

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

**LEVEL 1 TEXT PROCESSING
(BUSINESS PROFESSIONAL)**

TEXT PRODUCTION

Scheme Code: **06966**

Question Paper Reference: **SAMPLE PAPER**

This question paper may be taken within these dates:
SAMPLE PAPER

TIME: 1 HOUR 15 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 examination.

Please insert your Name, Centre Number and Document Number on every page.

Complete all three documents.

Insert today's date on letters unless otherwise instructed.

Correct any errors which have been circled.

Letters must be produced on OCR supplied letterhead either pre-printed or by use of a template.

You must print all of your own work.

Assemble your completed work in the order in which it is presented in this paper and cross through any work which you do not wish to be marked.

INFORMATION FOR CANDIDATES

If you are using a typewriter, you may use the memory facility available, but this must be cleared before the commencement of the examination.

Any form of correcting material/mechanism may be used.

No amendments can be made to the text after the 1 hour 15 minutes allowed for this examination other than to insert characters not available on the keyboard or printer.

You will be required to locate additional text from a resource sheet to incorporate into one of the documents.

ADDITIONAL INFORMATION

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

Credit

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

QCA Accreditation Number: J/501/4081

This document consists of 5 printed pages and 0 blank pages

DOCUMENT 1

Our ref DB/JV

Mrs K Vasilenko
 39 High Trees Cres
 BRIGHTON
 BN2 1RS

Dear Mrs Vasilenko

Thank you for your letter asking for further details ^{about the new course} on I — Design which starts next month. [The course leader is Kristen Chambers. She has 25 years' experience in this field. The course covers the basics of designing the living space in homes]

There will be emphasis on spatial planning. This will ensure the list of priorities for a room can be accommodated in the space available. Prior to the course starting, it would be neccy to measure the living spaces of your home. Any features such as windows, alcoves and coving should be noted.

- ① When the design of the living ~~space~~ ^{area} has been planned, the next step would be to make a mood board for each space. This would require some small samples of fabric, flooring and paint colours, along with pictures or drawings of furniture.

Enclosed please find a leaflet which gives further info. If you would like to join the course, please tel or call in to see us.

We look forward to hearing from you in the near future.

Yours sincerely

Denise Barnes
 Course Director

Enc

RECOMENDED MENU

June 2009

Mr Rhys Johnson and Miss Lois Cranmer

Emphasise this paragraph

Confirmation of choice of dinner menu is required at least one month before the above date.

liver and port parfait

STARTERS

Homemade chicken with red onion and toasted brioche

OR

Fresh salmon with beansprout, lime and ginger salad

MAIN COURSES

Breast of turkey stuffed with cheese, sausage and bacon, with bread sauce, cranberry tart and fresh cress

OR

Puff pastry disc topped with tomato, courgette, basil and brie

DESSERTS

Warm chocolate gypsy tart and vanilla custard

OR

Black Forest gateau with cream

Single linespacing except
where indicated

PROPERTY IN THE BRISTOL AREA

looking for property
There are a large number of buyers in the Bristol region. Owners who are thinking of moving need to take the opp of selling now.

This paragraph only in double linespacing

Progress Estate Agents offer a superb service. Clients benefit from a wealth of experiance and a unique service which will help homeowners to get moving quickly.

There are many reason why we offer the best supp9ort and service in the market. Our client liaison section gives a high class service.

We are committed to you getting the best price in the shortest time. Our highly-trained staff work hard to complete sales on behalf of our clients. All advetising is free.

Our co can market your house or apartment to a wide range of clients. We discuss with you the best way forward. Advice can be obtained on how to pressent your house at its best. Viewings can be accompanied or you may prefer to conduct them yourself. Feedback is given to vendors after each viewing. There are regular reviews of progress and we keep in touch with you throughout the process.

are thinking of selling your house
If you ~~have decided to put your property on the market~~ call Progress today.

We have purchasers on our books awaiting the right property. Many are first time buyers and all our clients have their finances in place.

If you are looking for a house, please contact us and let us know what you require. We are here to help and make your move as smooth as possible.

RESOURCE SHEET**DOCUMENT 1**

Thank you for your letter asking for further details about the new course on Interior Design which starts next month.

SAMPLE