

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:
1 FEBRUARY 2009 – 27 MARCH 2009

TIME: 1 HOUR 15 MINUTES

Recording Script – not for publication.

**Oxford, Cambridge and RSA Examinations Level 1 Text Processing
(Business Professional) Audio-Transcription. This is the dictation for the Spring 2009
examination in Level 1 Audio-Transcription.**

DOCUMENT 1

(Operator: this is a letter to Mr and Mrs John Smith. The address is on the information sheet. Please type: Our ref BM/(oblique)RT)

Dear Mr and Mrs Smith

(Heading in closed capitals) TOUR OF AUSTRALIA

Thank you for your letter received today in which you request information on the above tour. (full stop) I am pleased to enclose a brochure giving full details. (paragraph)

The tour provides value for money and would be the ideal celebration for your wedding anniversary. (full stop) The cost per person is three thousand four hundred pounds and includes a full programme. (full stop) The hotels we use have all been personally chosen by our managers. (full stop) Meals are provided at no extra cost. (paragraph)

You will spend at least two nights in each place. (full stop) From Sydney to Melbourne you will see the country at its best. (paragraph)

Please do not hesitate to contact me should you have any questions. (full stop) I will ask my colleague, (comma) Ruth Fry, (comma) to telephone you so that she may advise you further. (paragraph)

Yours sincerely

Boris Myerson

Director

(Enc)

DOCUMENT 2

(Operator: this is a notice)

(Heading with initial capitals and underlined) Health and Safety Training

All tour guides are required to attend a short refresher course on health and safety.

(paragraph)

The next course will be held later this month at the Progress Hotel in London. **(full stop)**

The date will be confirmed as soon as possible. **(full stop)** After coffee and registration there will be a series of lectures and group work. **(full stop)** A light lunch will be served half way through the course. **(full stop)** At the end of the day proof of attendance will be given.

(paragraph)

Please contact your line manager if you are not able to attend the course. **(full stop)** This health and safety training update is essential to allow you to work with our tour firm.

DOCUMENT 3

(Operator: this is a report. Please use double linespacing)

(Heading in closed capitals) HEALTHY EATING

It has been discovered that it is essential to eat a balanced diet. **(full stop)** This means having at least five portions of fruit and vegetables each day. **(full stop)** We should not have too much sugar **(comma)**, salt and fat. **(paragraph)**

(Operator: please change to single linespacing for the following section)

Some people eat far too much fat. **(full stop)** Eating a balanced diet can help reduce the risk of many serious illnesses. **(paragraph)**

(Operator: that is the end of the section in single linespacing)

There are five basic food groups. **(full stop)** Choosing items from each group should ensure that a sufficient range of vitamins and minerals is consumed. **(paragraph)**

Many people should find it easy to adopt a healthy diet. **(full stop)** **(Operator: please emphasise the following sentence)** It is important that the portion size of each meal is not too large. **(paragraph)**

Salt intake must be moderate. **(full stop)** Adults should aim to have no more than the recommended amount of salt each day. **(full stop)** When shopping always read food labels with great care. **(paragraph)**

No single food can give us all we need to keep our bodies healthy. **(full stop)** Always remember to eat a variety within each food group.

That is the end of the dictation for the Level 1 Text Processing (Business Professional) Spring 2009 examination in Audio-Transcription.