

USING A KEYBOARD

MOCK EXAMS



SECTION 1

USING A KEYBOARD
MOCK ASSIGNMENT 1A

Process the following passage in single line spacing using 2" margins.

CD Review: Ocean Colour Scene - One From the Modern (Universal)

"It's not many bands in this era of constant change that can be found celebrating their 10th anniversary together", boasts the Ocean Colour Scene press release.

And it's not many bands that manage to bluff their way through "10 years of constant change" by refusing, constantly, to change.

The Scene blueprint is unwaveringly simple. Pick your favourite acts from decades past and do your best to emulate them, while making sure you bring things back down whenever they look like getting remotely exciting.

USING A KEYBOARD
MOCK ASSIGNMENT 1B

Process the following passage in double line spacing using 1" margins.

Aberdeen celebrated their first point of the season with a thrilling draw against Hibernian at Pittodrie.

Both sides came into this game desperately looking for the win which would kick-start their flagging season.

Indeed the home side were still looking for their first League victory since May, while the men from the capital had lost their last four League matches.

But although the Dons still sit out on their own at the bottom of the Scottish Premier League, their battling performance against Dundee United a fortnight ago certainly showed that things were improving in the Granite City.

USING A KEYBOARD
MOCK ASSIGNMENT 1C

Process the following passage in double line spacing using 1" margins.

"Bristol Reclaim the Streets" showed impeccable professionalism in throwing down the gauntlet to the police, who picked it up and wielded it with an iron fist. But the three hundred-or-so party-goers weren't about to go home empty-handed. As the 'World of Public Order' theme park opened once again on the Bristol streets the old bill struggled to retain control, while party-goers dashed past cordons, outmanoeuvring officers on horses or with dogs, alternately to seize control of two major roundabouts.

There were 66 arrests during a day in which the cheery throng danced two main roads and a Shell garage into closure, leaving the thin blue line just a pale smudge all over the disgruntled pavement.

USING A KEYBOARD
MOCK ASSIGNMENT 1D

Process the following passage in double line spacing using 1" margins.

Eddie Irvine failed to score a point because his first pit stop was a complete shambles - the pitcrew only had three new tyres ready instead of four. And he lost the championship lead to Mika Hakkinen who overtook him to claim 5th place.

The whole weekend left Ferrari President Luca di Montezemolo fuming, and on Monday he let fly at the whole team in a hastily arranged meeting. "This sort of thing cannot and must not happen again if we are going to win the championship," he said. The Ferrari President was also reportedly upset by Michael Schumacher's pre-race comments.

The German tipped Hakkinen to retain the championship, a clear snub to Irvine. He also stayed away from the Nurburgring, even though he was staying with his parents less than an hour's drive away.

USING A KEYBOARD
MOCK ASSIGNMENT 1E

Process the following passage in double line spacing using 1 1/2" margins.

Flat Eric's back on our screens - this time in a morgue. When the track, Get Fuzzed Up, by Wizz is played he's seen playing the air guitar - perhaps a little too energetically because it looks like he's getting a bit busy with his left hand!

Fuzzed Up was put together by a collaboration of DJ's, club promoters and musicians. In fact, it was at one of their club nights that they had that fateful meeting with Eric: "We were kind of spinning out at a party and this little furry dude came up and said Hey! Really like your style. Fancy slipping into the studio with me? He was playing the air guitar, he gave us the rift, that really was his input and the rest of it came from the three of us", the lads revealed to Radio 1. "For someone who doesn't actually have a guitar he plays quite good guitar. He's got a great wrist action", they add. "He's definitely playing guitar - there's guitar action going on there, he's spent a couple of weeks in the studio - he's a saucy guy."

SECTION 2

USING A KEYBOARD
MOCK ASSIGNMENT 2A

Process the following passage in double line spacing using 2" margins.

Mel C kicked off her solo world tour on Monday night. A lifelong Liverpool supporter, Mel made a jokey complaint that her hometown gig clashed with the Merseyside Derby: "I'm gutted I'm missing the match. I can't believe it's the same night as the Derby. I mean, whose bad planning was that, eh?" she said.

Mel spoke to Radio 1 before the gig and denied any songs on the album were inspired by Geri or her alleged relationship with Robbie Williams. She also said that despite the clash with the match, she was very much up for the night: "Tonight is the most exciting one for me coz I've never played Liverpool before, coz with the Spice Girls we always do Manchester". And she says they're all proud of each other's individual achievements: "We're all doing solo things, y know, Melanie's doing the Mobos, Emma's got a single out in November, y know, we're all working on other stuff. But we're all really proud of each other. It's quite funny, coz no matter what anybody does we just think it's the bees knees and if anybody has any success then we all take it on board and, y know, it's down all of us, not just the one". She says they'll soon all be back together in the studio: "We're gonna go back in to complete the album. We've done a lot of it and it's all sounding really cool. Now we're all taking a little time out - I'm off on tour and everyone's doing other things and then we're all gonna come back together".

You may remember some time back Sporty suggested Oasis should come and have a go if they think they're hard enough - on Monday she revealed one member of the band's still wearing brown trousers: "I've still not met Liam. I think he's scared of me and he's avoiding me. But I've met Noel and he's a nice guy. Sometimes, you know, the things that the media do, you have to have a bit of fun with them and that was quite a funny time

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MOCK ASSIGNMENT 2B

Process the following passage in double line spacing using 1" margins.

The object of the game is to score more points than your opponents. There are a number of ways to achieve this.

Try: A try is worth five points. It is scored when a player places the ball on the ground with downward pressure in the in-goal area between the try line and dead ball line of the opposition's half. Tries can be scored in a number of ways, other than running over the try line and putting the ball down.

They include the pushover try, scored by driving the opposition's scrum back over its own line; the momentum try, where a player slides into the in-goal area; and the penalty try, awarded when a team illegally obstructs the opposition to prevent a certain try from being scored.

There is no such thing as an "own try". If you touch the ball down in your own in-goal area, it results in a kick or a scrum.

Conversion: If a team scores a try, they have an opportunity to "convert" it for two further points by kicking the ball between the posts and above the crossbar - that is, through the goal. The kick is taken from a point level with where the try was scored.

Penalty kick: If a side commits a serious offence, a penalty is awarded and the opposition can take the option of a place kick at goal from where the infringement occurred. If successful, it is worth three points.

Drop goal: A drop goal for three points is scored when a player kicks the ball from hand through the opposition's goal. But the ball must touch the ground between being dropped and kicked.

USING A KEYBOARD
MOCK ASSIGNMENT 2C

Process the following passage in single line spacing using 1 1/2" margins.

When you are arrested you do not have to say anything to the police. BUT if you are later charged with a crime and you have not mentioned, when questioned, something that you later rely on in court, then this may be taken into account when deciding if you are guilty.

There may be good reasons why you do not wish to say anything to the police, and you should not be intimidated into answering questions. Get a solicitor down to see you in the police station as soon as possible.

Remember:

- There may be times when if you give an innocent explanation for what you have done, the police may leave you alone.
- It is wise not to discuss the case with the police until you have consulted privately with a solicitor.
- If the police are about to arrest you or have already arrested you, there is no such thing as a 'friendly chat' to sort things out. Anything you say can later be used against you. Think before you talk.

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MOCK ASSIGNMENT 2D

Process the following passage in double line spacing using 1" margins.

INSTRUCTOR. Reference: A23. Salary: £14,487.

Description: To support students in the access and use of information. A minimum of HNC in either computing, library information or other relevant subject is required. Applicants should have experience of working in an IT, administrative or library environment. Experience of instruction is desirable. Applicants should have excellent communication skills and the ability to work on their own initiative and in a team.

LECTURER IN INTERNET. Reference: L12. Salary: £15,592 - £24,217

Description: You will develop and deliver theory and practical classes to students. Applicants should have a degree in a relevant area, and experience of teaching is preferred. Applicants must be able to use appropriate teaching / learning materials. Some knowledge of on-line learning would be an advantage. You should either have or be prepared to study for a teaching qualification.

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MOCK ASSIGNMENT 2E

Process the following passage in single line spacing using 2" margins.

Electronic mail messages can be informal, but thought should be given before they are sent. Don't send a message until you have taken time to review its contents and header. Make sure your message is correctly addressed (that you aren't copying it to a group address unintentionally or unwisely), that it is free of typos, and that you really mean what it says. Especially when sending a message to a mailing list or newsgroup, try to be clear and concise.

Summary of Things to Remember

- Never forget that the person on the other side is human.
- Be careful what you say about others.
- Be brief.
- Your postings reflect upon you; be proud of them.
- Use descriptive titles.
- Think about your audience.
- Be careful with humour and sarcasm.
- Summarise what you are following up.
- Read all follow-ups and don't repeat what has already been said.