

ශ්‍රී ලංකා විභාග දෙපාර්තමේන්තුව Department of Examinations, Sri Lanka இலங்கைப் பரீட்சைத் திணைக்களம் Department of Examinations, Sri Lanka		94 E I, II
අධ්‍යයන පොදු සහතික පත්‍ර (සාමාන්‍ය පෙළ) විභාගය, 2019 දෙසැම්බර් கல்விப் பொதுத் தராதரப் பத்திர (சாதாரண தர)ப் பரீட்சை, 2019 டிசெம்பர் General Certificate of Education (Ord. Level) Examination, December 2019		
විද්‍යුත් ලේඛනකරණය හා ලඝුලේඛනය மின்ன ஆவணப்படுத்தலும் சுருக்கெழுத்தும் Electronic Writing and Shorthand	- ඉංග්‍රීසි I, II - ஆங்கிலம் I, II - English I, II	06.12.2019 / 0830 – 1140
පැය තුනයි மூன்று மணித்தியாலம் Three hours	අමතර කියවීමේ කාලය - මිනිත්තු 10 යි மேலதிக வாசிப்பு நேரம் - 10 நிமிடங்கள் Additional Reading Time - 10 minutes	
Use additional reading time to go through the question paper, select the questions and decide on the questions that you give priority in answering.		

Electronic Writing and Shorthand - English I

- NB:** (i) Answer *all* questions.
 (ii) In each of the questions from 1 to 40, pick one of the alternatives (1), (2), (3), (4) which is *correct or most appropriate*.
 (iii) Mark a cross (X) on the number corresponding to your choice in the answer sheet provided.
 (iv) Further instructions are given on the back of the answer sheet. Follow them carefully.

- Pitman shorthand is
 - phonetic.
 - seldom phonetic.
 - according to ordinary longhand spelling.
 - using English spelling.
- To indicate the ending of a sentence written in shorthand,
 - a fullstop has to be kept at the end of the sentence.
 - three fullstops have to be kept at the end of the sentence.
 - cross mark has to be put at the end of the sentence.
 - no need to put any sign at the end of the sentence.
- It can be seen three major steps such as; ①, using typewriter and ② in the evolution of documentation respectively.
 Select the answer that shows the suitable terms for the above ① and ② respectively.
 - manual writing, editing
 - using computer, manual writing
 - manual writing, using computer
 - using electronic typewriter, using computer
- The documents used in an institution and the special characteristics of those documents are given in column X and Y respectively on the table given below.

X	Y
1. Certificate	A - Issuing from top management to the lower level officers
2. Memo	B - Presenting impersonally
3. Application	C - Having the logo of the institute
4. Advertisement	D - Having a certification that the information are true and accurate

When the documents in column X are matched with the special characteristics of those documents in column Y in correct order, what is the answer?

- (1) A, D, B, C (2) C, A, B, D (3) C, A, D, B (4) D, A, B, C

5. Hansanee who is the private secretary of the head of the institute was informed that all the shareholders should be informed about the annual general meeting of the firm and should find a facilitator of providing halls.

Select the answer that shows the documents should be prepared by Hansanee to inform about the meeting to all parties and to find a facilitator of providing halls respectively.

- (1) Advertisement, Application (2) Memo, Tender
(3) Circular, Invitation (4) Invitation, Tender

6. Select the answer that shows a data and an information in correct order.

- (1) The name list of the students in the classroom, the name list of the students prepared in alphabetical order
(2) The name list of the students in the classroom, the maths mark sheet of the students in the classroom
(3) The name list of the students prepared in alphabetical order, the mark sheet prepared in ascending order
(4) The mark sheet prepared in ascending order, the maths mark sheet of the students in the classroom

7. A hardware in the computer system is

- (1) MS Word. (2) MS Excel.
(3) Computer keyboard. (4) Computer engineer.

8. Following are two icons that can be seen in the desktop.



A



B

Select the correct statement regarding the above icons.

- (1) Both A and B icons are in the MS Word software.
(2) A is a system software and B is an application software.
(3) A is an application software and B is a system software.
(4) Both A and B icons are application softwares.

- Answer the questions number 9 and 10 using the information given below.

Sachini opened a document which was saved in the computer and did some editing.

9. Select the answer that shows the correct way of saving that document in the same file after editing.

- (1) Click on the  key and the  key in the keyboard at once.
(2) Click on the  key and the  key in the keyboard at once.
(3) Click on the  key and the  key in the keyboard at once.
(4) First click on the  key and the  key in the keyboard at once and then, click on the  key and the  key in the keyboard at once.

10. Sachini, who edited the document using the computer is

- (1) a hardware of the computer system.
(2) a software of the computer system.
(3) a liveware of the computer system.
(4) a programmer of the computer system.

11. Suranga moved his fingers on the home keys of the keyboard as follows.
 "Small finger of the left hand, ring finger of the left hand, middle finger of the right hand."
 What is the word that he was typesetting?
 (1) gas (2) ask (3) las (4) has
12. Select the answer that include the words typeset using only the home keys and upper keys of the key board.
 (1) flag, glass, hash, lass (2) class, jack, tummy, tube
 (3) open, count, once, sent (4) last, sort, safe, kept
13. What are the correct fingers you should move on the home keys of the keyboard to typeset the word "sad"?
 (1) Ring finger of the right hand, small finger of the right hand, middle finger of the right hand
 (2) Ring finger of the left hand, small finger of the left hand, middle finger of the left hand
 (3) Small finger of the left hand, ring finger of the left hand, middle finger of the left hand
 (4) Ring finger of the left hand, middle finger of the left hand, small finger of the left hand
14. Select the sentence that has been typeset using only upper keys and lower keys of the keyboard.
 (1) you are the fast girl (2) butter better but no bread
 (3) we were not men but women (4) cat sat on a wall next to me
15. Sri Lanka National Apprentice and Industrial Training Authority is
 (1) a state department. (2) a semi government corporation.
 (3) a state commission. (4) a private sector organization.
16. The secretary of defence ministry is a secretary of ① and the secretary of the school development society is a secretary of ②
 Select the answer that shows the correct terms for the above ① and ② respectively.
 (1) giving orders, giving support (2) giving support, giving orders
 (3) giving orders, holding positions (4) giving support, voluntary
17. The media of providing services in an office and the functions occurred using those medias in an office are in column X and Y respectively.

X	Y
1. Verbal	A - Preparing a memo
2. Written	B - Surfing internet
3. Electronic	C - Using various coloured files for various subjects
4. Signs	D - Conducting conferences

When the medias of providing services in column X are matched with the functions in an office in column Y in correct order, what is the answer?

- (1) B, A, C, D (2) B, C, D, A (3) D, A, B, C (4) D, B, A, C
18. Select the answer that includes only the technical skills which should have developed by a private secretary.
 (1) Ability of typesetting, patience, work on time.
 (2) Ability to write shorthand, ability to use computer, work on time.
 (3) Ability of using computer, ability to write shorthand, ability of typesetting.
 (4) Patience, loyalty, trustworthiness.

19. Following are several types of telephones used in an institution.

- A – Mobile phone
- B – Wireless phone
- C – Intercom
- D – Telephone booth

What are the suitable telephones to be used for a business organization which has a large network within the country to communicate among the branches and the head office?

- (1) A and B only
- (2) B and D only
- (3) A, B and D only
- (4) All A, B, C and D

● Answer the questions number 20 and 21 using the following information.

Sanjana highlighted a word in an MS Word document using the mouse and then, clicked on the



icon.

20. Because of the way that Sanjana used the mouse,

- (1) the word is deleted and it can be pasted in another place.
- (2) the word is deleted and it cannot be pasted in another place.
- (3) the word is deleted and the opened document was also closed.
- (4) the word is not deleted and it can be pasted in another place.

21. Select the answer that shows the correct way of doing the task that Sanjana had done using the mouse, by using the keyboard.

- (1) Keep the cursor at the beginning of the word and reach the end of the word by touching the key with the + keys and then click on + keys
- (2) Keep the cursor at the end of the word and reach the beginning of the word by touching the key with the + keys and then click on + keys
- (3) Keep the cursor at the end of the word and reach the beginning of the word by touching the key with the + keys and then click on key
- (4) Keep the cursor at the beginning of the word and reach the end of the word by touching the key with the + keys and then click on + keys

● Answer the questions number 22 and 23 using the following pictures.



A



B



C



D



E

22. Select the answer that separates only the input devices, only the output devices and input and output devices correctly.

	Input devices only	Output devices only	Input and output devices
(1)	B, C	D, E	A
(2)	A, B, C	D	E
(3)	C	D, E	A, B
(4)	B, C	A, D	E

23. Select the correct statement regarding above pictures.

- (1) A task done using A, can also be done using B.
- (2) Data can be saved in D as well as E.
- (3) The function of C also can be done by E.
- (4) A hard copy can be obtained by B and a soft copy can be obtained by E.

24. The file name given to a file that is stored in the computer is changed

- (1) when the file is opened, change the title of the document and click on the  +  keys.
- (2) when the file is not opened, double click on the name of the file and typeset the needed name.
- (3) when the file is opened, click the right button of the mouse on the document and then click on Rename.
- (4) when the file is not opened, click the mouse on the file name and click on  key.

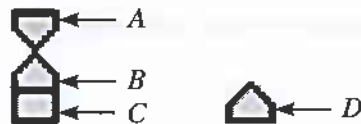
25.  This icon is used to

- (1) change the font size of a document.
- (2) indent the paragraph of a document.
- (3) change the font colour of a document.
- (4) keep line spacing of a document.

26. A text in a document prepared in a computer should have to be left indent. What is the icon should be clicked on after selecting the text?

- (1) 
- (2) 
- (3) 
- (4) 

- Answer the questions number 27 and 28 using the following pictures in the horizontal ruler of MS Word.



27. What is the part that should be used to indent only the first line of a paragraph?

- (1) A
- (2) B
- (3) C
- (4) D

28. Select the correct statement about the above pictures.

- (1) All the lines of the document can be left indent by dragging the part A.
- (2) All the lines of the document can be right indent by dragging the part C.
- (3) All the indented lines can be dragged to the right side of the document by dragging the part D.
- (4) Only the first line of a paragraph can be right indent by dragging the part D.

29. The date of the document typeset should be inserted in the bottom of each page of the document prepared using the MS Word. Which of the following should be used to do this?

- (1) Header
- (2) Footer
- (3) Boarder
- (4) Bullets

30. All the words in an MS Word document should be selected. What is the key combination used to do that?

- (1)  + 
- (2)  + 
- (3)  + 
- (4)  + 

- Answer the questions number 31 to 33 using the following icons in the excel software.



A



B



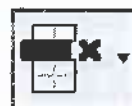
C



D



E



F

31. Select the correct statement regarding the above icons.

- (1) The same task is done by both A and B.
- (2) The same task is done by both D and F.
- (3) If C is used after using A or B the same task is done on the document.
- (4) The tasks done by all above icons can also be done by using the keyboard.

32. Dileepa clicks on *F* after selecting a part that typeset in a spreadsheet. What is the icon you use to cancel that task?

- (1) *B* (2) *C* (3) *D* (4) *E*

33. A spreadsheet which is sent for proof reading, the editing mark ¶ was marked in front of one point. If this spreadsheet is edited by using the computer what would be the icon used?

- (1) *B* (2) *D* (3) *E* (4) *F*

34. When naming a cell in a spreadsheet of the MS Excel, use the ① first and then use the ② secondly.

Select the answer that shows the correct terms for the above ① and ② respectively.

- (1) name of the column, number of the row (2) number of the column, name of the row
(3) number of the row, name of the column (4) name of the row, number of the column

● Answer the questions number 35 and 36 using the following segment of the spreadsheet.

	A	B	C	D	E	F	G
1					100		
2							
3							
4							
5							
6							
7							

35. If the fill handle in E1 cell is dragged down, which of the following will be displayed in E2 and E3 cells respectively?

- (1) 100, 100 (2) 100, 200 (3) 100, 300 (4) 200, 300

36. The selected cell range of the above spreadsheet is

- (1) 1B-5B (2) B1-B5 (3) B1:B5 (4) A1-G7

37. To rotate a text available horizontally in a spreadsheet segment vertical, what is the icon that can be used?

- (1)  (2)  (3)  (4) 

38. In the cell of column A, and the 8th row in a spreadsheet has been written the equation of =A2*A5 and clicked Enter. This means,

- (1) The multiplication of the values in A2 to A5 can be obtained to the cell A8.
(2) The addition of the values in A2 and A5 can be obtained to the cell A8.
(3) The both values in A2 and A5 can be obtained to the cell A8.
(4) After multiplication the value in A2 by the value in A5, the answer can be obtained to the cell A8.

39. Total amount of a bill prepared in a spreadsheet has been obtained in the cell D10, 10% discount has been given on the total amount of the bill. The amount of the discount should be obtained to the cell D11 and the net value of the bill should be obtained to the cell D12. Select the answer that represents the correct equations should be written on cells D11 and D12 respectively.

- (1) =10%*D11, =D10-D11 (2) =10%*D10, =D11-D12
(3) =10%*D10, =D10-D11 (4) =10%*D10, =D11-D10

40. Select the answer that shows a favourable effect and an unfavourable effect on education field by using internet respectively.

- (1) ability to refer modern books, ability to obtain information directly.
(2) plagiarism, imply health problems.
(3) ability to obtain the information relevant to various subjects, plagiarism.
(4) imply health problems, ability to refer modern books.



අධ්‍යයන පොදු සහතික පත්‍ර (සාමාන්‍ය පෙළ) විභාගය, 2019 දෙසැම්බර්
கல்விப் பொதுத் தராதரப் பத்திர (சாதாரண தர)ப் பரீட்சை, 2019 டிசம்பர்
General Certificate of Education (Ord. Level) Examination, December 2019

විද්‍යුත් ලේඛනකරණය හා ලඟුලේඛනය - ඉංග්‍රීසි I, II
மின் ஆவணப்படுத்தலும் சுருக்கெழுத்தும் - ஆங்கிலம் I, II
Electronic Writing and Shorthand - English I, II

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) Write

- (a) **two** documents that include rules and regulations that should be followed by public sector institutions and
 - (b) **two** documents that include rules and regulations that should be followed by private sector institutions.
- (ii) Draft an office plan which is suitable for the office of the head of the institute.
- (iii) (a) Write **two** benefits that can be obtained to a institute by using e-mail.
(b) Write **four** classifications of petty cash expenses that can be classified the petty cash expenses in a business institution.
- (iv) The production manager of Sahara Company has sent a fax message ordering stock of raw materials from the main supplier, Kalhara Company.
Write Sender, Message, Medium and Receiver of this communication process separately.
- (v) Shortcut icon can be inserted on the desktop to reach a programme in the computer easily.
Write how to establish a shortcut icon on the desktop.
- (vi) (a) Write **two** icons in the task bar when the desktop is opened.
(b) Explain separately the functions of two icons that you mentioned for the above (vi) (a).
- (vii) (a) Write how to close a document to retrieve it again in the computer.
(b) Write how to shutdown a computer correctly.
- (viii) State the parts of the mouse considering the following criteria.
(a) according to the button clicked
(b) according to the number of times clicked
- (ix) (a) Write **two** examples for documents that are prepared using columns.
(b) Marks obtained for Maths by the students in a class are in column B of a spreadsheet. It is needed to indicate pass or fail in column C. If the mark is 50 or greater than 50, indicate P (Pass) and if not F (fail).
Write a logical equation that should be written in column C for the above purpose.
- (x) Write a sentence including at least **four** words using only home keys and lower keys of the key board.

(02 × 10 = 20 marks)

- (i) Write **two** types of graphs that can be created using the scores included in the above spreadsheet. (02 marks)
 - (ii) Write an equation that should be written in the cell D13 to obtain the total score of 10 overs of the team A to the cell D13. (02 marks)
 - (iii) Write the easiest way to obtain the total score of 10 overs of the team B to the cell E13. (02 marks)
 - (iv) Write an equation that should be written in the cell D14 to obtain the average score of the team A to the cell D14. (02 marks)
 - (v) Write an equation to find the over in which the highest score of team B was recorded. (02 marks)
- (Total 10 marks)**

Part III - Shorthand

6. (i) (a) What are the first six consonants?
(b) Write those consonants in shorthand with their sounds. (03 marks)
- (ii) Write the following words in shorthand.
(a) paid (b) shape
(c) tape (d) take (02 marks)
- (iii) Write the following sentences in shorthand.
(a) Do they know the date to make the cake?
(b) We have given him the cheque to mail. (04 marks)
- (iv) Separate the light strokes and heavy strokes you wrote for above (a) and (b) sentences in (iii). (01 mark)
- (Total 10 marks)**
7. (i) (a) What are the second group of consonants?
(b) Write those consonants in shorthand with their sounds. (03 marks)
- (ii) Write the following words in shorthand.
(a) page (b) shade
(c) date (d) beg (02 marks)
- (iii) Write the following sentences in shorthand.
(a) It will be given to him today.
(b) We think they will take the boat. (04 marks)
- (iv) Separate the light strokes and heavy strokes you wrote for above (a) and (b) sentences in (iii). (01 mark)
- (Total 10 marks)**

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