

**OXFORD CAMBRIDGE AND RSA EXAMINATIONS**

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

Scheme Code: **06966**

**TEXT PRODUCTION**

Question Paper  
Reference: **AUTUMN 2008**

This question paper may be taken within these dates:  
**3 NOVEMBER 2008 – 12 DECEMBER 2008**

**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 a typewriter or a word processor to complete this examination.

Please insert your Name, Centre Number and Document Number on every page.

Complete all three documents.

Insert today's date on letters unless otherwise instructed.

Correct any errors which have been circled.

Letters must be produced on OCR supplied letterhead, either pre-printed or by use of a template.

You must print all your own work.

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**

If you are using a typewriter, you may use the memory facility available, but this must be cleared before the commencement of the examination.

Any form of correcting material/mechanism may be used.

No amendments can 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.

You will be required to locate additional text from a resource sheet to incorporate into one of the documents.

**ADDITIONAL INFORMATION**

Tests taken after 12 December 2008 using this question paper will not be accepted. Candidates should sit this paper only once.

**Credit**

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

QCA Accreditation Number: J/501/4081

**H545 AUT08**

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**This document consists of 5 printed pages and 3 blank pages**

DOCUMENT 1

Our ref AR/28

Mr Martin Turner  
 The Cottage  
 Priory Ave  
 LEICESTER  
 LE8 2RT

Dear Mr Turner

Thank you for your recent letter in which you express a desire to organise a walking festival. Your plan has been warmly received by the social club. I note that you propose to hold the festival in October. This will give us ample time to publish this event and to obtain member's views. Our local area has many places of natural beauty and would be ideal for such walks. If walkers can arrange to be sponsored then many        would benefit.

I note that you and your friends have arranged <sup>many kinds of</sup> walks in this area in the past. This is useful as knowledge of the terrain is ~~essential~~ <sup>necessary</sup>. Your proposal to hold a celebratory dinner and dance at the close of the event is an excellent one. The festival would then end on a happy note. // Your leaflet provides a wide range of walks to cater for beginners and for experienced walkers. The info has been well thought out. I will email you a draft menu for the special dinner. Let me know what you think.

Yrs snely

Angela Rushman  
 Secretary

## DOCUMENT 2

## LEICESTERSHIRE WALKING FESTIVAL

18 - 25 OCTOBER

A walking festival will be held next year. A series of planned walks will take place throughout the county. ~~Experienced leaders will be present~~

Emphasise this paragraph

This is the first time such an event has been arranged. It is expected that several hundred walkers will take part. Their aim is to raise funds for local charities.

for beginners and experienced walkers

Please give the event your full support.

Road closures will be necessary in certain areas.

Advertisements will be placed in shops and newspapers well in advance of the occasion.

## DOCUMENT 3

Use single linespacing  
except where indicated

## WALK YOUR WAY TO FITNESS

Walking is a good way to keep fit. If you walk briskly for approx 30 minutes each day you will improve your level of fitness. ~~You will soon feel more healthy. Your heart and lungs will be more healthy.~~ If you combine this exercise with a sensible eating plan you may find it possible to lose weight. Walking will give you more energy.

If you decide to walk to keep fit it need not be an expensive pastimes. You will not have any gymnasium fees to pay. However you will need to ensure that you have some comfortable walking shoes. Never go far in a pair of new shoes. Always ensure that you first of all wear them around your home. You will also need comfortable clothing suitable for the time of year.

It is sensible to invest in a rucksack so that you may safely carry loose items such as water bottles.

This paragraph only in double linespacing

When you walk with a friend you will have the chanc3e to catch up with all your news. If you go alone you will have the time to organise your thoughts. You may also join a walking group and meet new people. This is a good way to make freinds with others who have similar interests. Several routes are arranged usually throughout the week and at weekends.

at [www.fitprogress.com](http://www.fitprogress.com)

Log onto our website to see the range of walks in your area. If you are an expereinced walker you may wish to register with us to become a group leader.

**RESOURCE SHEET****DOCUMENT 1**

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

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