

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

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

Scheme Code: **00004**

TEXT PRODUCTION – SCREEN READER

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 READERS

The Instructions to Candidates and the following documents are for dictation onto the recording media to be used in the examination. The text on the Resource Sheet should be recorded on a separate tape or file.

The material in the dictation passages should be read with clear enunciation and a pause between each passage.

The error of agreement is underlined in the text and should be dictated as shown.

Words followed by an **(S)** should be dictated and then spelt out letter by letter.

Abbreviations, which are underlined, must be dictated as seen and not spelt.

On completion of the dictation, the reader must hand this paper and the recordings to the Examinations Officer or his/her nominee for safe keeping until required for the examination at the appropriate time.

Please begin the main dictation with:

This is the dictation for the Autumn 2008 examination in Level 1 Text Production – Screen Reader.

DOCUMENT 1

(Operator: Document 1 is a business letter addressed to Mr Martin (S) Turner (S), The Cottage, Priory (S) Avenue, (closed capitals) LEICESTER (S), (postcode) LE8 2RT. Please type: Our ref (uppercase) AR/ (oblique) 28. Please listen to the separate recording called RESOURCE SHEET for the extra information you will need for this document.)

Dear Mr Turner (S)

Thank you for your recent letter in which you express a desire to organise (S) a walking festival (S). **(full stop)** Your plan has been warmly received (S) by the social club. **(full stop)** I note that you propose to hold the festival in October. **(full stop)** This will give us ample (S) time to publish this event and to obtain **(Operator: please add an apostrophe to the next word)** members views. **(full stop)** Our local area has many places of natural beauty (S) and would be ideal for such walks. **(full stop)** If walkers can arrange to be sponsored (S) then many **(Operator: please insert the appropriate word which begins with the letter 'c' from the separate recording called 'RESOURCE SHEET')** would benefit. **(paragraph)**

I note that you and your friends have arranged walks in this area in the past. **(full stop)** **(Operator: in the previous sentence please insert "many kinds of" after the word "arranged")** **(Operator: that is the end of the inserted text)** This is useful as knowledge (S) of the terrain (S) is necessary. **(full stop)** **(Operator: in the previous sentence, please delete the word "necessary" and replace with "essential")** Your proposal to hold a celebratory (S) dinner and dance at the close of the event is an excellent one. **(full stop)** The festival would then end on a happy note. **(paragraph)**

Your leaflet provides a wide range of walks to cater for beginners and for experienced walkers. **(full stop)** The info has been well thought out. **(full stop)** I will email (S) you a draft menu for the special dinner. **(full stop)** Let me know what you think. **(paragraph)**

Yours sincerely

(Operator: name and title with initial capitals)
Angela (S) Rushman (S)
Secretary

(Operator: that is the end of Document 1. Print one copy.)

DOCUMENT 2

(Operator: Document 2 is an advert)

(Heading in closed capitals) LEICESTERSHIRE (S) WALKING FESTIVAL (paragraph)

18 – (dash) 25 (Operator: closed capitals) OCTOBER (paragraph)

A walking festival will be held next year. **(full stop) (Operator: in the previous sentence, after the word “festival” please insert the words “for beginners and experienced (S) walkers”)** **(Operator: that is the end of the inserted text)** A series of planned walks will take place throughout the county. **(paragraph)**

(Operator: please emphasise the next paragraph)

This is the first time such an event has been arranged. **(full stop)** It is expected that several hundred walkers will take part. **(full stop)** Their aim is to raise funds for local charities. **(paragraph) (Operator: that is the end of the emphasised paragraph)**

Road closures will be necessary **(S)** in certain areas. **(full stop)** Advertisements will be placed in shops and newspapers well in advance of the occasion **(S)**. **(paragraph)**

Please give the event your full support. **(full stop)**

(Operator: That is the end of Document 2. Print one copy.)

DOCUMENT 3

(Operator: Document 3 is an article)

(Operator: please use single linespacing except where indicated)

(Heading in closed capitals) WALK YOUR WAY TO FITNESS

Walking is a good way to keep fit. **(full stop)** If you walk briskly **(S)** for approx 30 minutes each day you will improve your level of fitness. **(full stop)** You will soon feel more healthy. **(full stop)** If you combine this exercise with a sensible **(S)** eating plan you may find it possible to lose **(S)** weight. **(full stop)** Walking will give you more energy. **(paragraph)**

If you decide to walk to keep fit it need not be an expensive pastimes **(S)** **(Operator: please amend this error of agreement)**. **(full stop)** You will not have any gymnasium **(S)** fees to pay. **(full stop)** However you will need to ensure that you have some comfortable walking shoes. **(full stop)** Never go far in a pair **(S)** of new shoes. **(full stop)** Always ensure that you first of all wear **(S)** them around your home. **(full stop)** You will also need comfortable clothing suitable for the time of year. **(full stop)** It is sensible to invest in a rucksack **(S)** so that you may safely carry loose **(S)** items such as water bottles. **(paragraph)**

(Operator: next paragraph only in double linespacing)

When you walk with a friend you will have the chance to catch up with all your news. **(full stop)** If you go alone you will have the time to organise **(S)** your thoughts. **(full stop)** You may also join a walking group and meet new people. **(full stop)** This is a good way to make friends with others who have similar interests. **(full stop)** Several routes **(S)** are arranged usually **(Operator: correction, please change the order of 'arranged' and 'usually')** throughout the week and at weekends. **(paragraph)**

Log onto our website to see the range of walks in your area. **(full stop)** **(Operator: in the previous sentence, after the word "website" please insert the word "at" (Operator: an email address follows, use lowercase, no spaces and a full stop for the dot "www.fitprogress.com (S)") (Operator: that is the end of the inserted text)** If you are an experienced walker you **(Operator: underline the next word)** may wish to register with us to become a group leader. **(full stop)**

(Operator: that is the end of Document 3. Print one copy.)

That is the end of the Level 1 Text Production question paper – Autumn 2008 Session.

RESOURCE SHEET**NOTE TO READER:**

To be recorded separately for access by the candidate separate to the recorded question paper.

Operator: this is the dictation for the resource sheet for the Autumn 2008 examination in Level 1 Text Production – Screen Reader.

If walkers can arrange to be sponsored then many charities would benefit.

Operator: that is the end of the of the resource sheet

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