OCR
RECOGNISING ACHIEVEMENT

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

LEVEL 2 TEXT PROCESSING (BUSINESS PROFESSIONAL)

Scheme Code: **06999**

WORD PROCESSING

Question Paper Reference: **AUTUMN 08**

This question paper may be taken within these dates:
3 NOVEMBER 2008 – 12 DECEMBER 2008

TIME: 1 HOUR 45 MINUTES

INSTRUCTIONS TO CANDIDATES

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

You must use a word processor to complete this examination.

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

Letters must be produced on OCR recalled letterheads.

Insert today's date on letters unless otherwise instructed.

Complete all documents.

Carry out the printing and routing of all documents yourself. You must print all 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

For all of these documents, you will be required to retrieve previously stored documents. The filenames for these documents will be given to you.

Extra copies may be produced as additional printouts or photocopies.

No amendments may be made to the text after the 1 hour 45 minutes allowed for this examination other than to insert characters not available on the keyboard or printer and to route extra copies.

Printing, photocopying and routing may be undertaken outside the 1 hour 45 minutes allowed for this examination.

ADDITIONAL INFORMATION

Tests taken after 12 December 2008 using this question paper will not be accepted. Candidates should sit this paper only once.

Credit

Successful achievement of the live assessment for this unit will award you with 5 credits.

QCA Accreditation Number: A/501/4224

H562 AUT08

This document consists of 6 printed pages and 2 blank pages

© OCR 2008
Registered Company Number: 3484466

Recall the information sheet stored as KEEPING. Amend as shown. Change to double linespacing (except where indicated). Adjust the left margin to 7cm and the top margin to 5cm. Use full justification. Save as KEEPING2 and print one copy.

watched a group of lambs playing in the spring sunshine

Anyone who has ~~been thinking about keeping sheep~~ or seen the miracle of a newborn lamb taking its first breath will agree that there is a great deal of pleasure to be experienced in keeping and caring for a flock of sheep.

copy this sentence to point marked (c)

The land will need to be securely fenced. Drinking water should be available at all times. A hectare should provide grazing for up to 5 mothers. If they are allowed to escape they can be a constant source of annoyance to yourself and to your neighbours.

~~provide problems~~

Hedges can ~~be difficult~~ with weak spots or poisonous species such as yew or rhododendron. Brambles can become entangled in the wool. Far superior is rectangular mesh wire and stakes not more than 2 metres apart.

for most of the year

Sheep are good grass mowers keeping your grass short. Grass makes little or no growth through the winter months. The sheep will need supplementary feed.

move to point marked (m)

Good quality hay should be fed from racks or hay boxes and must be kept dry at all times.

Provide access to a balanced mineral supplement in a waterproof container at all times.

page 2 starts here

HOUSING

this section only in single linespacing

The house need not be an ~~enclosed or~~ elaborate building. It should be sited with its back to the prevailing wind with a good overhang to the roof both front and back. If the front overhang is angled downwards it will prevent rain from blowing onto the bedding.

at the bottom to allow adequate ventilation

The building should have solid walls ~~made of brick or stone~~ with no draught at floor level. Barley straw provides the best bedding material. It is superior to wheat, rye or oat straw, all of which very soon get trampled flat whereas barley straw stays light and open textured for much longer. The mothers will eat most of the leaf from the stems.

so that the sheep is unable to free herself

(c)

change mothers to ewes throughout this document

SUPPLEMENTARY FOOD

Any mothers in the later stages of pregnancy will require concentrates. Start feeding 6 weeks before lambing.

highly nutritious food in the form of

m

page 3 starts here

LAMBING

Insert this paragraph 4cm from left margin

Lambing time can be the most rewarding, demanding and sometimes the most stressful time of the year.

Following a successful birth the ewe normally begins to lick the lamb clean and dry. The lamb after a few minutes, gets to its feet makes its way to the ewe's udder and begins to suck vigorously.

Given an adequate supply of milk and grass, lambs should thrive. If supplementary feeding is needed it can be started when they are around 10 days of age. Feed can be pellets or a coarse mix, a kind of lamb muesli!

Number the pages ensuring that page 1 is not numbered

Insert KEEPING SHEEP to appear as a header at the left margin on every page

Recall the Poster stored as VISIT. Amend as shown. Save as VISIT2. Print a copy in landscape on one sheet of A4 paper.

VISIT OUR SHEEP FARM ← Centre this heading

We are open for the next 2 weeks between 10am and 4pm.

Groups from schools are welcome.

Our ewes have recently produced lambs. See how contented they are sitting in the spring sunshine.

An older ewe produced quads. She attempted to feed all four lambs. All are now doing well thanks to a little help from a bottle and lamb formula milk.

The smallest lambs have coats specially made to help them keep warm and dry when outside in the bitter winds and rain.

Insert the picture here stored as LAMBS. Change measurement to 3.5cm wide with the text wrapped to the right of the picture

Come and see rare breeds and breeds from abroad. ← This paragraph only in a larger font size.

We are ~~dedicated and~~ committed to saving rare breeds from extinction. They are mainly British breeds that have lost their popularity over the years.

We have breeds that have been imported into the United Kingdom from various parts of the world. All the following will be available for viewing.

Texel
Blue du Maine
Charollais
Lleyn
Llanwenog
Norfolk Horn
New Zealand Southdown
Portland

Please sort into exact alphabetical order

On completion, ensure you have saved your work and then use your software facilities to perform a word count. Key in this figure on a separate line below the final line of text.

Recall the document stored as SALE Amend as shown. Retain the Arial 11 font throughout the document. Save as SALE2 and print one copy.

FARM SALE

There are over 80 different breeds of sheep in the United Kingdom. Some of these sheep and lambs will become available for sale later in the year.

CODE	DESCRIPTION AND AVAILABILITY		PRICE £
	BREED OF SHEEP AND LAMBS	DATE AVAILABLE FROM	
RARE MULTIHORNED BREEDS			
M	Hebridean	2 October	110.00
M	North Ronaldsay	9 October	105.50
M	Manx Loghtan	8 October	120.00
SHORTWOOLS, LONGWOOLS, HILL AND MOUNTAIN			
S	Southdown	1 August	99.50
S	Hampshire Down	8 August	97.00
S	Dorset Down	29 August	95.00
S	Oxford Down	21 September	92.50
S	Suffolk	28 September	85.00
L	Wensleydale	2 November	105.00
S	New Zealand Southdown	2 September	102.00
H	Derbyshire Gritstone	10 October	99.00
H	Cheviot	20 October	93.50
M	Welsh Mountain	1 November	90.00

Leave a vertical space of at least 4cm here

Texels and Charollais are available throughout the year at competitive prices. If you would like more information please contact us by telephoning 024 7647 0033 or by emailing enquiries.farm@progress.co.uk.

Modify layout so that SHORTWOOLS, LONGWOOLS, HILL AND MOUNTAIN section comes before RARE MULTIHORNED BREEDS section.

Please sort DATE AVAILABLE FROM column into exact date order within each section starting with the lowest first ensure all corresponding details are also rearranged.

Recall the letterhead template stored as FARMING and key in the following document. Insert the autotext phrases as indicated. Use Comic Sans MS 12 font style for the letter but do not change the letterheading. Use full justification. Save as FARMING2 and print.

Our ref JS/flock

Mrs J Calvert
Heights Farm
Thornton
BRADFORD
BD13 8JJ

Top + 2 copies please. One for Peter Knight and one for our files. Indicate routing.

Dear Mrs Calvert

Thank you for your letter requesting advice on what to feed newborn orphan lambs. We are sorry this has happened in your flock.

Orphans may occur in all flocks. They can result

- when a ewe has a multiple birth but only mothers one lamb
- when ewes die during or after giving birth
- because of poor mothering by ewes.

Colostrum is the first milk produced by a ewe during the 48 hours immediately after the birth. It is yellow and thicker than normal ewe milk. The newborn lamb must receive colostrum or a substitute within 18 hours of birth. If not it only has a 50% chance of survival.

Colostrum contains

Insert Autotext Phrase stored as FEE

Cow colostrum is the best substitute if ewe colostrum is not available. Alternatively make a mixture using cow's milk, one beaten egg, one teaspoon of cod liver oil and one teaspoon of glucose. Since it contains no antibodies, the lamb must build up its own supply if it is to survive.

We hope this will help if you are unlucky and need to hand rear more orphans.

Insert Autotext Phrase stored as SPE

THIS PAGE HAS BEEN LEFT INTENTIONALLY BLANK

Oxford Cambridge and RSA Examinations is a Company Limited by Guarantee
Registered in England
Registered Office: 1 Hills Road, Cambridge, CB1 2EU
Registered Company Number: 3484466
OCR is an exempt Charity

© OCR 2008