

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

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

Scheme Code: **06972**

SHORTHAND SPEED SKILLS

Question Paper
Reference: **SAMPLE PAPER**

This question paper must be taken on this date:
SAMPLE PAPER

INSTRUCTIONS TO INVIGILATORS AND READERS

- 1 Candidates must be told to insert the Centre Number, the Scheme Code and the Question Paper Reference on their Unit Submission Folders.
- 2 Candidates must be told to insert their Name and Centre Number on each page.
- 3 Each transcript must be submitted in a separate Unit Submission Folder.
- 4 Each of the passages is 3 minutes in length and the speeds range from 40 to 50 wpm.
- 5 There must be a one minute pause between passages as shown.
- 6 The passages are presented here with the 40 wpm piece first. They need not be read in this order and both passages need not be read if candidates wish to only attempt the lower speed.
- 7 To assist the reader, passages are presented with commas indicated. These must not be read. Candidates are required to insert only the essential comma, but will not be penalised for the insertion of other appropriate commas.
- 8 The titles of the passages are as shown:

40 wpm – Report by swimming club
50 wpm – Windfall payment

These titles should be read to the candidates now and individually before the dictation of each passage as printed.
- 9 At the conclusion of the dictation of the relevant passage(s) the candidates should be given 26 minutes transcription time for the passage of their choice.
- 10 Candidates may word process, type or handwrite their transcripts.
- 11 **Credit**

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

ADDITIONAL INFORMATION

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

QCA Accreditation Number: T/501/4142

This document consists of 3 printed pages and 0 blank pages

40 wpm – Report by swimming club

Minutes

$\frac{1}{4}$ The swimming club has had a very successful season. **(full / stop)** The pool is
 $\frac{1}{2}$ used by the local school during / term time. **(full stop)** In the school holidays it is
 $\frac{3}{4}$ / used by the local community. **(paragraph)**

1 The club was pleased // to receive seven hundred pounds from a national charity.
 $\frac{1}{4}$ $\frac{1}{2}$ **(full / stop)** This money has been used to replace all the / seats around the
 pool. **(paragraph)**

$\frac{3}{4}$ Money was raised at a / swimming gala. **(full stop)** We were very fortunate that
 2 $\frac{1}{4}$ the // weather was sunny and hot as the gala was followed / by a barbecue.
(paragraph)

$\frac{1}{2}$ The pool is organised, run and / supervised by volunteers. **(full stop)** It is
 $\frac{3}{4}$ 3 because of all / their hard work that the pool remains open. **(full stop) //**

[ONE MINUTE PAUSE]

50 wpm – Windfall payment

Minutes

$\frac{1}{4}$ This building society is due to convert to a bank next year. / **(full stop)** You may
 $\frac{1}{2}$ well have read about this in your newspaper. **(full / stop)** Members who have
 $\frac{3}{4}$ held an account for over a year are / likely to receive a windfall payment.

1 **(full stop)** This will take the form // of shares. **(full stop)** Both savers and
 $\frac{1}{4}$ borrowers will qualify to receive / the same number of shares. **(paragraph)**

$\frac{1}{2}$ It has been estimated that this payment / will be worth around one thousand
 $\frac{3}{4}$ pounds each. **(full stop)** The final / value will depend on the market valuation of
 2 the company next year. **(full // stop)** Members who have both a mortgage and a
 $\frac{1}{4}$ savings account will / receive double the share allocation. **(paragraph)**

$\frac{1}{2}$ The conversion is subject to a vote / by all members next year. **(full stop)** You
 $\frac{3}{4}$ will receive an information / pack, ballot papers and an estimate of your payment
 3 next month. **(full stop) //**

[ONE MINUTE PAUSE]