

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

**LEVEL 2 TEXT PROCESSING
(BUSINESS PROFESSIONAL)**

Scheme Code: **06998**

SPEED KEYING

Question Paper
Reference: **SAMPLE A**

This question paper may be taken within these dates:

SAMPLE PAPER

TIME: 10 MINUTES

INSTRUCTIONS TO CANDIDATES

Please insert your Centre Number, the Scheme Code and the Question Paper Reference on your Unit Submission Folder.

You may use a typewriter or a word processor to complete this test.

At the start of the test your machine will be ready for immediate keyboard input.

Please insert your Name and Centre Number on each page.

Do not type any of the material printed in the right margin – this is merely for the purpose of showing you where the unit ends.

INFORMATION FOR CANDIDATES

You may change the linespacing, line endings and spacing after punctuation.

You may correct any errors you make if you wish.

The core unit must be completed for your script to be considered for certification. The additional units may then be attempted, but will only be marked if completed.

On equipment where printing is not simultaneous with the keying operation, final saving may be done and hard copy produced after the 10 minutes allowed for the test. You must carry out all of your own printing.

No changes may be made to your text after the 10 minutes allowed for the test.

No more than 6 uncorrected errors will be allowed.

ADDITIONAL INFORMATION

This is a sample paper and must not be used for live assessment.

Credit

Successful achievement of the live assessment for this unit will award you with 4 credits.

QCA Accreditation Number: T/501/4223

**Marginal notes not to be
typed by candidates:**

BEGIN HERE

Please do not allow further use of car park facilities at Bascord. This land is now to be ploughed over, and work will start on Monday next. The new parking area will be extended even further, to create more and safer spaces for all concerned.

The investigation has proved interesting, and has vindicated many of the opinions of the organisers. In the light of our findings we now propose to go ahead and devise a questionnaire which will be sent to a large number of local commercial firms.

Many of our senior staff are currently working at sites quite a few miles from their homes. Public transport is not always available, particularly to the rural locations. We are therefore investigating the possibility of running our own coaches.

You should not change the procedures you use for Petty Cash payments until next month. We shall not have full details of the new schemes until then. It is important that each Department works along the same lines and changes its methods at the appropriate times.

As you know, we shall shortly be moving to new premises. Our present lease has expired, but we have been lucky enough to find new premises in the High Street. We hope all our staff will enjoy the extra space and facilities our new shop offers.

Soon we shall be publishing several reports where the experiences and opinions of our clients will provide us with valuable information. With your help we shall be able to draw conclusions and make recommendations which will help our customers.

Thank you for your letter of enquiry, which we received this morning. We have pleasure in enclosing our new catalogue which gives details of sizes, colours and prices of the many different kinds of furniture which we are able to supply from stock.

**End of core unit
(35 wpm)**

Staff will know that a number of petty thefts have taken place recently. You are asked, therefore, to be particularly vigilant. Do not leave purses, wallets and other personal belongings lying around where they are an open invitation to a thief.

Additional units:

(40 wpm)

We have pleasure in enclosing the proposed programme of events for the Office Equipment Exhibition to be held next June. Please let us have your comments, in writing, by the middle of April. Your advice would be much appreciated, as always.

(45 wpm)

That is the end of the test in Speed Keying (Level 2) for Sample Paper A.