

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

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:**


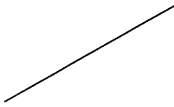

Progress Hotel
London

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.