

INFORMATION PROCESSING 2

5100

CAMEROON GENERAL CERTIFICATE OF EDUCATION BOARD

Technical and Vocational Education Examination

JUNE XXXX

INTERMEDIATE LEVEL

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|------------------|---------------------------------|
| Subject Title | INFORMATION PROCESSING 2 |
| Subject Code No. | 5100 |
| Paper No. | TWO |

Duration: 3 HOURS

INSTRUCTIONS TO CANDIDATES

You are reminded of the necessity for good English and orderly presentation in your answers.

Ensure that this paper has:

1. SECTION A: SPEED AND ACCURACY.

- Under this section, candidates should do the warm up drill for five minutes, timed by the invigilators. This should not be printed.
- Do the speed and accuracy for 15 minutes. Candidates are expected to continue typing as many times as possible for the 15minutes allowed.
- At the end of this speed test, candidates should hand in their speed and accuracy work before starting section B

2. SECTION B. PRODUCTION WORK :

| TABLE OF CONTENT | | | |
|-------------------------|---------------------------|---------------|-----------------|
| Section A | SPEED AND ACCURACY | TASK 1 | 15 marks |
| Section B | PRODUCTION WORK | TASK2 | 15 marks |
| | | TASK 3 | 15 marks |
| | | TASK4 | 15 marks |
| TOTAL | | | |

Turn Over

CAMEROON GENERAL CERTIFICATE OF EDUCATION BOARD

General Certificate of Education Examination

JUNE

| | |
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| Subject Code No. | 5100 |
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INSTRUCTIONS TO INVIGILATORS

- 1.) This paper starts with Section A (speed and Accuracy Test).
- 2) Candidates should be given the **WARM-UP DRILL** to type for five minutes repeatedly.
- 3) The time allowed for the typing of the speed and accuracy test is 15minutes. This follows immediately after the warm-up drill.
- 4) Before starting the speed and accuracy test, ensure that the candidates:
 - Type the heading/title of the speed and accuracy test
 - Inquire if all have finished centering the headings, and then ask them to start.

English language dictionaries are allowed in the paper but not any other computer.

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Warming-Up Drill (3minutes)

Type the following drill for three minutes. Submit it together with your speed and Accuracy Test paper for marking.

A b c d e f g h I j k l m n o p q r s t u v w x y z,.,:;

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A b c d e f g h I j k l m n o p q r s t u v w x y z,.,:;

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Quite soon the very polite baker had won sixty new customers and amazed the five who came to judge him

Quite soon the very polite baker had won sixty new customers and amazed the five who came to judge him

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SECTION A: SPEED AND ACCURACY
TASK 1

RAIL TRANSPORT

The first railway lines in Cameroon were constructed by the Germans to evacuate produce from the hinterland to the port of Douala, and imported goods from there into the hinterlands. The first line, from Bonaberi to Nkongsamba, “Kamerun Nord Bahn” was begun in nineteen zero six and commissioned on first April nineteen eleven. This was followed by the Douala-Yaounde line started in nineteen ten. It had to cease at Eseka (one hundred and seventy three point six kilometres) from Douala when the first World War broke out. The line was later completed by the French between nineteen twenty-two and nineteen twenty-seven.

After independence, the Cameroon government began work on the Trans-Cameroon line on the thirty-first October nineteen sixty-four. This line which had also been projected by the Germans was commissioned on the eighth April, nineteen sixty nine. Another branch had also been constructed to link this main line called Trans-Cameroon, which extended from Yaounde to Balabo in the Eastern Province. As of nineteen eighty, the railway network was one thousand one hundred and forty three kilometres of metric meters, mainly single track. However, this distance would be shorter when the reconstruction work on the Douala-Yaounde section is completed. The railway’s northern line terminus is at Ngaoundere.

The management and the use of this network is in the hands of the National Railway Corporation. Bulky goods such as timber, petrol, iron rods, cows among others are transported by train, thus easing the congestion on roads and disenclaving parts of the country. The railway corporation also runs a passage service alongside its cargo service which is a very popular means of travelling.

The railway corporation serves the public by providing a passenger service and by disenclaving areas of the country, which would otherwise be inaccessible, like parts of Bassaland. The service it provides to business is in the carriage of goods on cargo trains. These trains include containers and open wagons for cows and rods among others. It also provides branchings for certain firms in Douala and Edea for example, Cimencam and Socame in Bonaberi-Douala, and Alucam in Edea.

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| 79 |
| 168 |
| 246 |
| 331 |
| 421 |
| 506 |
| 618 |
| 618 |
| 694 |
| 788 |
| 877 |
| 968 |
| 1058 |
| 1148 |
| 1230 |
| 1315 |
| 1397 |
| 1489 |
| 1582 |
| 1674 |
| 1701 |
| 1783 |
| 1870 |
| 1961 |
| 2048 |
| 2130 |
| 2172 |

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SECTION B: TASK 2

LETTER PRESENTATION - 15 Marks

You are undergoing a trial period at Modern Electronics, P O Box 777 Tiko,
Telephone: 243 66 45 67, Fax: 243 11 12 34, E-mail: mode@yahoo.com.

Your Sales Manager Mr. Pangsi Pantalón has just handed to you the response to enquiry no. 0102 received from Varsity Documentation Centre, P O Box 997, Buea requesting for their services.

Work required:

1. Present the letter using word and any style of display for the signature of Mr. Pangsi
2. Save it in 'my document' using your table number
3. Print out your work and insert in your answer sheet

Dear Sirs, we have pleasure in enclosing details of our services in response to your enquiry, and will be pleased to quote charges for pressings on knowing your specific needs. On commercial records the reduction is 12 per cent if the minimum value of the order is 100 000Francs CFA. On joining the Sound Supply Services we could be able to allow a minimum of 15 per cent cash reduction on any electronic appliance. We are looking forward to receiving your order for you will find our services satisfactory judging from the expertise we use in handling our customers. Do not hesitate to contact us for any further clarifications. Yours faithfully, use the date of the examination, last reference no. 0124, determine the subject matter

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SECTION B: TASK 3

in the following areas of activity

Type an amended copy of the following advertisement following the instructions as shown on the text

Midwest Trading corporation, found in France is ~~off~~ an international supplier of office equipment ~~and~~ or furniture

transp. Contact them for material transmission, processing data, bureaucratic, detection, vehicles etc.

Midwest is in a position in the shortest possible delay to answer all types of tenders administrative, industrial, agricultural and technological network.

The table below shows the international distribution of telephones and lines for 1000 inhabitants

of very good quality. They are one of the world's specialist in the field of electronics.

public network connections, the

Title: ^{an} Advertisement (to be centred)

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SECTION B: TASK 4

Presentation of a Printed Matter (15 marks)

The new Management of Cameroon Postal Services (CAMPOST) intends to know its numerous customers. It has designed a form titled "CUSTOMER INFORMATION SHEET" (Appendix X) which will be used to collect information from its customer nation-wide.

Work Required:

- 1- Reproduce this form on word respecting the following instructions:
 - Title: Font character times new roman, size 16,
 - Body of the printed matter: times new roman 12
 - Sub-titles: times new roman:14
- 2 - Save it in 'my document' using your table number
- 3 - Print your work and insert in your answer sheet