



UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
Cambridge International Diploma in Office Administration
Standard Level

TEXT PROCESSING

5231/A

Core Module: Practical Assessment

2007

1 hour 45 minutes

Additional Materials: Envelope or label Plain A4 paper
 Letterhead A4 paper
 Memo paper

READ THESE INSTRUCTIONS FIRST

Write your Centre number, candidate number and name on all the work you hand in.
Do not use staples, paper clips, highlighters, glue or correction fluid.
Read the Guidelines to Candidates carefully before attempting any of the tasks.

You must attempt **all** tasks.
All printouts must be submitted at the end of the assessment.
At the end of the examination, fasten all your work securely together.

This document consists of **9** printed pages.



GUIDELINES TO CANDIDATES

Time Allowed: 1¾ hours

Please read the following instructions carefully.

- 1 You must read, and listen to, all instructions carefully.
- 2 You must use a typewriter or a word processor to complete this assessment. If you are using a typewriter, you may use the memory facility available on it, but this must be cleared before you start typing.
- 3 **Task 1 – Speed Test:** this will be a **5 minute** copy typing test – the speed will be calculated up to and including the 6th error which you make. You will be given one minute to scan the text immediately before keying begins. You must be ready for immediate keyboard input when the test begins. You may make corrections within the time allowed for the speed test. Printing of the Speed Test must be carried out immediately when the test finishes.
- 4 You will be given **10 minutes' reading time** for **Tasks 2 – 5** and you may make notes and/or highlight any detail during this time, before keying of these tasks begins.
- 5 Your tutor will tell you what stationery is available for you to use. If you are using a word processor, your tutor may provide you with templates for letters and memos.
- 6 Calculators, calendars, English and mother-tongue dictionaries, thesauruses, spell-checkers and manufacturers' manuals may be used.
- 7 If you are using a word processor, save each document as a separate file. You must carry out all printing yourself. Your tutor will tell you the exact printing details.
- 8 Correct any typographical, spelling and punctuation errors and any errors of agreement which may appear in any task. Errors will NOT be indicated in any way.
- 9 Number second and subsequent pages of any document.
- 10 Insert today's date on letters and memos.
- 11 Please insert your name, Centre number and task number at the top right-hand corner of each piece of work.
- 12 Assemble your completed work in task order.

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TASK 1

Computers seem to be taking over the world. Many people now use	65
them as an everyday means of communicating with their friends and	131
colleagues. They appear to have changed our lives.	184
Inputting data is now very easy compared with just a few years ago.	253
The keys are light to the touch. Correction of errors is very easy and	324
there are spellcheckers to help.	356
Another huge advantage of using computers is that it is so easy to edit	428
your work. If you are a writer and creating your book using a word	496
processor, it will be a much easier task than years ago when everything	567
had to be written by hand or typed.	602
People can also now use computers to order their shopping. They visit	673
a website, select their goods, choose a delivery time and pay. The	741
goods are then delivered at the appointed time. There is no need for	811
them to leave their home and no queues for them to contend with.	875

TASK 2

MEMO

To Gregor Georgiou

From Nancy Choo

Ref NC|PP

TRAVEL PACKS

I have just received a fax from Mr Kingston. He will be leaving for South Africa on Tues. Mr Kingstons' wife will be accompanying him.

He is anxious to have further information to help with the org of his trip, particularly about the use of credit cards. Tips on driving in the Kruger National Park would also be appreciated.

I know that you are currently revising our travel pack on South Africa and that you hope to have this ready by Friday. Would it be poss to send a copy immed to him?

I should be grateful if you would give this matter your urgent attention.

TASK 3

Double line spacing, except where indicated

SOUTH AFRICA

TRAVEL TIPS

Money

For security reasons it is advisable to take travellers' cheques ^{with you}. They can be exchanged at ~~bureaux de change and other outlets at~~ the airport on arrival or at banks and large hotels. [International credit cards' can be used in most shops, restaurants and hotels. However, you should ensure that you have with you sufficient cash to buy petrol, just in case credit cards are not acceptable.

Climate

The best weather is from Dec to March.

In the winter months of July and August the mornings ^{and evenings} can be very cool, with the occasional ground frost. Warm clothing is essential. Dress is mainly casual although more formal wear is usual when dining out.

Food and Drink

Seafood is plentiful, esp;ecially in ^{the coastal resorts} ~~large towns and cities that are situated near the sea.~~ South Africans enjoy eating outside so barbecues are very popular. A large variety of meat is eaten including ostrich and kudu. Buffet breakfasts are often provided with a range of cold and hot foods to choose from.

Eating out is both pleasurable and inexpensive.

This paragraph in single line spacing

Conservation

All tourists visiting South Africa will wish to experience the wide range of flora and fauna it has to offer. Nature reserves and national parks are sited in many parts of the country and are well frequented.

Inset this paragraph 50 mm from left margin

There are also many private game reserves where safaris in open vehicles are a speciality. Separate brochures on these are available on request.

The Kruger National Park is ~~a privately owned safari park which~~ consists of approximately 7,500 square miles of protected land and is well worth a visit. Here tourists are able to **view wildlife close by** ~~see many wild animals and a variety of flora.~~

If you are driving, great care must be taken as a speed limit of 25 mph is imposed throughout the park. With patience, most game can be spotted but sightings are more likely in the ~~late afternoon~~ **early morning** and towards sunset.

✓

TASK 4

Please produce an envelope or label addressed to
Mr Richard Cox

Our ref JC/MK

URGENT

Mr Richard Cox
14 Plainair Close
Kowloon
Hong Kong

Dear Mr Cox

Holiday to South Africa

We have pleasure in enclosing the itinerary for your forthcoming holiday to South Africa. We look forward to receiving the balance of your account, which is now due.

Enclosed are the vouchers for your guest farm and rest camp accommodation. These should be handed in when you arrive.

It would be wise to check with your doctor regarding inoculations. All major tourist resorts now have safe drinking water. Protection against cholera and typhoid is therefore no longer necy. As you are planning to visit the Kruger National Park in the north, you should protect yourself against malaria.

Our travel pack is at present being revised and will be sent to you very soon. If the info in the pack does not answer all your queries, please contact me again.

Yours sincerely

Jaki Chiou
Tour Organiser

TASK 5

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

Kruger National Park
South Africa

Early morning safaris
The sound of lions calling
Bush walks with a tracker
Off road driving
Night drives
Early morning game drives
Some of the best photographic opportunities in Africa

The wildlife in the Park is amazing
We guarantee you will see

elephant lion hyena rhino cheetah giraffe hippo buffalo
the highest concentration of leopards in the world ostrich
variety of birds and so much more

Why not visit Victoria Falls?
On the journey to the Falls you will see elephants and
buffalo as they come to drink at numerous watering holes

More details can be obtained by visiting website
www.safari-kruger.com