

1933

## Shorthand (3rd Year): Technical School Examinations 1933

Department of Education: Technical Instruction Branch

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The Cleaneasy Company has again well maintained its trade, and has increased the / friendly relationship existing between itself and its customers.

We would ask our shareholders, whenever they require paint products, to specify those manufactured by the Clean-easy / Company.

The pension schemes continue to operate most satisfactorily, and already we have over one hundred old employees in receipt of pensions.

- 4 Before concluding, I / / wish to acknowledge most sincerely the services rendered by our staff and employees during the past year ; they have shared loyally in all our varying / anxieties and difficulties.

We also owe a debt of gratitude to the Industrial Council, and to the Federation of Trade Unions for their help in / making smooth the relations between employer and employed, always delicate in times of shorter mill hours, and when new avenues of economy have to be / explored.

- 5 Finally, may I tender my personal thanks to all members of the Board for their loyal and efficient help and counsel at all times." / /

## COURSE IN COMMERCE.

(18)

### AN ROINN OIDEACHAIS.

(Department of Education.)

### BRAINSE AN CHEARD-OIDEACHAIS.

(Technical Instruction Branch.)

### TECHNICAL SCHOOL EXAMINATIONS.

1933.

### SHORTHAND.

(Third Year.)

*Tuesday, May 2nd—7 to 8 p.m.*

*Examiner*—MISS M. [A. MURPHY, F.C.T.S.

*Co-Examiner*—J. F. BURKE, ESQ., D.SC.

### GENERAL INSTRUCTIONS to be read to Candidates before the Examination.

Enter your Examination Number on the Answer Book, on each sheet of typewriting paper supplied to you, and on your envelope. In addition, enter on your envelope the subject of examination and the system of Shorthand used.

You must not have with you any book, notes, or scribbling-paper.

You must not, under any circumstances whatever, speak to or communicate with another candidate ; and no explanation of the subject of the examination may be asked for or given.

You must remain seated until your work has been taken up, and then leave the examination-room quietly. You will not be permitted to leave before the expiration of twenty minutes from the commencement of the examination, and will not be re-admitted after having once left the room.



our factories, and in this I include the ability to adapt costs / of manufacture to meet changed conditions, not only in volume, but in the classes of product most in demand.

At the same time it will / be understood that there is a limit to the distance we can travel in this direction; as we must maintain quality, and we do not / wish to suggest reducing wages, believing these to be fair.

We all greatly deplore the short time working which has  
2 been occasioned by smaller demands / / on machine output, and it seems only fair to observe that the percentage of short time working has been considerably less than the fall in / output.

The continuance of a reduction in volume, as well as the fall in value of our sales, can only be attributed to the diminished / spending power of most of the consumers.

We cater for a thousand different tastes, studying the requirements of the cottage and the small home as / carefully as that of the mansion or castle.

I referred last year to the apprehension we felt as to the  
3 effect which the three-quarter / / payment of income tax in January would have on Spring decorating. This apprehension has proved to be well founded. Unemployment among decorators at their normal / good period between Easter and Whit week has been a regrettable feature.

If you break any of these rules, or use any unfair means, you are liable to be dismissed from the examination, and your examination may be cancelled by the Department.

*One hour is allowed for this paper. The dictation of the passage, which contains 500 words, will occupy FIVE minutes, and the remaining FIFTY-FIVE minutes is to be devoted to typing from the Shorthand notes. Extra marks will be awarded for judicious phrasing. Work, unless previously given up, will be collected at 8 p.m.*

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#### INSTRUCTIONS TO READER.

*(See also Special Instructions issued separately.)*

(1) The whole passage contains 500 words. The reading of it must be completed in five minutes.

(2) The sloping lines, /, mark the division of time (fifteen seconds each); but the reader must not make a pause when they occur, unless the sense requires it. The double line, //, completes each minute.

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The Chairman said: "While we are all conscious that the profits for the year are smaller than those of a few years ago, it must / be a matter of satisfaction that, as compared with the previous year, we have held our own.

The effect of duties on wall paper imported / into this country has also been small, but we feel that the position would have been worse, had these duties not been introduced. On the / other hand, one or two new undertakings have commenced operations in this country, in which there are foreign interests.

1 The slight improvement in our profits / / this year is mainly due, in my opinion, to the efficient management at

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