

**OXFORD CAMBRIDGE AND RSA EXAMINATIONS**

**LEVEL 2 TEXT PROCESSING  
(BUSINESS PROFESSIONAL)**

Scheme Code: **06977**

**BUSINESS PRESENTATIONS**

Question Paper  
Reference: **SPRING 09**

This question paper may be taken within these dates:  
**16 FEBRUARY 2009 – 8 MAY 2009**

**TIME: 1 HOUR 30 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 presentation software package to complete this examination.

Complete all documents.

You must print all of your own work. Printing may be carried out after the examination time.

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.

Ensure that your Name and Centre Number are keyed in on the master slide as instructed on the Reference Sheet so that they will appear on every page.

You may be required to locate additional text from a reference sheet to incorporate into your presentations.

**Credit**

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

**ADDITIONAL INFORMATION**

Tests taken after 8 May 2009 using this question paper will not be accepted. Candidates should sit this paper only once.

## REFERENCE SHEET

Follow the design brief eg styles and layout within the ranges shown.

**Design Brief***Instructions for Master Slide Style*

The layout of the master slide text and graphics is not pre-defined but **must be consistent** across the slide show.

Component	Input	Additional Information
Background	One used consistently throughout presentation - software template or white or colour may be used	Ensure legibility of text against background on printout
Company Name	Progress Insurance Group	Font: Default
Date	Today's date	Font: Default
Designer's Name	Insert your name and centre number	Font: Default
Slide Numbering	Insert slide numbers	Font: Default
Company Logo	Suitable graphic from clipart	Black and white or colour

*Text Styles*

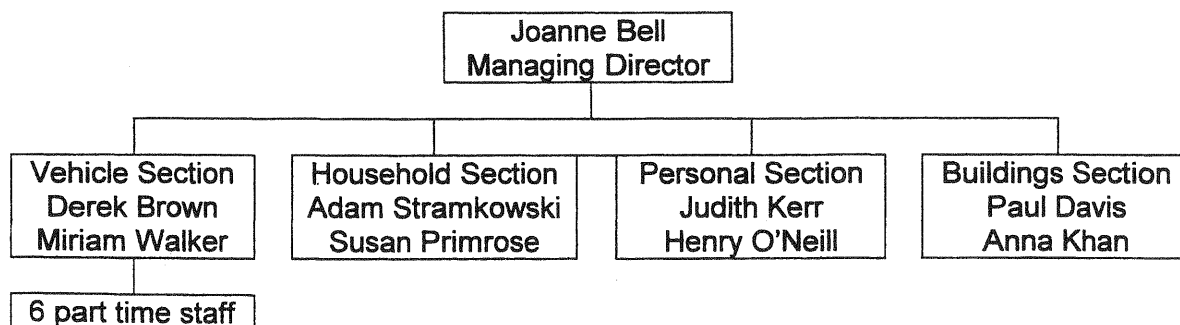
Style	Font	Size	Emphasis	Alignment
Heading	Sans Serif	40 - 50	Bold	Left
Bullet	Sans Serif	26 - 30	Default	Left
Sub-bullet	Serif	20 - 24	Default	Left

## DOCUMENT 1

Design a master slide from the instructions on the reference sheet. Using this master, produce 4 slides from the information given below, retaining capitalisation as shown throughout. Save the presentation as **INSURE1**. Print one slide per page in landscape format and an outline view.

Slide No	Style	Text/Graphic
1	Heading Bullet Bullet Bullet Bullet Bullet Bullet	TYPES OF INSURANCE Vehicle for private motorists Group insurance for companies Buildings and household contents Personal and accidental Public liability Holiday for short or long stays in the UK and overseas
2	Heading Insert	STAFF <i>(Insert organisation chart here - see below for content of chart to be created)</i>
3	Heading Bullet Bullet Bullet Bullet	PAYMENT METHODS Usually by direct debit Cash in person at the office Cheque by post or in person Credit card which incurs an additional charge
4	Heading Bullet Bullet Bullet Bullet Bullet	EXTRA INSURANCE Adding people to your vehicle policy Personal items over £500 Cash exceeding £300 Sports clothing and equipment at home and abroad Portable items such as DVD players

## Organisation Chart for Slide 2



Turn over]

## DOCUMENT 2

Recall the presentation saved as **INSURE1** in Document 1. Change the bullet symbol style on the master slide and amend the slides as shown below. Save as **INSURE2**. Print all slides as audience handouts (3 slides per page). Also print the amended slide 2 on one full page.

Slide No	Current Text	Amendment
2	Joanne Bell Managing Director	Replace with: Clive Stevens General Manager
2	Add a subordinate level to Clive Stevens General Manager	Add: Holiday Section Wendy Fischer Barry Williams
4	Personal items over £500	Add sub-bullet: Games consoles Add sub-bullet: Items of jewellery Add sub-bullet: Laptop computers and mobile phones
4	Personal items over £500	Add: must be listed

## DOCUMENT 3

Recall the presentation saved as **INSURE2**. Create 2 further slides from the information given below, retaining capitalisation as shown throughout. The pie chart should display the legend and % labels. Save as **INSURE3**. Print only slides 5 and 6 together on one page. When printing ensure the sectors are clearly distinguishable in the chart.

Slide No	Style	Text/Graphic
5	Heading	POLICY
	Pie Chart	<i>(Refer to table below for data)</i>
6	Picture	<i>(Import a clipart picture of your choice)</i>
	Heading	ADDITIONAL SUPPORT
	Bullet	Free legal cover
	Bullet	Subsidence claims
	Bullet	Holiday help and advice to avoid theft
	Bullet	Leaflets available to record personal belongings

## Data for Pie Chart

Insurance	Policies
Household	168,970
Vehicle	247,324
Buildings	179,850
Public Liability	95,421
Holiday	232,876
Personal	100,723

Turn over]

## DOCUMENT 4

Recall the presentation saved as **INSURE3**. Delete the slide containing the pie chart. Enter the following text as speaker's notes, retaining capitalisation as shown throughout. Ensure the headings on the notes are emphasised with bold. Please check the spelling of the circled words.

SLIDE 1	SLIDE 2
<p><b>TYPES OF INSURANCE</b></p> <p>There are many different makes and models of cars on the market. Depending on the size of the engine and whether the vehicle is a foreign one, costs will vary. Quotations are given for all types of insurance. We will ensure you have the best that you can afford. We deal with small and large businesses as well as individuals.</p> <p>Our staff will help in selecting the <u>correct</u> policy to suit your needs.</p>	<p><b>STAFF</b></p> <p>We have recently had a new Chief Executive Officer who has come from a global organisation. He wants to improve and expand the group. Plans are being put together to increase our business but to keep costs as low as <u>possible</u>. All staff will undergo regular training.</p>

## SLIDE 3

## PAYMENT METHODS

You can pay the full amount at the start of the term. The cost can be divided into two equal payments. The first must be paid immediately and the second six months later. Alternatively you can pay 12 monthly installments but this costs extra.

## SLIDE 4

## EXTRA INSURANCE

Any extra cover required will incur an additional administrative charge.

It is advisable to ensure you list all personal items over £500 which may be taken away from your premises. It is a good idea to take photographs of individual items of jewellery.

Sports equipment should be insured. You can also get yourself covered for accidents sustained during your sporting activities.

**SLIDE 5****ADDITIONAL SUPPORT**

Many clients need help with legal costs. For a small extra payment on your policy we provide full legal cover.

Holidays can be spoilt if you are taken ill and are not insured.

It is important to take out holiday cover especially if you are travelling abroad.

We can provide an annual cover if you take several breaks a year.

Change the order of the slides so that slide 3 becomes slide 5. Save this document as **INSURE4**. Print the speaker's notes.