each grade has four parallel classes. Following is an extracted part from a spreadsheet that indicated the number of students in those classes. Answer the questions below using the given spreadsheet.

	A	B	C	D	E	F	G	H	I
1									
2			Siri Parakum Primary School - Galoya						
3			Number of Students						
4		Grade	Araliya	Rose	Saman	Manel	Total	Average	
5		Grade 1	32	33	35	34			
6		Grade 2	34	37	36	35			
7		Grade 3	36	33	35	29			
8		Grade 4	28	34	38	31			
9		Grade 5	28	30	35	37			
10		Total Number of Students							

(i) Write **two** formulae that can be written in the cell G5 to obtain the total number of students in Grade 1 to the cell G5.   **(02 marks)**

(ii) Write **two** ways that can be used to obtain the total number of students in each grade; Grade 2, Grade 3, Grade 4 and Grade 5 to the cells G6, G7, G8 and G9 respectively.   **(02 marks)**

(iii) Write **two** formulae that can be written in the cell G10 to obtain the total number of students learning in all grades of Siri Parakum Primary School to the cell G10.   **(02 marks)**

(iv) Write a formula that can be used to calculate the difference between total number of students in Grade 5 and Grade 1.   **(01 mark)**

(v) Borders are drawn around all cells in the part extracted from the spreadsheet. Explain how had it been done.   **(01 mark)**

(vi) Briefly explain how 'Siri Parakum Primary School – Galoya' is written in the spreadsheet as it is.   **(01 mark)**

(vii) A donator intends to provide 10 exercise books to each student in Grade 5. Write a formula to calculate easily, the number of books that he should provide.   **(01 mark)**

(Total 10 marks)

5. **(i)**

    1. = Sum (C5 : F5)

    2. = C5+D5+E5+F5   **(01x2 = 02 marks)**

(ii)

    1. Drag from the ⌐—⌐ fill handle of the cell G5, up to G9

    2.

       • Click on the cell G5

       • Copy it

       • Paste on G6, G7, G8 and G9

    3.

       = Sum (C6 : F6)

       = Sum (C7 : F7)

       = Sum (C8 : F8)

       = Sum (C9 : F9)

       use the above formula on G6, G7,G8 and G9 respectively.

                                                               (01x3 = 03 marks)

(iii)

    1. = Sum (G5 : G5)

    2. = G5 + G6 + G7 + G8 + G9

    3. = Sum (C5 : F9)   **(01x2 = 02 marks)**

(iv)

    1. = G5 - G9   **(01 mark)**

(v)

     • Select the cell range from A1 to H10

     • Borders → Select all borders   **(01 mark)**

(vi)

     • Select the cell range from B2 to H2

     • Merge it

     • Write the 'Siri Parakum Primary School - Galoya'

     • Center

                                         (01 mark)

Q.5	i.	ii.	iii.	iv.	v.	vi.	$\frac{10}{10}$
	02	03	02	01	01	01	

Part III - Shorthand

6.   (i)   Write the symbol used to represent the word 'I' in shorthand.   (01 mark)

     v

(ii)   There are two 'H' forms used in Pitman Shorthand such as; ϐ and ʔ
Write **two** words in shorthand using the ʔ (down H) as the initial sound.   (02 marks)

(iii)   Write the following sentences in shorthand and put the necessary punctuation marks at the end of each sentence.

     (a) I will go to the bank

     (b) I take my bag

     (c) am I late   (03 marks)

(iv)   Write the words given below in shorthand.

     (a) mat,   gap

     (b) met,   get

     (c) meet,   keep

     (d) mute,   cute   (04 marks)

         *(Total **10** marks)*

Q.6	i.	ii.	iii.	iv.	$\frac{10}{10}$
	01	02	03	04	

7.   (i) Write the words given below in shorthand.

eat	_____	king	_____
death	_____	kite	_____
bad	_____	come	_____

(03 mark)

(ii) Punctuation marks are also very important when writing shorthand. Write the correct shorthand strokes for the following punctuation marks.

(a) fullstop   ×

(b) question mark   ?

(c) exclamation mark   ↓

(d) dash   ⊂

(e) hyphen mark   z

(f) parenthesis   ( )

(03 mark)

(iii) Write **four** short forms in shorthand and translate them into English language.   (04 marks)

1. come   _____

2. for   _____

3. executive _____

4. wish   _____

(04 marks)

(Total **10 marks**)

Q.7	i.	ii.	iii.	10
	03	03	04	10 / 10

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