

**OXFORD CAMBRIDGE AND RSA EXAMINATIONS**

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

Scheme Code: **06967**

**AUDIO-TRANSCRIPTION**

Question Paper  
Reference: **SPRING 09**

This question paper may be taken within these dates:  
**16 FEBRUARY 2009 – 27 MARCH 2009**

**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 either a typewriter or a word processor to complete this examination.

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

Complete all documents.

Letters and memos must be produced on OCR templates, either pre-printed or by use of a template.

Insert today's date on letters and memos unless otherwise instructed.

You must carry out all of your own printing.

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 some documents, you will be required to refer to the Candidate Information Sheets provided overleaf.

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

In the absence of specific instructions on style of presentation (eg underlining, capitalisation) for headings, you may use your own discretion.

Any form of correcting material/mechanism may be used.

No amendments may 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.

**Credit**

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

**ADDITIONAL INFORMATION**

Tests taken after 27 March 2009 using this question paper will not be accepted. Candidates should sit this paper only once.

QCA Accreditation Number: F/501/4130

**H507 SPR09**

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**This document consists of 4 printed pages and 0 blank pages**

## **DOCUMENT 1**

### **CANDIDATE INFORMATION SHEET**

#### **Included in dictation:**

John Smith  
Australia  
Melbourne  
Ruth Fry  
Boris Myerson  
Director

#### **References:**

BM/RT

#### **Address:**

10 Park Road  
LOUGHBOROUGH  
Leicestershire  
LE11 2AR

**NB:** All other instructions (eg courtesy titles, special mark, extra copies, headings etc) will be given in the dictation.

**DOCUMENT 2**

**CANDIDATE INFORMATION SHEET**

**Included in dictation:**

Progress Hotel  
London

**References:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

**NB:** All other instructions (eg courtesy titles, special mark, extra copies, headings etc) will be given in the dictation.

**Turn over]**

**CANDIDATE INFORMATION SHEET**

**DOCUMENT 3**

**Included in dictation:**

\_\_\_\_\_

**Reference:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

**NB:** All other instructions (eg courtesy titles, special mark, extra copies, headings etc) will be given in the dictation.