



Department of Examinations - Sri Lanka
G.C.E. (O/L) Examination - 2018

94 - Electronic Documentation & Shorthand

Marking Scheme

This document has been prepared for the use of Marking Examiners. Some changes would be made according to the views presented at the Chief Examiners' meeting.

Amendments to be included

94 - Electronic Documentation and Shorthand.

Paper II

- Q1. (i) (a) An advantage of using typewriter
- Can be used without electricity facility.
(No need electricity facility)
 - When using no need any other aiding tools.

A disadvantage of using typewriter.

- Can be obtained limited copies at once.
- Cannot be saved the document

For an advantage $\frac{1}{2}$ marks

For a disadvantage $\frac{1}{2}$ marks

(01 mark)

(b) An advantage of using computer

- Can be obtained needed copies at once.
- Can be saved the document to obtain later.

A disadvantage of using computer

- Cannot be used without electricity facility.
- Need several tools to use the computer
(Mouse, keyboard, UPS etc.)

For an advantage $\frac{1}{2}$ marks

For an disadvantage $\frac{1}{2}$ marks

(ii)

The Certificate
Sportsmeet - 2019

It is pleased to inform that Miss/Mr.
..... studied in grade
..... in Gall Central College has
won the place of
event.



.....
Teacher Vice Principal The Principal

- Should be drawn in Landscape or Portrait.
- Should be the name of the school
- Should be kept the spaces for the name of the student, grade, name of the event, and the place obtained.
- Should be school Logo.
- Should be kept spaces for authorized signatures.

$\frac{1}{2}$ marks for one fact.

$(\frac{1}{2} \times 04 = 02 \text{ marks})$

(iii) (a) The marks of all the subjects that were obtained by the students for the last term test.

(01 mark)

(b) Obtained the first, the second, and the third places that each student got.

(01 mark)

(iv) (a) Can be enter to the Internet.

(01 mark)

(b) Sounds of the computer can be increased and decreased.

(01 mark)

(v) • Should be a file name

• Should be the extension

(The correct file name that created by the student 01 mark)

(vi) • Select a Font.

• Type the Shift + Y in the keyboard

• Press = key

• Press the key X in the keyboard.

• Press $\boxed{X^2}$ icon in the menubar.

• Press the key 2 in the keyboard

• Press the + key and type the 1

(02 marks for completed answer)

(vii) (a) Press Alt + Ctrl + ↓ all together

(01 mark)

(b) Press Alt + Ctrl + → all together

(01 mark)

(viii) • Put the cursor on row name and

• Then receiving ↑
↓ arrow mark

• Drag into up and down from that mark.

(01 × 02 = 02 mark)

(ix) • Should be an e-mail address.

• Last part of the e-mail address should be gmail.com

(02 marks)

(x) • They are good girls.

- Should be four words

- should have been used home keys and upper keys only

- Should be a meaningful sentence.

(02 marks)

	(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)
01	a b		a b	a b			a b			
	01 01	02	01 01	01 01	02	02	01 01	02	02	02

Part - I - Secretarial Practice.

02. (i) (a) 1. Computer is being slow.
2. Virus attack because of using pen-drives.

($\frac{1}{2} \times 02 = 01$ mark)

- (b) 1. Remove the unnecessary files from the computer

. Create folders using several files.

2. Using a virus guard.

($\frac{1}{2}$ marks for one remedy)

($\frac{1}{2} \times 02 = 01$ mark for two remedies)

- (c) • Paining eyes because of the brightness of the desktop.

• Paining of fingers and the arm of the hand.

• Paining of backborn.

($\frac{1}{2} \times 02 = 01$ mark)

- (d) • Using screen filter to reduce brightness
• Giving excercises for fingers and arm.
• Sitting in correct possision.

($\frac{1}{2} \times 02 = 01$ mark)

(ii) (a) • /n - Insert n

• /o - put a dot.

• /# - keep space.

• /I - avoid space.

($\frac{1}{2} \times 04 = 02$ marks)

(b) Delayed payments and an over limit position on your credit card may result in your card being declined.

In keeping with Central Bank of Sri Lanka guidelines all Banks

have been instructed not to accept any willfully mutilated or defaced currency notes.

($\frac{1}{2} \times 04 = 02$ marks)

(iii) (a) • Sender - Marketing manager of Max Exporting Company.

• Message - All the goods were shipped and it would reach the importer's port before 31st December.

• Receiver - Foreign buyer, Bimland Importers.

($\frac{1}{2} \times 03 = 01\frac{1}{2}$ marks)

(b) Electronic written

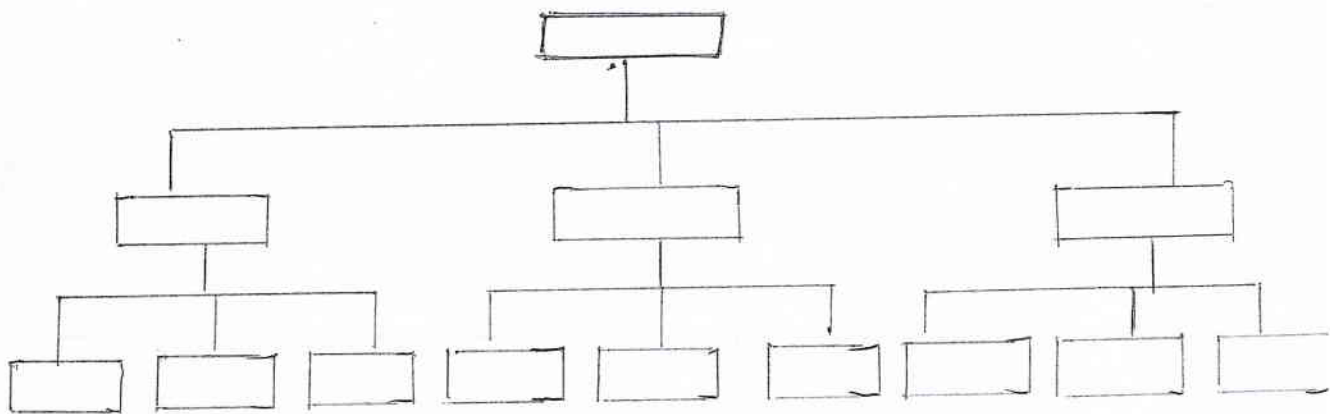
($\frac{1}{2}$ marks)

02	(i)	a	b	c	d	(ii)	a	b	(iii)	a	b	
		1	1	1	1		1	1		$1\frac{1}{2}$	$\frac{1}{2}$	$= \frac{10}{12}$

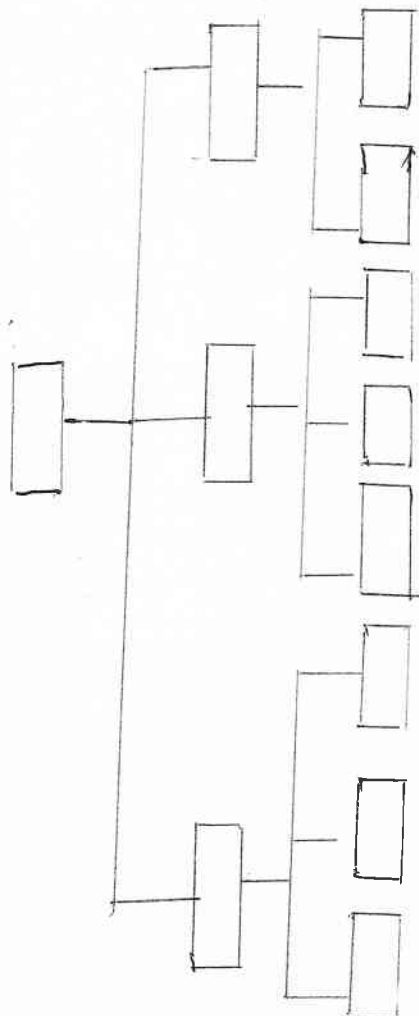
- (03) (i) (a) • Vertical way
 • Horizontal way.
 • Cyclical way

($\frac{1}{2} \times 02 = 01$ mark)

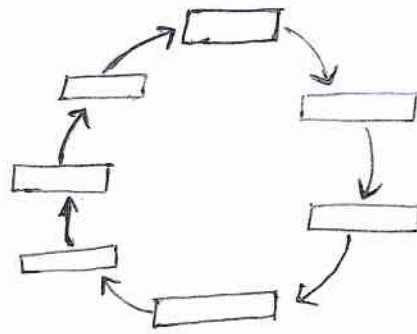
- (b) • Vertical way.



- Horizontal way



- Cyclical way



(01 x 02 = 02 marks) .

- (ii) (a) • Collecting all the receiving letters;
- Entering all the letters in the register of receiving letters.
 - Send the letters to the relevant sections and persons

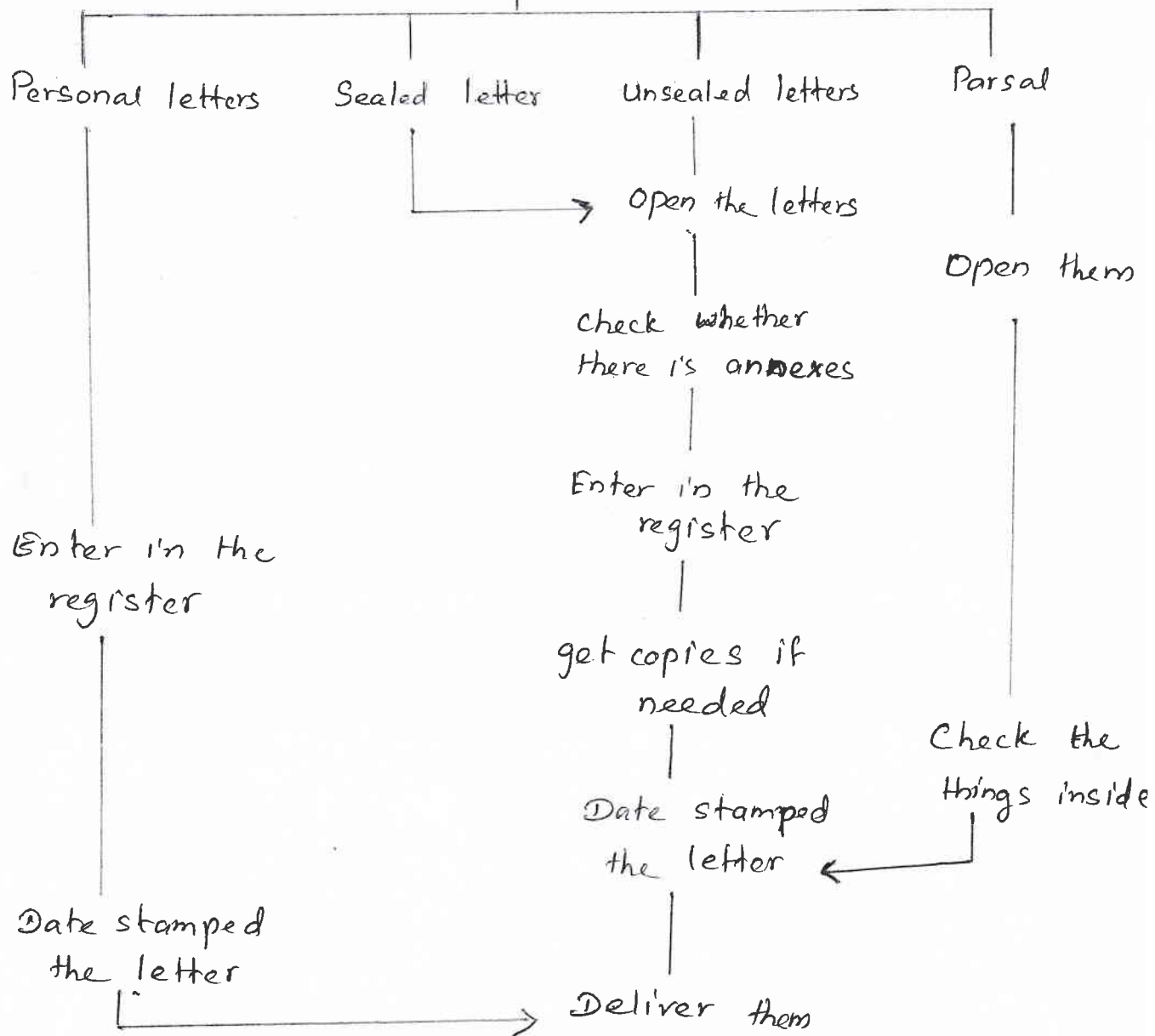
($\frac{1}{2} \times 02 = 01$ mark)

- (b) • Seperate private letters and send them to the relevant persons.
- Opening other official letters.
 - Date stamped the envelops and opened letters.
 - getting copies of needed letters.

($\frac{1}{2} \times 02 = 01$ marks)

(c)

Receiving letters.



(01 mark).

(iii) (a) Rs. 3 000

(1/2 marks)

(b), (c)

Petty cash book.

Receipt	L/F	Date	Description	V. N.	Payments	Analysis Columns			Led. L	
						Trave.	Postal	Station	Acc.	F
500		01.09	Balance b/f			(1/2)	(1/2)	(1/2)		
2500		01.09	Cash							
		08.09	Three wheeler Charges	1	420	420				
		11.09	Register post charges	2	350		350			
		15.09	Traveling expenses	3	410	410				
		18.09	Purchasing Carbon Papers	4	370			370		
		22.09	Purchasing Stamps	5	600		600			
		25.09	Purchasing pens & Pencils	6	570			570		
					2720	830	950	940		
		30.09	Balance b/d.		280					
3000					3000					
280		01.10	Balance b/f							

(d) Rs. 2720

(Each 01 m)

03. (i)

(a) (b)

(ii)

(a) (b) (c)

(iii)

(a) (b) (c) (d)

01 02

01 01 01

1/2 1 1/2 01 01

= 10/10

Part II - Electronic Documentation.

04. (i). Select all the typesetting parts of the leaflet

- Select the boarder in menu bar.
- Select the boarder you like and ok.

(02 marks)

(ii) • Select the text "School Exhibition"

- Select a font
- Select font size and increase it.
- Select Bold **B**

(02 marks)

(iii) • Typeset the relevant text

- Select it
- Justify it

(02 marks)

(iv) • Part c

- Typeset the relevant text
- Select date and time seperately.
- Bold it. **B**

(01 mark)

• Part D

- Typeset the relevant text row by row using enter
- Select all the rows
- Select the bullets in menu bar.

(01 mark)

(v) . Press enter after typesetting the Carnival

• Select the icon 

• Typeset the first row and enter then typeset the second row and enter again and typeset the third row.

• Select all the rows and press bold **B**

(02 marks)

04	(i)	(ii)	(iii)	(iv)	(v)	
	02	02	02	02	02	= $\frac{10}{10}$

5. (i) select the cell D3,

type = $C3 * 8/100$ Enter.

(02 marks)

(ii) select the cell E3,

type = $(C3 - D3)$ Enter.

(02 marks)

(iii) select the cell F3,

type = $C3 * 12/100$ Enter

(01 mark)

select the cell G3,

type = $(D3 + F3)$ Enter

(01 mark)

(iv) Copy the EPF 8% for employees:-

- Keep the cursor on the cell D3,
- copy it on the cells D4, D5, D6 and D7.

Or,

- Keep the cursor on the cell D3,
-  Drag from the fillhandle up to D7

(02 marks)

(v) - Type = $G3 + G4 + G5 + G6 + G7$ on the cell G8,
- and Enter.

Or,

- Type = $\text{sum}(G3:G4:G5:G6:G7)$ on the cell G8,
- and Enter.

- b. (i) (a) jet
 (b) love
 (c) delay
 (d) name

($\frac{1}{2} \times 4 = 02$ marks)

- (ii) (a) short vowel ē
 (b) short vowel ū
 (c) long vowel ā
 (d) long vowel ā

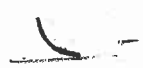
($\frac{1}{2} \times 4 = 02$ marks)

(iii) (a) shade - 

(b) below

($1 \times 2 = 02$ marks)

(iv) They know they have to vote them (02 marks)

(v)  - th ,  - v

($1 \times 2 = 02$ marks)

b.	(i)	(a)	(b)	(c)	(d)	(ii)	(a)	(b)	(c)	(d)	(iii)	a	b	(iv)	v
	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$		$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$			1	1	2	2

7. (i) (a) tape
 (b) boat
 (c) game
 (d) beg.

($\frac{1}{2} \times 4 = 02$ marks)

- (ii) (a) long vowel $\bar{a}$ (b) long vowel $\bar{e}$
 (c) long vowel $\bar{a}$ (d) short vowel $\check{e}$

($\frac{1}{2} \times 4 = 02$ marks)

- (iii) (a) make  (b) ^{goal.} 

($1 \times 2 = 02$ mark)

(iv) We have given him the cheque to mail today.

(02 marks)

- (v)  - em, / - ch, / - el
 ✓ - we

($\frac{1}{2} \times 4 = 02$ marks)

