

**OXFORD CAMBRIDGE AND RSA EXAMINATIONS**

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

**TEXT PRODUCTION – SCREEN READER**

Scheme Code: **00004**  
Question Paper Reference: **AUTUMN 08**

This question paper may be taken within these dates:

**3 NOVEMBER 2008 – 12 DECEMBER 2008**

**TIME: 1 HOUR 50 MINUTES**

**INSTRUCTIONS TO CANDIDATES**

Please insert your Centre Number, the Scheme Code and the Question Paper Reference on your Unit Submission Folder. Your invigilator may help you with this.

A period of 1 hour 50 minutes is allowed for this examination and you may use a typewriter or a word processor.

Letters must be produced on OCR supplied letterhead template. The letterhead may be pre-printed for candidates using a typewriter.

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

Any form of correcting material/mechanism may be used.

If you are using a word processor, save each document as a separate file ready for printing out later. You must carry out the printing yourself. Printing may be undertaken outside the 1 hour 50 minutes allowed for this examination but no amendments can be made to the text after that time has expired. Your invigilator will tell you the exact printing arrangements for your centre.

You must use a screen reader to proofread all your work. If you are using a typewriter you will require access to scanning facilities.

This tape contains the main text for Documents 1, 2 and 3.

A separate dictated Resource Sheet contains additional text for inclusion in one of the documents.

**Please make sure that you:**

Complete all three documents.

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

Correct the errors of agreement.

Make sure that you are familiar with these instructions as penalties may be incurred if they are not followed.

**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 4 credits.

**The examination will now begin.**

QCA Accreditation Number: A/501/5812

**H553 AUT08**

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**This document consists of 1 printed page and 1 blank page**

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**INSTRUCTIONS TO INVIGILATOR**

Read the Instructions to the Candidates.

Ensure supplies of A4 stationery are available (plain paper and pre-printed OCR templates, for candidates using a typewriter).

Ensure that each candidate has access to the examination recordings and a Unit Submission Folder (USF). Ensure that all USF details are completed. The invigilator may assist with the completion of the USF.

If candidates are using a typewriter, they may use the memory facility but this must be cleared before the start of the examination.

When the candidates are ready, start the examination.

On completion of the examination, please assemble each candidate's completed work in the order in which it is presented in the paper.

Ensure that the candidate's Name, Centre Number and Document Number appear on every page.

Instructions to Candidates may be given to candidates before the examination starts to allow it to be read using a screen reader.