



ΚΥΠΡΙΑΚΗ ΔΗΜΟΚΡΑΤΙΑ
ΥΠΟΥΡΓΕΙΟ ΠΑΙΔΕΙΑΣ, ΠΟΛΙΤΙΣΜΟΥ, ΑΘΛΗΤΙΣΜΟΥ ΚΑΙ ΝΕΟΛΑΙΑΣ
ΔΙΕΥΘΥΝΣΗ ΑΝΩΤΕΡΗΣ ΕΚΠΑΙΔΕΥΣΗΣ
ΥΠΗΡΕΣΙΑ ΕΞΕΤΑΣΕΩΝ

ΕΞΕΤΑΣΗ ΣΤΗΝ ΑΓΓΛΙΚΗ ΔΑΚΤΥΛΟΓΡΑΦΙΑ

ΔΟΚΙΜΙΟ ΤΑΧΥΤΗΤΑΣ

ΔΙΑΡΚΕΙΑ: 10΄

(ΔΕΙΓΜΑΤΙΚΟ ΕΞΕΤΑΣΤΙΚΟ ΔΟΚΙΜΙΟ)

ΓΕΝΙΚΕΣ ΟΔΗΓΙΕΣ

1. Αφήστε αριστερό περιθώριο πλάτους 2,5 εκ. και χρησιμοποιήστε μονό διάστημα μεταξύ γραμμών.
2. Δακτυλογραφήστε το κείμενο και όχι τη δεξιά στήλη με τους αριθμούς.
3. Η γραμματοσειρά που θα χρησιμοποιήσετε να είναι η **Courier new** και το μέγεθος γραμμάτων (**Font**) να είναι 11 ή 12.
4. Η διόρθωση λαθών επιτρέπεται μόνο κατά τη διάρκεια της δακτυλογράφησης και εντός του χρόνου των 10 λεπτών.
5. Αν κατά τη διάρκεια της εξέτασης δημιουργηθεί κάποιο πρόβλημα με τον ηλεκτρονικό υπολογιστή σας, να το αναφέρετε αμέσως και αθόρυβα στον επιτηρητή.

ΒΑΘΜΟΛΟΓΗΣΗ

Για επιτυχία στο δοκίμιο αυτό πρέπει:

- Να έχετε εξασφαλίσει ακαθάριστη ταχύτητα τουλάχιστον 35 λέξεων το λεπτό, με ποσοστό λαθών που να μην υπερβαίνει το 2 τοις εκατό.
- Να έχετε επιτύχει και στο Δοκίμιο Ικανότητας, Μέσου Επιπέδου.

Σημείωση:

Η ταχύτητα και το ποσοστό ακρίβειας αναγράφονται στα πιστοποιητικά που απονέμονται στους επιτυχόντες και τις επιτυχύουσες.

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Απαγορεύεται η αναδημοσίευση με οποιοδήποτε μέσο όλου ή μέρους του περιεχομένου χωρίς τη συγκατάθεση του εκδότη. Τα κείμενα που χρησιμοποιούνται είναι αυτούσια και εκφράζουν τις απόψεις των συγγραφέων τους και όχι του Υ.Π.Α.Ν.

Athens has been inhabited from Neolithic times, possibly from the end of the fourth millennium BC, or over 5,000 years. By 1412 BC, the settlement had become an important center of the Mycenaean civilization and the Acropolis was the site of a major Mycenaean fortress whose remains can be recognised from sections of the characteristic Cyclopean walls. On the summit of the Acropolis, below the later Erechtheion, cuttings in the rock have been identified as the location of a Mycenaean palace. Between 1250 and 1200 BC, to feed the needs of the Mycenaean settlement, a staircase was built down a cleft in the rock to reach a water supply that was protected from enemy incursions, comparable to similar works carried out at Mycenae. Unlike other Mycenaean centers, such as Mycenae and Pylos, it is unclear whether Athens suffered destruction in about 1200 BC, an event traditionally attributed to a Dorian invasion (though now commonly attributed to a systems collapse, part of the Late Bronze Age collapse). The Athenians always maintained that they were 'pure' Ionians with no Dorian element. However, Athens, like many other Bronze Age settlements, went into economic decline for around 150 years following this. Iron Age burials, in the Kerameikos and other locations, are often richly provided for and demonstrate that from 900 BC onwards Athens was one of the leading centres of trade and prosperity in the region; as were Lefkandi in Euboea and Knossos in Crete. This position may well have resulted from its central location in the Greek world, its secure stronghold on the Acropolis and its access to the sea, which gave it a natural advantage over inland rivals such as Thebes and Sparta.

According to legend, Athens was formerly ruled by kings, a situation which may have continued up until the 9th century BC. From later accounts, it is believed that these kings stood at the head of a land-owning aristocracy known as the Eupatridae (the 'well-born'), whose instrument of government was a Council which met on the Hill of Ares, called the Areopagus and appointed the chief city officials, the archons and the polemarch (commander-in-chief). During this period, Athens succeeded in bringing the other towns of Attica under its rule. This process of synoikismos - the bringing together into one home - created the largest and wealthiest state on the Greek mainland, but it also created a larger class of people excluded from political life by the nobility. By the 7th century BC, social unrest had become widespread, and the Areopagus appointed Draco to draft a strict new code of law (hence the word 'draconian'). When this failed, they appointed Solon, with a mandate to create a new constitution (in 594 BC). The reforms that Solon initiated dealt with both political and economic issues. The economic power of the Eupatridae was reduced by forbidding the enslavement of Athenian citizens as a punishment for debt (debt bondage), by breaking up large landed estates and freeing up trade and commerce, which allowed the emergence of a prosperous urban trading class. Politically, Solon divided the Athenians into four classes, based on their wealth and their ability to perform military service. The poorest class, the Thetai, (Ancient Greek Θῆται) who formed the majority of the population, received political rights for the first time and were able to vote in the Ecclesia (Assembly). But only the upper classes could hold political office. The Areopagus continued to exist but its powers were reduced. The new system laid the foundations for what eventually became Athenian democracy, but in the short-term it failed to quell class conflict and after twenty years of unrest the popular party, led by Peisistratus, seized power (in 541 BC).



ΥΠΟΥΡΓΕΙΟ ΠΑΙΔΕΙΑΣ, ΠΟΛΙΤΙΣΜΟΥ, ΑΘΛΗΤΙΣΜΟΥ ΚΑΙ ΝΕΟΛΑΙΑΣ
ΔΙΕΥΘΥΝΣΗ ΑΝΩΤΕΡΗΣ ΕΚΠΑΙΔΕΥΣΗΣ
ΥΠΗΡΕΣΙΑ ΕΞΕΤΑΣΕΩΝ

ΕΞΕΤΑΣΗ ΣΤΗΝ ΑΓΓΛΙΚΗ ΔΑΚΤΥΛΟΓΡΑΦΙΑ
ΜΕΣΟ ΕΠΙΠΕΔΟ - ΔΟΚΙΜΙΟ ΙΚΑΝΟΤΗΤΑΣ
ΔΙΑΡΚΕΙΑ: 2 ΩΡΕΣ

(ΔΕΙΓΜΑΤΙΚΟ ΕΞΕΤΑΣΤΙΚΟ ΔΟΚΙΜΙΟ)

ΓΕΝΙΚΕΣ ΟΔΗΓΙΕΣ

1. Παρέχεται χρόνος 5 λεπτών για να διαβάσετε το εξεταστικό δοκίμιο και να κρατήσετε σημειώσεις, αν θέλετε, (με πένα ή μολύβι, όχι στον Η.Υ.).
2. Η εργασία που θα παραδώσετε πρέπει να είναι καλαίσθητη και χωρίς αδιόρθωτα λάθη.
3. Η γραμματοσειρά που θα χρησιμοποιήσετε να είναι η **Courier new** και το μέγεθος γραμμάτων (**Font**) να είναι **11** ή **12**, εκτός αν υπάρχει άλλη οδηγία στο θέμα.
4. Εκτός αν σας δοθούν διαφορετικές οδηγίες, ή το απαιτούν οι κανόνες της Δακτυλογραφίας:
 - Να χρησιμοποιείτε μόνο τη μια πλευρά του χαρτιού
 - Στη δακτυλογράφηση των επιστολών, να αφήνετε κενό χώρο 5 εκ. στο πάνω μέρος της σελίδας για τη θέση της έντυπης επωνυμίας.
 - Η διάταξη επιστολών, καταστάσεων, πινάκων και άλλων εγγράφων μπορεί να είναι η σύγχρονη, η κλασική ή η ημικλασική.
5. Αν κατά τη διάρκεια της εξέτασης δημιουργηθεί κάποιο πρόβλημα με τον ηλεκτρονικό υπολογιστή σας, να το αναφέρετε αμέσως και αθόρυβα στον επιτηρητή.

ΒΑΘΜΟΛΟΓΗΣΗ

Για επιτυχία στο δοκίμιο αυτό, απαιτείται μέσος όρος βαθμολογίας τουλάχιστον 60 τοις εκατό, νοούμενου ότι η ελάχιστη βαθμολογία - σε ένα μόνο θέμα - είναι τουλάχιστον 40 τοις εκατό, και στα υπόλοιπα τουλάχιστον 50 τοις εκατό.

Για επιτυχία με διάκριση, ο μέσος όρος πρέπει να είναι τουλάχιστον 80 τοις εκατό, με ελάχιστο όριο χωριστής βαθμολογίας 65 τοις εκατό.

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SUBJECT ONE

Type the following transcript, in single - line spacing and incorporate all the corrections. (Extract from C. Neocleous, Touch Typing, 2007 p.119).

WALT DISNEY } → Bold

Walt Disney was born in Chicago and he very soon showed an aptitude for drawing and painting with crayons and water-colours. He began to study cartooning with a correspondence school and later took classes at the Kansas City Art institute and School of Design.

After the first World War Disney and one of his very good friends started a small Studio of their own and bought a used second-hand motion picture camera and started to make short animated cartoon sketches.

The first character they invented was called Oswald the Rabbit. It was not long before films showing a new character - a cheerful energetic and mischievous mouse were being shown. This was the start of the famous Mickey Mouse who even today remains everyone's favourite.

Walt Disney was never one to rest or to stand still. He had long thought of producing feature-length animated films in addition to the short cartoons. In 1935 he began work on the classic fairytale Snow White and the Seven Dwarfs. He used human figures for the characters of Snow White, the Prince and the Wicked Queen. He formed caricatures for the figures of the Seven Dwarfs. The film was an outstanding success and remains in circulation today. Following this Disney went on to make many more outstanding films and his studios were very soon established as a business big enterprise. The Disney studio was among the first to foresee the potential of television and to produce films directly for it. Walt Disney's Wonderful World of Colour became a continuing television fixture.

as a medium of popular entertainment

SUBJECT TWO

Using the ref. CJW/3/2/89/173 and today's date type the following letter in fully-blocked style. Incorporate all the amendments, and address the letter to: Mr and Mrs K Richardson, The Gables, 76 Long Ferry Road, Northampton, NN6 7PJ. (Extract from C. Neocleous, Touch Typing, 2007 p.173).

Dear Mr and Mrs Richardson

NP Thank you for your enquiry about our special holidays on the west coast of America. [America's west coast offers a host of exciting and unusual sights and attractions. The stunning ruggedness of Arizona and Nevada, and down to the Golden State of California - these areas encompass a wealth of beauty and variety unmatched anywhere else in the world.

caps The holiday we believe would suit you best is our Magical West Tour. ←

Flights are from London/Gatwick, London/Heathrow or Manchester on Tuesdays from January to October. The price per adult is £1,455 with a discount for children. Included in this price are the following:

- vc
- INSET
- a) Flights to and from Los Angeles and 14 nights' accommodation.
 - b) A full day tour of the Grand Canyon including a spectacular flight over the Canyon.
 - c) A tour of the city of San Francisco.
 - d) Breakfast and dinner throughout your stay from the day after your arrival.
 - e) A full day at Disneyland including transport.
 - f) A full day at Universal Studios.
- INSET

The majority of holiday costs are included in the price. The only extra cash that will be needed is spending money. What better way is there to see the very best of the west coast?

We look forward to hearing from you shortly.

Yours sincerely

Sales manager

Imagine a full day at Disneyland, a visit to Universal Studios and a flight over the Grand Canyon!

SUBJECT THREE

Type the following text in blocked style. Make sure that there are no spelling mistakes in your typescript. (Extract from C. Neocleous, Touch Typing, 2007 p.125).

HEALTH AND SAFETY AT WORK ACT - HOW DOES IT AFFECT TEACHERS?

1 As Employees

As employees all teachers have the duty:

- themselves 1.1 to take reasonable care for the health and safety of ~~himself~~ and of other persons who may be affected by ~~his~~ ^{their} acts or omissions at work; and
- 1.2 to cooperate with ~~his~~ ^{their} employers so far as is necessary to enable (any) duty or requirement to be performed or carried out.

Teachers should also receive from their employers a copy of the Council's Safety Policy, together with the organization and arrangements for carrying out that policy.

2 As Managers

Clearly some teachers (eg heads) have a "managerial" responsibility for other employees. These managerial responsibilities should be defined in the Council/Departmental Statement of safety policy.

3 As Teachers

Teachers clearly have responsibilities to pupils. But there are also responsibilities for others, such as:

- VC
- visitors (eg on sports day, etc)
 - parents (open evenings/school plays)
 - other employees (eg from Post Office, etc)
 - Contractors

4 Safety Representatives

Most schools now have safety representatives; thus teachers will have access to the formal machinery of safety committees when these are set up in due course.

SUBJECT FOUR

Type the following table in blocked style and in the center of the page.

Type in the center of the row

MORTGAGE PAYMENT TABLES

Eight per cent (8%) Annual Rate						
Amount Financed	Monthly payments (principal and interest)					
	5 Years	10 Years	15 Years	20 Years	25 Years	30 Years
30,000	608.29	363.98	286.70	250.93	231.54	220.13
35,000	709.67	424.65	334.48	292.75	270.14	256.82
40,000	811.06	485.31	382.26	334.58	308.73	293.51
45,000	912.44	545.97	430.04	376.40	347.32	330.19
50,000	1013.82	606.64	477.83	418.22	385.91	366.88
60,000	1216.58	727.97	573.39	501.86	463.09	440.26
70,000	1419.35	849.29	668.96	585.51	540.27	513.64
80,000	1622.11	970.62	764.52	669.15	617.45	587.01
90,000	1824.88	1091.95	860.09	752.80	694.63	660.39
100,000	2027.64	1213.28	955.65	836.44	771.82	733.76

Note: The amounts listed in the table above are in Euros.