

OL/2021(2022)/94-E-I, II

සියලු ම හිමිකම් ඇවිරිණි / முழுப் பதிப்புரிமையுடையது / All Rights Reserved]

ශ්‍රී ලංකා විභාග දෙපාර්තමේන්තුව ශ්‍රී ලංකා විභාග දෙපාර්තමේන්තුව ශ්‍රී ලංකා විභාග දෙපාර්තමේන්තුව ශ්‍රී ලංකා විභාග දෙපාර්තමේන්තුව ශ්‍රී ලංකා විභාග දෙපාර්තමේන්තුව
இலங்கைப் பரீட்சைத் திணைக்களம் இலங்கைப் பரීட்சைத் திணைக்களம் இலங்கைப் பரීட்சைத் திணைக்களம் இலங்கைப் பரීட்சைத் திணைக்களம் இலங்கைப் பரීட்சைத் திணைக்களம்
Department of Examinations, Sri Lanka Department of Examinations, Sri Lanka Department of Examinations, Sri Lanka Department of Examinations, Sri Lanka Department of Examinations, Sri Lanka
94 E I, II

අධ්‍යයන පොදු සහතික පත්‍ර (සාමාන්‍ය පෙළ) විභාගය, 2021(2022)
கல்விப் பொதுத் தராதரப் பத்திர (சாதாரண தர)ப் பரீட்சை, 2021(2022)
General Certificate of Education (Ord. Level) Examination, 2021(2022)

විද්‍යුත් ලේඛනකරණය හා ලඝුලේඛනය (ඉංග්‍රීසි) I, II
மின் ஆவணப்படுத்தலும் சுருக்கெழுத்தும் (ஆங்கிலம்) I, II
Electronic Writing and Shorthand (English) I, II

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 you will answer and decide which of them you will prioritise.

Electronic Writing and Shorthand (English) I

Note :

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

1. Following are two statements about Pitman shorthand method.
 - A - In Pitman shorthand, vowels are represented by dots and dashes written alongside the strokes.
 - B - A vowel comes before a consonant, dot or dash is placed in the right side of the stroke.
 From the above statements,
 - (1) A is correct but, B is incorrect.
 - (2) B is correct but, A is incorrect.
 - (3) Both A and B are correct.
 - (4) Both A and B are incorrect.
2. Select the answer that includes only the English shorthand methods.
 - (1) Lowrence, Grage, Kanter
 - (2) Slown, Kanter, Pitman
 - (3) Grage, Pitman, Slown
 - (4) Kantar, Lowrence, Pitman
3. Select the **incorrect** statement about shorthand methods from the following statements.
 - (1) Shorthand is the art of representing spoken sounds by written signs.
 - (2) At the first time, a shorthand method had been created for the Latin language in the world.
 - (3) Pitman shorthand method provides signs for longhand spelling.
 - (4) Different Sinhala shorthand methods were created by using English shorthand methods.
4. What is an advantage of using computer in preparing documents?
 - (1) A printed copy of a document should be obtained to proof read the prepared document.
 - (2) Copies of the prepared document can be gained again and again if necessary.
 - (3) A hard copy of the prepared document should be obtained for sending others.
 - (4) A continues electricity power supply should be needed to operate a computer.
5. Which is the situation that needed to be forwarded an application from the followings?
 - (1) To obtain the certificate of Grama Niladari.
 - (2) To obtain the gazette of the government.
 - (3) To borrow a book from the lending section of a library by a member.
 - (4) To be faced for the G.C.E. (Ordinary Level) Examination.

[see page two]

6. Zonal Director of Education has been nominated as the chief guest of the prize giving ceremony at school. What is the document that should be prepared by the organizing committee to inform it to him?
 (1) an advertisement (2) an invitation (3) a letter (4) an application
7. What is the characteristic that can be seen only in a circular?
 (1) stating the date of issued
 (2) being a legal document
 (3) compulsorily implemented advices are consisted
 (4) being a notice to the lower level employees from the top level management
8. What are the two computer softwares used at present to prepare documents in business institutions?
 (1) Word and Powerpoint (2) Excel and Pagemaker
 (3) Powerpoint and Excel (4) InDesign and Excel
9. Few documents prepared in an institution and common features of those documents are in column X and Y respectively.

X	Y
1. Meeting reports, Progress reports, Audit reports	A - Consisting with blanks to fill
2. Normal letters, Official letters, Memos	B - Normally presenting the summarized facts
3. Application forms, Questionnaires, Curriculum vitae	C - Preparing to get the attention of individuals who need to receive the message
4. Notices, Advertisements, Tender notices	D - Stating the person or group that receiving the message

What is the answer that the documents in column X are matched with the features of documents in column Y respectively?

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

10. Inserting letters, digits, pictures to the computer are known as (a) of the computer and obtained information after preparing them electronically are called as (b) of the computer.

Select the answer that shows the correct terms for the above (a) and (b) respectively.

- (1) inputs, outputs (2) data, inputs
 (3) information, inputs (4) information, outputs

11. Select the correct statement from the following.

- (1) Mouse, keyboard and monitor are hardwares of a computer system and Word, Excel and Powerpoint are softwares of a computer system.
 (2) Computer operator, software engineer and programmer are livewares of a computer system and the mouse, keyboard and the printer are softwares of a computer system.
 (3) Word, Excel and keyboard are softwares of the computer system and mouse, monitor and Powerpoint are hardwares of the computer system.
 (4) Mouse, keyboard and monitor are hardwares of the computer system and software engineer, programmer and Powerpoint are softwares of the computer system.

12. What is the device that would be an input device as well as an output device of the computer system?



13. Select the situation where a computer in operation **cannot** be shut down.

- (1) Start → Shut Down → ok
- (2) Start → This PC → Click on the  icon
- (3) Start → Turn off Computer → Turn off
- (4) Start → Click on the  button → shut down

14. Shift key  of the computer keyboard is ,

- (1) a Type writer key.
- (2) an Arrow key.
- (3) a Function key.
- (4) a Special key.

15. Following are two statements about the touch system of the keyboard when using it.

- A – All the fingers except thumb fingers should be used to touch the typewriting keys of the keyboard for typesetting.
- B – Only the thumb fingers should be used to touch the space bar for keeping spaces between words.

From the above statements,

- (1) the statement A is correct but the B is incorrect.
- (2) the statement A is incorrect but the B is correct.
- (3) both statements A and B are correct.
- (4) both statements A and B are incorrect.

16. Deepani moves her fingers on the home keys of the keyboard as follows.

'Index finger of the right hand, small finger of the left hand, ring finger of the right hand, index finger of the left hand'.

What is the word that Deepani has typeset?

- (1) half
- (2) hakg
- (3) kafs
- (4) jafj

17. Select the answer that shows the correct fingers you should use on the home keys of the keyboard to typeset the word 'slash'.

- (1) ring finger of the left hand, small finger of the right hand, small finger of the left hand, ring finger of the left hand, index finger of the left hand
- (2) small finger of the left hand, ring finger of the right hand, ring finger of the left hand, small finger of the left hand, index finger of the right hand
- (3) small finger of the left hand, small finger of the right hand, ring finger of the left hand, small finger of the left hand, index finger of the right hand
- (4) ring finger of the left hand, ring finger of the right hand, small finger of the left hand, ring finger of the left hand, index finger of the right hand

18. Following are few words that have been typeset by using the computer keyboard.
write, power, type, rupee

What is/are the row/rows of the keyboard that is/are used to typeset the above words?

- (1) home keys only.
- (2) upper keys only.
- (3) lower keys only.
- (4) home keys and upper keys only.

19. Following is an edited sentence.

'Edit the page using the correct editingmarks.'

What is the editing mark that should be indicated in the place marked as  of the above sentence?

- (1) #
- (2) I
- (3) T
- (4) ^

20. A few business organizations, the ways of fund raising to them and the objectives of those business organizations are in columns A, B and C respectively.

A - business organization	B - fund raising source	C - objective
P - Oshara Company Limited	S - Consolidated funds	V - earning profits
Q - Sri Lanka Railways Department	T - Funds of owners	W - members' welfare
R - Perera and Company	U - Retained earnings	

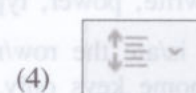
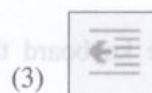
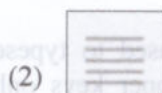
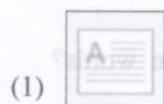
Select the answer that indicates a business organization, fund raising source for that business and the objective of that business are in correct order.

- (1) P, S, W (2) P, U, V (3) Q, S, V (4) R, T, W
21. Select the example for an oral media and a written media using in day to day activities of an office in correct order.
- (1) Circular and Conferences (2) Telephone conversations and Memos
(3) Internet and Fax messages (4) Lectures and Conferences
22. The few classifications of files and the examples for files that should be filed under a specific classification are in column X and Y respectively.

X	Y
1. Numerical Classification	A - Filing the information files of students who live in several districts and following a same course
2. Geographical classification	B - Filing the applications of candidates applied for an examination according to the examination center
3. Alphabetical classification	C - Filing the monthly purchases invoices of a business
4. Chronological classification	D - Filing the business transaction files of suppliers according to their names

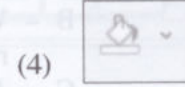
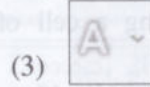
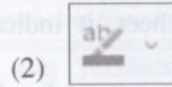
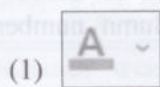
What is the answer that the classification of files in column X are matched with the examples in column Y respectively?

- (1) A, B, C, D (2) B, A, C, D (3) B, A, D, C (4) C, A, D, B
23. What is the key combination of the keyboard that should be used to select all the information included in a document prepared in a computer?
- (1) Ctrl + S (2) Ctrl + C (3) Ctrl + A (4) Ctrl + V
24. In which of the situation, a file saved on the desktop is deleted?
- (1) Click on the file and then click on the Recycle Bin icon.
(2) Click on the file and then press the delete key in keyboard.
(3) Double click on the file and then right click on it.
(4) Right click on the file and then press the delete key in the keyboard.
25. What is the icon that can be used to change the spaces between lines of a document prepared in the word processing software?



26. Senaka prepared a data table using the word processing software and finally click on the icon . Because of this,
- (1) only the outside borders of the table were drawn.
(2) only the inside borders of the table were drawn.
(3) all borders of the table were drawn.
(4) all the border lines were removed and only the data was seen.

27. The font colour of a document prepared in the computer has to be changed. Which of the following icons should be selected to do it after selecting the text that the font colour should be changed.



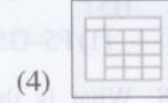
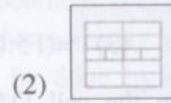
28. A few icons in the word processing software and the functions of each icon are in columns X and Y respectively.

X	Y
	A - To remove a part/text of a document to paste in another place.
	B - To transfer a part/text of a document to another place, but remains as it is.
	C - To go to the previous task of the word processing software
	D - To arrange the information in a document in alphabetical or numerical order.

What is the answer that the icons in column X are matched with the functions in column Y respectively?

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

29. Two cells of a table which are included in a document prepared by using word processing software have to be merged. For that, which icon should be clicked after selecting those two cells?



30. A print copy of a document prepared in a computer has to be obtained. For that, clicked on the File → Print. From the received print window, a command that **cannot** be given is,

- (1) selecting the number of copies that should be printed.
 (2) selecting the printer.
 (3) selecting the page or pages of the document that should be printed.
 (4) selecting the type of the paper that should be printed.

31. Following is an extracted part from a spreadsheet. What is the selected cell of this spreadsheet?

	A	B	C	D
1				
2				
3				
4				
5				

- (1) A3
 (2) E1
 (3) E3
 (4) H5

32. Following is an extracted part from a spreadsheet. What is the selected cell range of this spreadsheet?

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

- (1) C2:E2
 (2) C2:E3
 (3) C2:E4
 (4) A1:F4

33. Three statements about spreadsheet presented by three students are given below.
- A – After opening a spreadsheet, any number of worksheets can be added to it.
 B – When naming a cell of a spreadsheet, it indicates the column number first and then row name.
 C – Added worksheets to a spreadsheet cannot be deleted.
- From the above statements.
- (1) A and B statements are correct, but the statement C is incorrect.
 - (2) A and C statements are correct, but the statement B is incorrect.
 - (3) Statement A is correct, but the B and C statements are incorrect.
 - (4) All A, B and C statements are correct.
34. The row height of a spreadsheet **cannot** be increased by
- (1) dragging the  symbol, after keeping the cursor between two column names.
 - (2) following the steps Format → Row → Row Height.
 - (3) increasing the font size after selecting a cell.
 - (4) dragging the  symbol, after keeping the cursor between two row names.
35. A few cells in a row of a spreadsheet can be converted into one cell by clicking on the icon
- (1) 
 - (2) 
 - (3) 
 - (4) 
36. What is the formula that should be written in the cell B9 to obtain the total value of the values in cells from B1 to B8 into the cell B9 in a worksheet?
- (1) =sum(B1+B8)
 - (2) =sum(B1:B8)
 - (3) =B1+B8
 - (4) =(B1+B2+B3+...)
37. The value in the cell G5 has to be deducted from the value in the cell F5 in a worksheet. What is the formula that should be written in the cell H5 to obtain the above subtraction to the cell H5?
- (1) F5-G5
 - (2) =F5-H5
 - (3) =(F5:G5)
 - (4) =F5-G5
38. What is the formula that should be written in the cell D4 to obtain the 5% of the value in the Cell C4 to the cell D4 in a worksheet?
- (1) =C4*5%
 - (2) =C4*5
 - (3) 5%*C4
 - (4) =D4*5%
39. The examination marks of 100 students have been included in the cell C1 to C100 in a worksheet. What is the formula that should be written in the cell D1 to obtain the maximum value of the marks to the cell D1?
- (1) Max(C1:C100)
 - (2) =(C1:C100)
 - (3) =Max(C1:D1)
 - (4) =Max(C1:C100)
40. What is **not** an e-mail address of an institute or an individual?
- (1) xyz@yahoo.com
 - (2) ganga70@gmail.com
 - (3) www.exams.lk
 - (4) thisa@gmail.com

* *

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Department of Examinations, Sri Lanka Department of Examinations, Sri Lanka Department of Examinations, Sri Lanka Department of Examinations, Sri Lanka Department of Examinations, Sri Lanka

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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) a similarity and
(b) a difference

that can be seen in a manually typed document and a computer typeset document.

(ii) Write two benefits that can be gained to a document by using tables and graphs.

(iii) Write an equipment / a tool that is used to prepare each of the following documents.

(a) horoscope prepared in a palm leave

(b) manually written letter in a paper

(c) cut out stencils using a typewriter

(d) obtained printout of a document prepared in a computer

(iv) Write two mistakes that can be normally seen in documents prepared in an office.

(v) Write two functions that can be done by using the mouse.

(vi) Write two situations that the Caps Lock key should be used.

(vii) Write the correct terms for the following blanks.

While saving a document with data or information or a program in a computer is called as (a) and the place that a collection of documents are saved is called as (b).....

(viii) Explain briefly how can the letters or symbols that are not in the keyboard insert to a document prepared in a computer.

(ix) There are 13 students' test marks in the cells from B3 to B15 in a spreadsheet. The students who obtain 60 or more than 60 marks are forwarded to the next stage but, the others are not. If a student is forwarded to the next stage, it is indicated as 'Ok' and if not 'No' should be included in the cells from C3 to C15.

(Although the marks of the students will be changed the correct decision should be appeared)
Write the formula that should be written in the cell C3 to show the first student is forwarded to the next stage or not.

(x) Write the home keys of the keyboard separately,

(a) that should be touched using the index finger of the left hand and

(b) that should be touched using the index finger of the right hand.

(Total 02 × 10 = 20 marks)

Part I - Secretarial Practice

2. (i) Nishanthi, the private secretary of Mr. Harispaththuwa, who is the executive officer of Handicraft (Pvt) Limited Company, responses to all telephone calls received to her chief. But, the telephone call received from the divisional secretary was forwarded to the head immediately.

[see page eight]

- (a) According to the ownership, what is the type of business organization that the Handicraft (pvt.) Limited company belongs to? (01 mark)
- (b) Write separately a secretary giving orders to others and a secretary serving to a head included in the above case. (01 mark)
- (c) Write separately the communication media and the communication method included in the above case. (02 marks)
- (ii) Following are editing marks indicated in a document that forwarded to edit.

A -

B -

C -

D -

- (a) Write the meaning of each editing mark separately. (04 marks)
- (b) Write how to edit A and D editing marks in the above edited document by using the computer. (02 marks)

(Total 10 marks)

3. (i) Write
- (a) **two** modern filing methods and
- (b) **two** traditional filing methods that use to file the hard copies of documents prepared in an office at present. (02 marks)
- (ii) Write **two** information that can be included in the footer of a computerized document. (01 mark)
- (iii) Ganga, who is the private secretary of the head of the XY Company Limited, is preparing the inviting letter that has to be sent to all the shareholders of the company, by informing them to participate in the annual general meeting.
- (a) Write **four** common information that should be included in the letter which is sent to the shareholders. (02 marks)
- (b) Write **four** information that should be included in the letter, which is sent to the shareholders but, differ from letter to letter. (02 marks)
- (c) What is the method you follow to prepare this letter that should be sent to the shareholders separately? (01 mark)
- (d) Write the position names of,
- two peers and
 - two juniors of Ganga who serves in the company. (02 marks)
- (Total 10 marks)

Part II - Electrical Documentation

4. Following A, B, C and D are few parts that extracted from a document prepared in the word processing software.

A -

B -

C -

D -

- (i) What is the section/bar of the word processing software that the part indicated as A is extracted? (01 mark)

[see page nine]

- (ii) Write **three** information of the document that can be obtained from the given information of the part A? (03 marks)
- (iii) What is the bar of the word processing software that the part indicated as B is extracted? (01 mark)
- (iv) Write **two** functions that can be done through the icons in part B? (02 marks)
- (v) Write an information about the prepared document by observing part C? (01 mark)
- (vi) Write **two** information about the prepared document by observing part D ? (02 marks)
- (Total 10 marks)

5. The paysheet prepared in a spreadsheet for the month of March 2022 of the Sooriya Company Limited is as follows. Answer the following questions, using this information.

	A	B	C	D	E	F	G	H	I	J	K
1	Sooriya Company Limited										
2	For the Month of March 2022										
3	Pay Sheet										
4	S. No.	Name	Earnings			Deductions			Net Salary	Elegible for Special Allowance	
5			Basic Salary	Allowances	Gross Salary	EPF	Insurance	Total Deductions			
6	1	Kamal	30 000	15 000			500				
7	2	Thilak	50 000	15 000			500				
8	3	Sunil	40 000	15 000			500				
9	4	Sarala	60 000	15 000			500				
10	Total										
11											

- (i) The gross salary of an employee is calculated by adding allowances to the basic salary of a particular employee. Write the equation that should be written in the cell E6 to obtain the gross salary of Kamal to the cell E6.
(Although any change occurred in the basic salary or allowances of each employee, the correct gross salary should be calculated). (01 mark)
- (ii) Write the easiest way to obtain the gross salary of all employees of the company to the column E. (01 mark)
- (iii) 10% of the gross salary of each employee has been deducted for the Employee Provident Fund (EPF) as the contribution of the employee. Write the equation that should be written in the cell F6 to obtain the deducting amount for EPF from Kamal to the cell F6. (01 mark)
- (iv) The net salary of an employee is calculated by deducting the total amount of deductions from the gross salary of an employee. Write the equation that should be written in the cell I6 to obtain the net salary of Kamal to cell I6. (01 mark)
- (v) If the net salary of an employee is equal or less than Rs. 50 000 a special allowance is provided by the company. If an employee is eligible for that special allowance, it indicates as 'Yes' unless 'No' in the column J. Write the equation that should be included in the cell J6 to illustrate that the Kamal is eligible or not for the special allowance. (02 marks)
- (vi) The total gross salary of all employees is the salary expenses for the month of March of the company. Write the equation that should be written in the cell E10 to obtain the salary expenses for the month of March of the company to the cell E10. (01 mark)
- (vii) Names of columns of the pay sheet have been written in the cells using several lines. Write how to include the information in a cell using several lines. (01 mark)
- (viii) All the horizontal and vertical lines of the pay sheet have been drawn. Write how to draw those lines of a table. (02 marks)

(Total 10 marks)

Part III - Shorthand

6. (i) (a) Write the first six consonants with the strokes of them. (01 mark)
 (b) Write **two** characteristics of the strokes that represent the first six consonants. (01 mark)
 (ii) (a) What are the third place vowels that is used in Pitman shorthand? (01 mark)
 (b) Write how the third place vowels are represented when writing shorthand. (01 mark)
 (iii) Write the following words in Pitman shorthand.

- (a) keep (b) tool
 (c) ship (d) book

(02 marks)

- (iv) (a) Write the following sentence in Pitman shorthand.

'They have usually paid us to do it, but they have paid them too.' (02 marks)

- (b) What are the vowels you used to write the above sentence in shorthand and write the place/places of those vowels? (02 marks)

(Total 10 marks)

7. (i) (a) Write the second group of the consonants with the strokes of them. (01 mark)
 (b) Write **two** characteristics of the strokes that represent the second group of consonant. (01 mark)
 (ii) (a) What are the first place vowels that are used in Pitman shorthand? (01 mark)
 (b) Write how the first place vowels are represented when writing shorthand. (01 mark)

- (iii) Write the following words in Pitman shorthand.

- (a) ball (b) catch
 (c) dog (d) calm

(02 marks)

- (iv) (a) Write the following sentence in Pitman shorthand

'We have given him the cheque to mail to them today.' (02 marks)

- (b) Write a heavy straight stroke and a heavy curve stroke you used to write the above sentence in shorthand with the sounds of them. (02 marks)

(Total 10 marks)
