

**OXFORD CAMBRIDGE AND RSA EXAMINATIONS**

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

Scheme Code: **06997**

**SHORTHAND SPEED SKILLS**

Question Paper  
Reference: **SAMPLE PAPER**

This question paper must be taken on this date:  
**SAMPLE PAPER**

**INSTRUCTIONS TO INVIGILATORS AND READERS**

- 1 Candidates must be told to insert the Centre Number, the Scheme Code and the Question Paper Reference on their Unit Submission Folders.
- 2 Candidates must be told to insert their Name and Centre Number on each page.
- 3 Each transcript must be submitted in a separate Unit Submission Folder.
- 4 Each of the passages is 3 minutes in length and the speeds range from 60 to 70 wpm.
- 5 There must be a one minute pause between passages as shown.
- 6 The passages are presented here with the 60 wpm piece first. They need not be read in this order and both passages need not be read if candidates wish to only attempt the lower speed.
- 7 To assist the reader, passages are presented with commas indicated. These must not be read. Candidates are required to insert only the essential comma, but will not be penalised for the insertion of other appropriate commas.
- 8 The titles of the passages are as shown:  
60 wpm – Parcel delivery  
70 wpm – Sending faxes and emails  
  
These titles should be read to the candidates now and individually before the dictation of each passage as printed.
- 9 At the conclusion of the dictation of the relevant passage(s) the candidates should be given 26 minutes transcription time for the passage of their choice.
- 10 Candidates may word process, type or handwrite their transcripts.
- 11 **Credit**  
Successful achievement of the live assessment for this unit will award you with 5 credits.
- 12 **ADDITIONAL INFORMATION**  
This is a sample paper and must not be used for live assessments.

QCA Accreditation Number: M/501/4222

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**This document consists of 3 printed pages and 0 blank pages**

60 wpm – Parcel delivery

**Minutes**

¼ We tried to deliver a parcel to you this morning. **(full stop)** Unfortunately our  
¼ driver / could not gain access to your block of flats because the main entrance  
¼ door was / locked. **(full stop)** There was no sign of a caretaker and he could not  
¾ find / anyone else who would accept the item. **(paragraph)**

1 We need to arrange a time for // our driver to return with the package. **(full stop)**  
¼ Please call our office at any / time between eight in the morning and six in the  
¼ evening. **(full stop)** You can / ask to have a morning, afternoon or weekend  
¾ delivery. **(full stop)** It should therefore be / possible to find a time which suits  
2 you. **(full stop)** On the other hand you // may prefer to come and collect the  
¼ item. **(full stop)** In this case you will / need to bring with you some proof of  
identity. **(paragraph)**

½ Please quote the reference number / at the top of this letter when you call. **(full**  
¾ **stop)** If you have not / contacted us within two weeks the parcel will be returned  
3 to the sender. **(full stop)** //

[ONE MINUTE PAUSE]

## 70 wpm – Sending faxes and emails

**Minutes**

Many people now prefer to use a computer to communicate with friends,  
 ¼ colleagues and family rather than / a phone. **(full stop)** It is very easy to use a  
 ½ computer to send faxes and emails. **(full / stop)** Most new models have special  
 software already installed. **(paragraph)**

¾ Emails are much cheaper than long distance / phone calls. **(full stop)** They are  
 1 charged at normal local rates. **(full stop)** An advantage of using emails // or  
 faxes is that you can write out your questions. **(full stop)** The person receiving  
 ¼ the message / has plenty of time to think about their reply. **(paragraph)**

½ Sending an email is very simple. **(full stop)** / The first step is to find out the  
 ¾ correct email address. **(full stop)** Next you type your / message and press the  
 2 send button. **(full stop)** The computer must be linked to a phone line using // a  
 modem. **(full stop)** As soon as the connection is made the message is on its way.  
 ¼ / **(full stop)** The recipient is able to read the message when the computer is  
 ½ switched on. **(full stop)** / Their response to you could arrive on your screen very  
 ¾ quickly. **(full stop)** A message can also / be sent to many people at the same  
 3 time by adding the addresses to the header. **(full stop)** //

[ONE MINUTE PAUSE]