

CAMBRIDGE

INTERNATIONAL EXAMINATIONS

**CAREER AWARD IN
OFFICE ADMINISTRATION**

TEXT PROCESSING

FOUNDATION LEVEL

5221/A A2002

PRACTICAL ASSESSMENT SET

(9 pages including this cover)

This set comprises:

For the Tutor

- Tutor Guidelines (1 page)

For the Candidate

- Instructions to Candidates (1 page)
- Guidelines to Candidates (1 page)
- Task 1 (1 page)
- Tasks 2-5 (4 pages)

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Local Examinations Syndicate

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TASK 1

Rosemary is an attractive evergreen shrub with leaves which resemble pine needles. The trusses of its blue flowers last through spring and summer.	75 149
Rosemary can grow to a few metres in height but can be trimmed to keep it short and compact if required. It can be used as the centrepiece to a formal herb garden or as a dividing hedge. It can even be grown in a patio container. Brushing against its leaves releases its characteristic fragrance.	221 295 371 450
It will thrive in any sheltered position. It is also known to do well in areas where there is plenty of sunshine.	531 567
Its most familiar use is as a herb, especially with lamb.	625

TASK 2

Type this memo - correct errors within circled words

To Albert Chalmers

From Santhe Travis

Ref ST/CRD/25

Casa Royale Development

I have received several enquiries this week regarding the above development. On looking through our brochure, I was alarmed to see that it contains numerous errors. I am not sure who is responsible for these.

It is imperative that the brochure is reprinted as soon as possible. Please ensure the current brochures are destroyed. This must be done immediately.

The extra expenditure involved is unfortunate but our company's reputation must be preserved.

TASK 3

Type this report in double linespacing, except where indicated. Correct errors within words which have been circled.

BUYING A PROPERTY IN SPAIN

This brief guide gives ^{basic} information relating to buying Spanish property. Prospective purchasers are advised to seek professional advice before buying. When you have chosen a property, an agreement will normally be contained in a private contract. The document sets out the terms

① The deposit required is usually 10%. Once you have paid this, there is a binding agreement contract between both buyer and seller.

This paragraph in single linespacing

The Land Registry maintains all details and other matters that affect the title. The Notary prepares the conveyance from information supplied by the seller and compliance checks with local law. and records financial charges

Stamp duty is payable at a standard rate based on the price declared. ^{The fee for} ~~Advance~~ payment is required as registering with the Land Registry is assessed on a sliding scale.

Many options are available to those people buying property who require mortgage facilities. Our company employs its own highly qualified mortgage professionals.

You should be aware that a mortgage from a Spanish bank will use the property as security.

TASK 4

Type this letter - correct errors within words which have been circled

Our ref AG/5613

Mr P Chrysochous
22 Mesoyi Avenue
PO Box 602161
Paphos
Cyprus

Dear Mr Chrysochous

Thank you for your enquiry regarding purchasing a properties in Spain. I have pleasure in enclosing details of our current developements. Many of these are exclusive to us and we guarantee their standard and availability.

Full mortgage and financial services are also available. Please let us know if you wish to purchase through a mortgage. We can help you to decide on the scheme most suitable for your requirements.

Should you require additional info, please do not hesitate to contact us. We hope you will find the home you are searching for and look forward to hearing from you shortly.

Yours snclly

Anita Georgiou
Director

TASK 5

Display this notice, using different forms of emphasis; eg centring, font style/size, italics, bold, underlining, capitalisation etc.

Kissos Gardens
Nursery and Flower Shop

At Agapinoros, at the corner with Priamou

Everything for the garden

Flowers and plants for the house

All at very competitive prices

Our friendly staff will advise you

We will design your garden with no extra charge

Why not visit us today?

Or call us on 259361

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TASK 1

The Internet is a global network of computers with millions of users. It	76
consists of many thousands of permanently linked powerful computers.	145
These are often called hosts. Anyone with a computer and modem can	213
join this network by using a standard telephone.	263
The speed of the global network means that, depending on traffic, it can be	340
just as quick for a user in Singapore to access a computer in Sydney or in	417
Scotland. The real potential of the Internet lies in the number of uses that	497
people can put it to.	520
People use the Internet to sell items and to find information. Huge	589
numbers are buying products in this way.	625

TASK 2

Type this memo - correct errors within circled words

To Gezina Avis

FROM Lize Steyn

REF LPS/KZ

NEW PROGRAMME

As you know, our new Weight Management and Fitness Programme is due to start on the first of next month. Local television cos and newspapers have been invited to cover the opening ceremony.

I should appreshiate it if you would check that everything has now been organised. It is especially important that the buffet lunch reflects the sensible and realistic approach we are introducing. We should take this opp to show how eating the best food can lead to weight control.

TASK 3

Type this report in single linespacing, except where indicated. Correct errors within circled words

COMBE GROVE HOTEL AND COUNTRY CLUB

MEMBERSHIP INFORMATION

and helpful hints

Beelow you will find some details about using our Country Club.

This gives access to the Club.

Reception

Our Reception Desk is th main information point for all our members. All bookings, queries and problems should be addressed here.

A selection of sports goods is available for hire. These are listed in full in our brochure.

This section is double linespacing

Security

Each member is issued with a security swipecard. Access may not be granted to the Club without your swipecard. Members ~~All users~~ should ensure that the Membership Department is kept informed of any changes in their details so that records may be kept up to date.

Car Parking

Members must park their vehicles in the parking designated bays. The Club does not accept responsibility for any ~~car~~ ^{vehicle} left in the car park. ✓

Lost Property

This is gathered every night ~~by the cleaners~~ and held for a period of two week only.

Please ask at Recep;tion if you lose any item.

TASK 4

Type this letter - correct errors within circled words

Our ref LPS/KZ

Ms Jennifer Davis
PO Box 261
Ruiri
Kenya

Dr Ms Davis

With ref to our recent discussion regarding membership of our Country Club, I now enclose a brochure. This includes all the major features of our Club and I hope you find it of interest.

Child membership is available for those parent members' who wish their children to use the nursery facilities or accompany them to the Club on a regular basis. This applies to all children up to the age of 16 years of age. Our nursery staff are fully qualified and we can assure you that your children will be well cared for.

We hope to meet you in the very near future.

Yours sincerely

Lizel Steyn
Membership Sec

TASK 5

Display this notice, using different forms of emphasis; eg centring, font style/size, italics, bold, underlining, capitalisation etc.

Combe Grove Hotel and
Country Club

Membership entitles you to unlimited free use of all these
sports and leisure facilities

Fully equipped gymnasium

Aerobics classes

Indoor and outdoor heated swimming pools

Steam room

Saunas

Hydro spa beds

4 Tennis courts (2 indoor)

Squash courts

18 station golf driving range

Woodland jogging trail

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TASK 1

A curriculum vitae is used to set out everything about you. Make certain	71
that yours reflects your every success and achievement. Use it as a means	143
of stating clearly what you are good at.	183
If your aim is to find a job, your employer will equate quality presentation	259
with quality content. Be sure to print on the very best quality paper. Do	330
your best to ensure that everything you include is honest and true. Check	402
all your dates, qualifications and names carefully. With such easy access	474
to the Internet these days, it is a simple task to check all the details given.	552
Be sparing in your use of fonts. A good, simple design is always best.	625

TASK 2

Type this memo - correct words with circled errors

To Jill Valaoriti

From Anita Savinsky

Ref AS/5613

Security at Opening Ceremony

The date of the Opening Ceremony of the new accommodation block has been officially confirmed by all parties. Senator Victor Whitney has agreed to perform the ceremony on Fri 16 Aug.

He will arrive by helicopter at 1405 hours. The pad must be cleared and emergency services informed that it will be out of use for approx three hour.

Identity badges will be needed by members of the official party. Please ensure that these are prepared in time.

TASK 3

Type this report in single linespacing, except where indicated. Correct errors within circled words.

OPENING CEREMONY

Senator Victor Whitney has now agreed to perform the opening ceremony of the hospitals' new wing on Friday 16 August. He is due to arrive by helicopter at 1405 hours.

This section in double linespacing

Schedule

A rehearsal will be held 30 minutes before Senator Whitney is due to arrive. This will ensure that everybody involved is informed fully of the itinerary ~~for the day~~.

Everyone must be familiar with the day's events. Senator Whitney's staff will be liaising with our own security staff.

Identity Badges

These will be issued to members of the official party only. They must be ~~displayed~~ ^{worn} in a prominent position. ✓

0700 hours to 1700 hours

Red Parking Discs

Red discs will be issued to guests to allow them access to the car park. They must be fixed to the ^{top left-hand} corner of windscreens. The car park will be closed from that day.

Finish

Senator Whitney is expected to stay for 2 hours and will leave by helicopter. Our ~~own members of staff~~ ^{security staff} will guard the helicopter at all times.

TASK 4

Type this letter - correct errors within circled words

Our ref ST/PER/26

Mr Juan Cordobes
Apartado 758
Sta Eulalia del Rio
07840 Ibiza
Spain

Dear Mr Cordobes

Thank you for attending an interview yesterday. I am pleased to confirm your appointment as data input clerk. Your rate of pay will be \$3 per hour.

You will initially be employed for a probationary period of 3 months. During this time you will recieve formal written assessments. Other terms and conditions will be disocussed in detail at your induction, which will start on the first day of your employment. @ draft copy of your employment contract is enclosed for your info.

Please let us know when you will be able to start work. We look forward to welcoming you.

Yours snclly

Santhe Travis
Recruitment Manager

TASK 5

Display this notice, using different forms of emphasis; eg centring, font style/size, italics, bold, underlining, capitalisation etc.

Jumbo Worldwide Movers Ltd

Members of the International Association of Removers

We give your shipments special care, no matter how big or how small

Free estimates

Furniture elevators

Specially designed removal vans

Modern, large, air-conditioned storage warehouses

Local, office and international moves

Customs clearances

Insurance can be arranged with a reputable broker