



SERIES 4 EXAMINATION 2002

CERTIFICATE IN

TEXT PRODUCTION

LEVEL 1

(Code No: 1074)

THURSDAY 14 NOVEMBER

Instructions to Candidates

- (a) *The total time allowed for this examination is 1 hour 40 minutes.*
- (b) *Candidates are advised to spend the first 10 minutes reading the instructions and the documents which make up the examination. Notes may be made during this time.*
- (c) *Candidates should spend the remaining 1 hour 30 minutes on transcription and proof-reading.*
- (d) *In order to be awarded a Pass, candidates must obtain at least 97% accuracy; to be awarded a Credit, candidates must obtain at least 98% accuracy; to be awarded a Distinction, candidates must obtain 99% accuracy.*
- (e) *Candidates must use employer/candidate reference initials on each document unless otherwise instructed.*
- (f) *Each document must be dated with the date of the examination unless otherwise instructed.*
- (g) *Only **one** copy of each document is required even though a routing may be requested.*
- (h) *Headed paper is supplied. The left-hand margin on all documents, unless specific instructions are given, should be at least 25 mm (1") in width. All work should be displayed to the best advantage.*
- (i) *At the end of the transcription time papers must be placed in the examination envelope in the order given. Unused stationery must **NOT** be included in the examination envelope.*
- (j) *Candidates may use standard English dictionaries, thesaurus, correcting material/fluid and calendars during the examination. Candidates whose first language is not English may use a bilingual dictionary. Candidates using word processing equipment may use spellcheck and thesaurus.*
- (k) *Complaints regarding faulty typewriters, word processors or computers should be reported immediately to the Invigilator who will make a note of the defect on the back of the Invigilator's form.*

Scenario

You work for Derek Simpson, Editor of Athena House Group, a publishing company that produces a wide range of books and magazines.

Mr Simpson likes his letters to be completed:

DEREK SIMPSON
EDITOR

Requirements

Mr Simpson has passed to you one in-tray document which relates to at least one of the 3 documents to be undertaken. Follow his instructions and present the documents in a businesslike and consistent format, ready for signature where appropriate.

Mr Simpson has given you a note of the documents to be produced, as shown below:

		Approximate number of words
Document 1	Letter to Mrs J Kingston	193
Document 2	Memorandum to Greg Potter, Marketing Manager	211
Document 3	Draft Recipe Card	223

You will need the following information to complete the tasks:

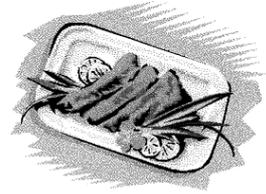
Sarah Harris, Freelance Cookery Expert

IMPORTANT INFORMATION FOR CANDIDATES

THE IN-TRAY DOCUMENT(S) MAY BE DETACHED FOR EASE OF REFERENCE.

IN-TRAY DOCUMENT

WHY NOT IMPRESS YOUR FRIENDS AND GUESTS WITH OUR NEW PRACTICAL AND EASY TO UNDERSTAND RECIPE CARDS



QUICK AND TASTY MEALS

These recipe cards are a handy size (convenient for putting into your shopping bag) and wipe clean (so you don't need to worry if they get splashed in the kitchen).

Quick and tasty recipes are waiting for you

SUMMER LUNCH PARTY

Caesar Salad
Salmon and Herb Fishcakes
Summer Fruit Pudding



FAMILY FAVOURITES

Fresh Mushroom Soup
Lamb Chops with Rosemary
Apple Crumble

If you would like to try these two sample recipe cards, complete the request form below and send it to Athena House Group or call us on 020 8302 0261

.....

REQUEST FOR FREE RECIPE CARDS

I am interested in trying the two sample Quick and Tasty Meals Recipe Cards.

Name MRS J KINGSTON

Address 23 THE GROVE

..... SWINDON

..... WILTSHIRE SN1 7BJ

Signed J Kingston Date 12 Nov 2002

Prepare the following letter to
Mrs J Kingston. Head it
QUICK AND TASTY MEALS

Dear Mrs K _____

Thank you for requesting ^{sample} recipe cards. I've pleasure in enclosing two cards from the starter, main course and dessert range for you to look through and try the recipes. [These cards give ~~easy to follow~~ step-by-step instructions for preparing the tastiest meals - Chinese, Italian, French, Indian, Spanish, British and American.

As you use these cards you'll soon realise how convenient they are. They're also a convenient size for slipping into your shopping bag when you go shopping so that they can be used as an aid to buying your ingredients.

If you like these cards and would like to ~~buy~~ ^{buy} the full range please sign ^{and return} ~~and complete~~ the enclosed reply paid card and we'll send you the rest of the set at a cost of ~~£15.00 per country~~ order form.

On receipt of your order you'll ~~also be given the chance~~ ^{be offered,} ~~to purchase~~ a storage box in which to keep your cards or a set of non-stick cooking utensils. (at a special discounted price,

Yrs sin

They wipe clean so you don't have to worry about splashes in the kitchen.

Prepare the following memo to
Greg Potter. Head it

QUICK AND TASTY MEALS - RECIPE CARDS

Copy Sarah Harris
F-C-E-

I confirm that I've arranged a mtg for Tues of next
week insert date at 1030 in my office in order for us to
discuss the ~~introduction of the~~ new set of recipe cards. design and marketing
of a

uc The quick and tasty meals range is proving extremely
popular and I'd like to expand the range to include
the following:

- ② Family Suppers
- ③ Favourites for Kids
- close up ⑤ Lunch time Specials
- ① Dinner Party Extravaganzas
- ④ Outdoor Eating

Type in order
shown but do
not type numbers

~~Please come with ^{ideas for} ~~marketing~~ marketing ideas for the cards
together with suggestions for exciting and new recipes.~~

I'd ~~also~~ like to introduce a section on useful tips
headed "Did You Know?" on each of the cards.
For example:

Continued →

① Carrots are more nutritious cooked than raw

② Lemons contain twice as much vitamin C as oranges

③ Onions have long been regarded as a cure for many ailments

④ Rosemary and Thyme have antiseptic properties

uc
Use
bullets or
asterisks,
omit
numbers

At the mtg we could discuss how to display the tips effectively. A draft recipe card is enclosed ^{and} ~~that~~ ^{the type of} shows ^{info} we wish to include.

[Sarah Harris, a F__ C__ E__, has been invited to the mtg to advise us on suggested meal plans.

DRAFT RECIPE CARD

QUICK AND TASTY MEALS - FAMILY SUPPERS

Spanish Omelette With Potato Caps

Ingredients

← (Serves 4)

450 g waxy potatoes

1 red onion

1 red pepper

1 clove garlic

4 tablespoons olive oil

6 large eggs

100 g frozen peas

50 g cheese

Salt and black pepper

Display the following attractively. All should be typed with initial caps and underscore. Do not include date and reference.

Shopping Tip

~~The best potatoes to buy are Pink Fir Apple or Nadine. Look for potatoes with unblemished skins.~~

Method

1. Peel and cube the potatoes. Cook ^{in boiling, salted water for} 5 minutes, or until tender.
2. Heat half the oil in a large frying pan and fry the onion for 3 minutes. Add the garlic, red pepper and peas. Fry for 3 minutes then transfer to a plate.
3. Heat the remaining oil in the pan. Return the onion mixture to the pan. Reduce the heat and pour eggs evenly over the mixture. Cook gently for 25 minutes.

Add the potatoes and cook for 8 minutes. Beat the eggs and add the cheese. Season.

Did You Know?

stet Potatoes contain vitamins, minerals and fibre. The skins are packed with goodness and a tea made ~~with~~ ^{from} the peelings is served in many countries.

trs Serving Tip [Serve the omelette hot with a simple salad or cold cut into wedges (ideal for packed lunches and picnics).

Variation

For a meaty variation add ^{some} diced ham or thin cut chopped bacon.

(Note: The recipe card will be printed on A6 size ^{laminated} card with a picture of the finished dish on the front.)

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