

සියලු ම හිමිකම් ඇවිරිණි / முழுப் பதிப்புரிமையுடையது / All Rights Reserved

ශ්‍රී ලංකා විභාග දෙපාර්තමේන්තුව  
இலங்கைப் பரீட்சைத் திணைக்களம் இலங்கைப் பரීட்சைத் திணைக்களம் இலங்கைப் பரීட்சைத் திணைக்களம் இலங்கைப் பரීட்சைத் திணைக்களம் இலங்கைப் பரීட்சைத் திணைக்களம்  
Department of Examinations, Sri Lanka  
இலங்கைப் பரීட்சைத் திணைக்களம்  
Department of Examinations - Sri Lanka

94 E I, II

අධ්‍යයන පොදු සහතික පත්‍ර (සාමාන්‍ය පෙළ) විභාගය, 2024(2025)  
கல்விப் பொதுத் தராதரப் பத்திர (சாதாரண தர)ப் பரீட்சை, 2024(2025)  
General Certificate of Education (Ord. Level) Examination, 2024(2025)

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

#### Instructions :

- \* 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. When writing Pitman shorthand

- (1) a word should be written stroke by stroke separately.
- (2) join the necessary strokes for a word together.
- (3) all the strokes of a word should be written above the line.
- (4) heavy strokes should be showed by writing twice on it.

#### 2. It is delayed to prepare the final minutes report of the director board meeting because of misplacing few minutes papers written in shorthand of the private secretary.

To avoid this kind of situation in future the best procedure that can be followed by her is

- (1) taking minutes of meetings by two persons but not individually.
- (2) gathering and binding the papers drafted in shorthand in order.
- (3) recording the meeting using a voice recorder.
- (4) using a separate book to write the minutes of meetings.

#### 3. ① ..... is a Sinhala shorthand method and ② ..... is an English shorthand method.

Select the option that shows the terms for the blanks ① and ② above in correct order.

- (1) Kanter, Pitman
- (2) Pitman, Lawrence
- (3) Lawrence, Kanter
- (4) Pitman, Sloan

#### 4. Pitman shorthand is created by

- (1) using geometric shapes.
- (2) using a part of the relevant letter.
- (3) using straight lines and curves.
- (4) using dots and straight lines.

#### 5. What should be done first, for the letters received to the office from outside?

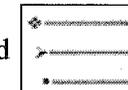
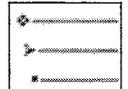
- (1) Documenting them after date stamped
- (2) Keeping them in the received letter box
- (3) Filing them to relevant files
- (4) Forwarding them to relevant officers

6. A traditional documentation method is
- (1) writing in exercise books. (2) writing in ola leaves books.  
(3) writing on chalk board. (4) type setting.
7. A memo is always,
- (1) used to exchange information between managers in similar management level.  
(2) exchanged between top managers of one institution and another institution.  
(3) exchanged to inform descriptive information within the institute.  
(4) used to provide information to the lower level management from the top level management.
8. What is the word that typeset using only the left hand fingers on the home keys of the keyboard?
- (1) sad (2) red (3) fish (4) were
9. What is the word that typeset using only the upper keys of the keyboard?
- (1) story (2) kite (3) type (4) crop
10. Select the answer that shows the correct fingers should be moved on the home keys of the keyboard to typeset the word 'glad'.
- (1) Index finger of the right hand, small finger of the right hand, small finger of the left hand, middle finger of the left hand.  
(2) Index finger of the left hand, ring finger of the right hand, small finger of the left hand, middle finger of the left hand.  
(3) Index finger of the left hand, small finger of the right hand, small finger of the left hand, ring finger of the left hand.  
(4) Index finger of the right hand, ring finger of the right hand, ring finger of the left hand, middle finger of the left hand.
11. Select the phrase that is written using all the three rows of home keys, upper keys and lower keys in the keyboard.
- (1) dad has a lab (2) dog has four legs (3) we are friends (4) it is too large
12. Page numbers of the document prepared in a computer should be inserted at the top of the page. What is the icon that should be used to do it?
- (1)  (2)  (3)  (4) 
13. Shehan intended to change the inserted Arabic page numbers as, 1, 2, 3 ... in a document into Roman numbers as i, ii, iii ... . Select the icon that should be used to do it.
- (1)  (2)  (3)  (4) 
14. It is needed to remove the page numbers inserted into all pages of the document. Select the icon that should be used to do it.
- (1)  (2)  (3)  (4) 
15. It is needed to create a large capital first letter at the beginning of the first paragraph of the report preparing in the computer. Select the icon that should be used to do it.
- (1)  (2)  (3)  (4) 
16. A text should be written on the picture inserted to a document preparing in the computer. Select the icon that should be used to do it.
- (1)  (2)  (3)  (4) 

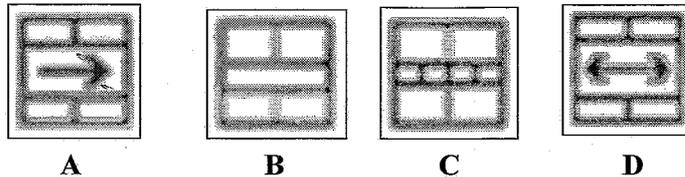
17. Following are two lists prepared for shopping.

- |  |   |
|--|---|
| <p><b>List A</b></p> <ul style="list-style-type: none"> <li>• Rice</li> <li>• Coconut</li> <li>• Sugar</li> <li>• Flour</li> </ul> | <p><b>List B</b></p> <ol style="list-style-type: none"> <li>1. Soap</li> <li>2. Powder</li> <li>3. Toothpaste</li> <li>4. Toothbrush</li> </ol> |
|--|---|

Select the option that shows the icons used to prepare the list A and list B above respectively.

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

• Answer the questions No. 18 and 19 using the following icons.



18. All the cells from B2 to B8 in a spreadsheet should be combined into one cell. Select the option that shows only the icons that can be used to do this.

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

19. It is needed to combine few cells in the same row into one large cell in a spreadsheet. What is the icon that **cannot** be used to do it?

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

20. The editing mark  $\sphericalangle$  # was included in the middle of a word in a document that is prepared in a computer and forwarded for editing. To edit it using the computer, point the cursor at the relevant place and should click once on,

- (1) Enter key. (2) Delete key. (3) Backspace key. (4) Space bar.

21. A word in a document forwarded for editing was crossed out by drawing a line through it and underline using a dotted line. (Ex: ~~document~~)

Meaning of this editing mark is,

- (1) that the word should be crossed out from the document.  
(2) at the end of the word, fullstop should be kept.  
(3) the word should be crossed out by drawing a line and should be kept as it is.  
(4) any editing should not be done to the word.

• Answer the questions No. 22 and 23 using the following information.

The petty cash expenses of an institution for the month of January 2025 is Rs. 5 400. The balance with the petty cashier as at 31<sup>st</sup> January 2025 is Rs. 600. Balance as at 28<sup>th</sup> February 2025 is Rs. 800.

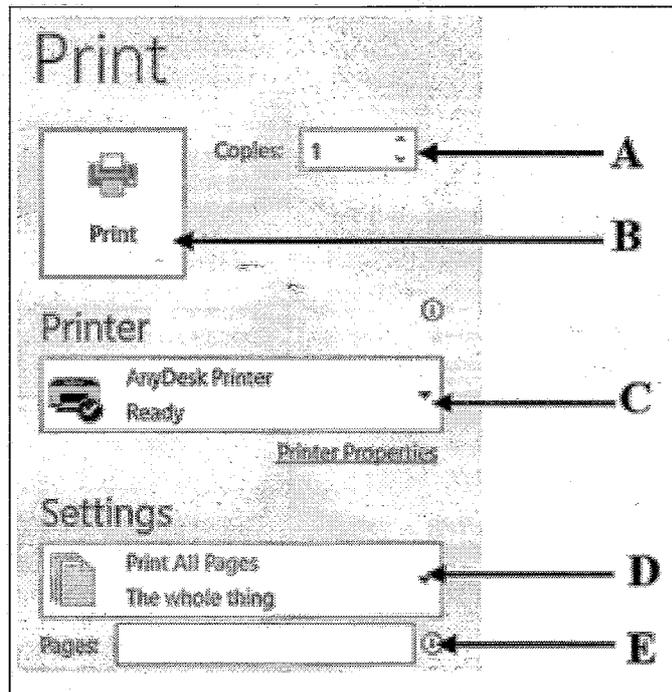
22. How much is the petty cash expenses for the month of February 2025?

- (1) Rs. 600 (2) Rs. 5 200 (3) Rs. 5 400 (4) Rs. 6 000

23. How much is the petty cash imprest of the institution?

- (1) Rs. 800 (2) Rs. 5 200 (3) Rs. 5 400 (4) Rs. 6 000

- Below is an extracted part from the print dialogue box. Answer the questions No. 24 and 25 using it.



24. The print order that mentioning all the pages in the document should be printed or only the selected number of pages should be printed in the document can be given by using
- (1) A and C.                      (2) A and D.                      (3) A and E.                      (4) D and E.
25. The printer that should be used to print the relevant pages of the document can be selected by
- (1) B.                                  (2) C.                                  (3) B and C.                      (4) C and D.
- Answer the questions No. 26 to 28 using the following information.
- Chalani is the private secretary of Kamal Perera, who is the Chief Executive Officer of a leading company. Maduka and Dinithi are the management Assistants, who answer the telephone calls received to the office and handle all the files at the office. The office Aid (Peon), Rohana helps to all activities at the office. Sepala is the watcher of the company who is on duty at night.
26. A/The peer/peers of Chalani that works/work in the above company is/are,
- (1) Maduka only.                      (2) Rohana only.  
(3) Maduka and Rohana only.                      (4) Maduka and Dinithi only.
27. Rohana who works at the above company is
- (1) a peer of Chalani.                      (2) a junior of Chalani.  
(3) a top level officer of Chalani.                      (4) a head of Chalani.
28. Select the option that shows a top level officer and a lower level employee of Chalani respectively.
- (1) Kamal Perera and Sepala  
(2) Rohana and Kamal Perera  
(3) Dinithi and Rohana  
(4) Kamal Perera and Maduka
29. Select the correct statement from the following statements regarding a document prepared with columns in the word processing software.
- (1) Only the columns with equal width can be prepared in a page.  
(2) Only the documents already prepared with columns can be splitted into columns.  
(3) A document prepared in the whole page in one column can be splitted into columns.  
(4) Equal space should be kept between each and every column in a document with columns.



36. In the extracted part of the above spreadsheet,
- (1) B23 is the selected cell. (2) a cell range is being selected.  
 (3) B23 is the name of the worksheet. (4) all the columns from A to F are selected.
37. Following is an extracted part from a spreadsheet.

	A	B	C	D	E	F
1						
2						
3						
4						
5						
6						
7						
8						

Select the **incorrect** statement regarding the above figure.

- (1) obtained the total of the values in all cells from B1 to B5, to the cell B10.  
 (2) Calculated the average value of the values in all cells from B1 to B5.  
 (3) =sum (B1:B5) is a formula that can be written in any cell of this spreadsheet.  
 (4) Though a value in any cell from B1 to B5 is changed, the correct total value is displayed in the cell B10.
38. What is the name of the column which is in the right side of the column Z in a spreadsheet?  
 (1) AA (2) AZ (3) BA (4) ZA
39. The value in the cell D10 should be deducted from the value in the cell D1 and the answer should be written in the cell D11. What is the formular that should be written in the cell D11?  
 (1) =sub(D1-D10) (2) =D10-D1 (3) =D1-D10 (4) D11=D1-D10
40. Following are two statements regarding spreadsheets.
- A* - By using the formular =C1/5 Enter, the value in the cell C1 is divided by 5 and the answer is appeared.  
*B* - By using the formula =min(C1:C8) Enter, the maximum value of the cells from C1 to C8 is appeared.

Select the correct option regarding the *A* and *B* above.

- (1) Both *A* and *B* statements are true.  
 (2) The statement *A* is true and the statement *B* is false.  
 (3) The statement *A* is false and the statement *B* is true.  
 (4) Both *A* and *B* statements are false.

\* \*

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ශ්‍රී ලංකා විභාග දෙපාර්තමේන්තුව  
இலங்கை பரீட்சைத் திணைக்களம் இலங்கை பரීட்சைத் திணைக்களம் இலங்கை பரීட்சைத் திணைக்களம் இலங்கை பரීட்சைத் திணைக்களம் இலங்கை பரීட்சைத் திணைக்களம்  
Department of Examinations, Sri Lanka  
ශ්‍රී ලංකා විභාග දෙපාර්තමේන්තුව  
இலங்கை பரීட்சைத் திணைக்களம்  
Department of Examinations, Sri Lanka Department of Examinations, Sri Lanka

94 E I, II

අධ්‍යයන පොදු සහතික පත්‍ර (සාමාන්‍ය පෙළ) විභාගය, 2024(2025)  
கல்விப் பொதுத் தராதரப் பத்திர (சாதாரண தர)ப் பரீட்சை, 2024(2025)  
General Certificate of Education (Ord. Level) Examination, 2024(2025)

විද්‍යුත් ලේඛනකරණය හා ලඝුලේඛනය (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 four examples for the institutions which are using shorthand at present.
- (ii) Write four facts that you include in a job application.
- (iii) Write four errors or shortcomings that you find out in the official letters exchanged between offices.
- (iv) Name,
  - (a) two hardwares and
  - (b) two softwares in a computer system.
- (v) The class teacher included the marks of each subject obtained by the students in the class in an excel worksheet and the total marks and the average marks of each student had been calculated. After that, she processed the marks in descending order according to the average marks obtained by the students.  
Write the inputs, process and outputs mentioned in the above case separately.
- (vi) Write an input device and an output device relevant to the information prepared in (v) above.
- (vii) (a) State two advantages that the education field receives because of the internet facilities.  
(b) Write two benefits that the economy of the country receives due to the use of internet.
- (viii) Heads of government and private sector organizations are introduced by using various official designations.
  - (a) Write two name of government or private sector organizations.
  - (b) Write the designation of the Head of each organization that you wrote in (viii) (a) above.
- (ix) Ten students' Mathematics marks are included in the cells from B3 to B12 and Science marks are included in the cells from C3 to C12 in a worksheet of MS Excel.
  - (a) To include the total of the values in B3 and C3 to the cell D3, write the formula that should be written in the cell D3.
  - (b) If the total value in the cell D3 is 100 or above, it should be indicated as 'Pass' if not as 'Fail' in the cell E3. Write the formula that should be written in the cell E3.
- (x) Write a meaningful sentence including at least four words which can be typeset by using only the Home keys and lower keys in the computer keyboard.

(Total 02 × 10 = 20 marks)

**Part I - Secretarial Practice**

2. In a grade 10 classroom there are 21 girls and 18 boys studying. One day, 4 girls were absent and 17 boys were present.

- (i) Write separately the number of columns and the number of rows of the complete table which you prepare to include the above information. (02 marks)
- (ii) Draft the table with relevant columns and rows mentioned in (i) above and insert the attendance information of grade 10 students of that day. (02 marks)
- (iii) Write the steps to follow when using the computer to prepare the table that you have drafted in (ii) above. (04 marks)
- (iv) Write **two** examples for the information that has to be generally presented using tables in an institution. (02 marks)

**(Total 10 marks)**

3. Answer the questions using the following letter.

The Secretary  
Welfare Association  
Panduka Maha Vidyalaya  
20.03.2025

To all the members

Calling for General Meeting

The School Welfare Association has decided to call an emergency general meeting and it will be held on 31<sup>st</sup> March 2025 in the school main hall at 2.00 p.m.

Since it is expected to discuss some important matters on this day, your participation is highly appreciated.

Yours truly

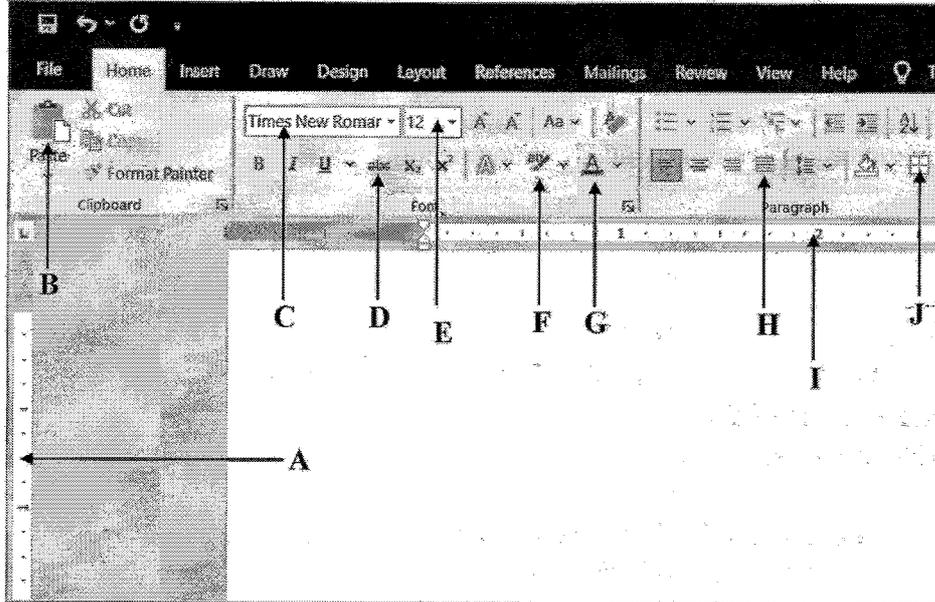
The secretary of the society

- (i) (a) Assume that the soft copy of the above letter is provided to you for necessary editings. Write **two** editings that you would have done on it.  
(b) Explain how you do the editings that you wrote for (i) (a) above using the computer. (03 marks)
- (ii) What are the type of keys in the computer keyboard, that you should use to typeset the above letter? (02 marks)
- (iii) Write **two** benefits that can be gained by preparing a letter in the computer than preparing it manually. (02 marks)
- (iv) Write the communication mode and the communication method to which the above letter belongs. (01 mark)
- (v) Write how do you save the edited letter safely in your computer. (02 marks)

**(Total 10 marks)**

**Part II - Electronic Documentation**

4. Answer the questions using the following extracted part of the MS Word processing screen.



- (i) Introduce the part or the icon indicated by A, B, C, D, E, F, G, H, I and J of the above. (05 marks)
  - (ii) Write the benefit that can be obtained from each part or icon you mentioned in (i) above in word processing. (05 marks)
- (Total 10 marks)**

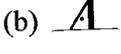
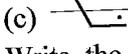
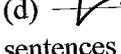
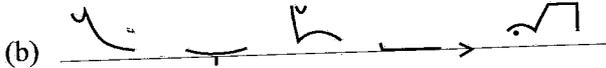
5. Following is a bill prepared using a spreadsheet in a trading business. Answer the questions using it.

	A	B	C	D	E	F	G	
1								
2	<b>Senevirathna and Sons - Anuradhapura</b>							
3		<b>S. No.</b>	<b>Units</b>	<b>Type of Goods</b>	<b>Unit Price</b>	<b>Amount</b>		
4		1	120	Sarees	1800.00			
5		2	25	Trousers	2200.00			
6		3	25	Shirts	1500.00			
7		4	60	Serviette	200.00			
8		5	60	Hats	300.00			
9				<b>Total</b>				
10				<b>10% Discount</b>				
11				<b>Final Amount</b>				
12								

- (i) Write the formula that should be written in the cell F4 to obtain the amount of 120 sarees to the cell F4. (01 mark)
- (ii) Write the easiest way to obtain the relevant amounts of other goods from the cells F5 to F8. (01 mark)
- (iii) Write **two** formulas that can be included in the cell F9, to obtain the total of the bill to the cell F9. (02 marks)
- (iv) The discount of the bill should be included in the cell F10. Write the formula that should be written in the cell F10. (02 marks)

- (v) The final amount of the bill is calculated by deducting the discount from the total of the bill. Write the formula should be written in the cell F11 to obtain it to the cell F11. (02 marks)
- (vi) State how the bill is prepared by highlighting all the cell lines of it. (02 marks)
- (Total 10 marks)**

### Part III - Shorthand

6. (i) Name **three** directions of writing in Pitman shorthand with **two** examples for each direction. (03 marks)
- (ii) Translate the following shorthand words into English.
- (a)  (b)  (02 marks)
- (c)  (d) 
- (iii) Write the following sentences using Pitman shorthand?
- (a) She is a cute baby.
- (b) The cheque is ready. (02 marks)
- (iv) There are two forms of 'R' sounds of Pitman shorthand as upward and downward (✓). Write an example using each 'R' stroke. (01 mark)
- (v) Write the words given bellow in shorthand considering the place of writing and the vowel symbol used for each word.
- (a) see
- (b) big
- (c) tool
- (d) apology (02 marks)
- (Total 10 marks)**
7. (i) Why it is necessary to use Single Rule Papers by the learner of Pitman shorthand? (02 marks)
- (ii) Translate the following sentences into English with the punctuation marks at the required places.
- (a) 
- (b)  (04 marks)
- (iii) Dots and dashes are main two vowel symbols in Pitman shorthand. Write the following words in shorthand keeping the vowel symbols properly.
- (a) fat
- (b) shed
- (c) leak
- (d) luck (02 marks)
- (iv) Write the correct short form for each word given below.
- (a) to be
- (b) go
- (c) having
- (d) you are (02 marks)
- (Total 10 marks)**