

Certificate in

Text Production



Level 1

Series 3 2003

(Code 1074)

Model Answers

(UK Accreditation No: 100/1604/1)

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Certificate in Text Production Level 1

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How to use this booklet

Model Answers have been developed by LCCIEB to offer additional information and guidance to Centres, teachers and candidates as they prepare for LCCIEB examinations. The contents of this booklet are divided into 3 elements:

- (1) Questions – reproduced from the printed examination paper
- (2) Model Answers – summary of the main points that the Chief Examiner expected to see in the answers to each question in the examination paper, plus a fully worked example or sample answer (where applicable)
- (3) Helpful Hints – where appropriate, additional guidance relating to individual questions or to examination technique

Teachers and candidates should find this booklet an invaluable teaching tool and an aid to success.

The London Chamber of Commerce and Industry Examinations Board provides Model Answers to help candidates gain a general understanding of the standard required. The Board accepts that candidates may offer other answers that could be equally valid.

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Certificate in Text Production Level 1

Series 3 2003

Scenario

You work for Brenda Graham, Headmistress of Athena House one of several private schools run by Athena House Group.

Mrs Graham likes her letters to be completed:

Brenda Graham
Headmistress

Requirements

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

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

		Approximate number of words
Document 1	Letter to Miss Kaye Bellamy	248
Document 2	Memorandum to All Staff	171
Document 3	Draft Programme for School Fete	183

You will need the following information to complete the tasks:

Rebecca Cousins, Head of Games

IMPORTANT INFORMATION FOR CANDIDATES

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

IN-TRAY DOCUMENT

128 Deacon Grove
Bournemouth
BH9 3CW

4 June 2003

Dear Mrs Graham

For
insertion
into
letter

Thank you very much for your letter of 28 May confirming the offer of the position of Teacher Scale 1 in English and Computer Studies at the Athena School for Girls to commence 1 September 2003. I am very pleased to accept this offer and look forward to receiving details of the classes I shall be taking, as soon as possible, as I would like to do some preparatory work during the summer holiday.

I may be in London during the week commencing Monday, 7 July and if so would like to make an appointment to see you to discuss my classes in more detail.

Yours sincerely

Kaye Bellamy (Miss)

Prepare a letter to
Miss Kaye Bellamy
Head of TEACHER SCALE 1

Copy Rebecca Cousins
H of G

Dear Miss B

Thank you for yr letter of insert date confirming in writing yr acceptance of the post of Teacher Scale 1 in E — and C — S — commencing on 1 Sept 2003.

I enclose a copy of yr timetable for the subjects of E — and C — S —. At the moment it does not ~~cover~~ ^{contact} ~~include~~ all yr class hrs because you expressed an interest in the teaching of games and this part of the time table has yet to be finalised.

However, I've left Wed afternoons clear so you'll be ^{available} ~~able~~ then to take a class scheduled for games. R — C —, H — of G —, will be contacting you shortly with this info and to answer any of yr questions.

Please don't hesitate to contact me ^{if you're}

if you've any queries concerning yr timetable or any other matter.

CONTINUED →

in london during the wk commencing Mon
(insert date), please telephone my secretary to
arrange a mtg with myself and some of yr future
colleagues.

In case we do not meet again before you
~~start~~
stet ~~begin~~ in Sept may I wish you an enjoyable
summer holiday and hope you enjoy teaching
uc at Athena school.

Yrs sin

Model Answer to Document 1

Athena House Group

Athena House West Street London SW1Y 2AR

Tel: +44 (0) 20 8302 0261 Fax: +44 (0) 20 8302 4169 email: athena@intl.co.uk

BG/

6 June 2003

Miss Kaye Bellamy
128 Deacon Grove
Bournemouth
BH9 3CW

Dear Miss Bellamy

TEACHER SCALE I

1

Thank you for your letter of 4 June confirming in writing your acceptance of the post of Teacher Scale I in English and Computer Studies commencing on 1 September 2003.

I enclose a copy of your timetable for the subjects of English and Computer Studies. At the moment it does not include all your class contact hours because you expressed an interest in the teaching of games and this part of the timetable has yet to be finalised. However, I have left Wednesday afternoons clear so you will be available then to take a class scheduled for games. Rebecca Cousins, Head of Games, will be contacting you shortly with this information and to answer any of your questions.

2

Please do not hesitate to contact me if you have any queries concerning your timetable or any other matter. If you are in London during the week commencing Monday 7 July, please telephone my secretary to arrange a meeting with myself and some of your future colleagues.

In case we do not meet again before you begin in September may I wish you an enjoyable summer holiday and hope you enjoy teaching at Athena School.

Yours sincerely

Brenda Graham
Headmistress

Enc

Copy: Rebecca Cousins, Head of Games

Model Answer to Document 1 continued

Notes to Candidates

Ringed words frequently misspelt

- 1 Wrong date often typed**
- 2 Occasionally incorrectly expanded**
- 3 Often misinterpreted**
- 4 Frequently not expanded**
- 5 Often omitted**

Prepare a memo to All Staff
Head it SCHOOL FETE

It wd be appreciated if you could help at the school fete or evening disco on Sat (insert date of last Sat in July).

Organisers for each of the events, as given below, have been arranged and if you're able to ^{help} ~~assist~~ them with any of the activities listed ~~below~~ please let them know as soon as possible. ←

I enclose ^{draft} ~~I've also attached~~ a copy of the programme for the day, which is to be discussed at the staff mtg on Thurs. (insert date).

I expect some members of the parent teachers association and senior pupils will also be helping.

MORNING

- * Bring and Buy Sale - Mrs Jean Hunter
- * Auction - Ms Eileen O'Connor ↗
- * Lunches - Mr Peter Grayson ↘

Afternoon caps

- * Competitions and Raffles - Miss ^{Pastore} ~~Panta~~ Weston
- * Moving apparatus for athletics display - Mr Richard Thompson
- * Teas - Miss Sylvia Browne

EVENING

- * Disco - Mr Steve Hardwick
Miss Karen Simmons

- * Sideshows - Mr Mark Douglas

Model Answer to Document 2

MEMORANDUM

To All Staff ^①
From Brenda Graham, Headmistress
Ref BG/
Date 6 June 2003

SCHOOL FETE

- ② It would be appreciated if you could help at the school fete or evening disco on Saturday 26 July. Organisers for each of the events, as given below, have been arranged and if you are able to assist them with any of the activities listed please let them know as soon as possible. I expect some members of the Parent Teachers Association and senior pupils will also be helping.

I enclose a copy of the draft programme for the day, which is to be discussed at the staff meeting on Thursday, 12 June.

- ③ MORNING

* Bring and Buy Sale – Mrs Jean Hunter

- ④ * Auction – Mr Peter Grayson

* Lunches – Ms Eileen O'Connor

AFTERNOON

* Sideshows – Mr Mark Douglas

* Raffles and Competitions – Miss Paula Weston

* Moving apparatus for athletics display – Mr Richard Thompson

* Teas – Miss Sylvia Browne

EVENING

* Disco – Mr Steve Hardwick
Miss Karen Simmons

Enc

Notes to Candidates

Ringed words frequently misspelt

- 1 Designation frequently omitted
- 2 Frequently typed as a new paragraph
- 3 Occasionally omitted
- 4 Frequently not transposed

Display the following in single
line spacing

DRAFT PROGRAMME FOR SCHOOL FETE

SAT - insert date of last Sat in July

MORNING

1100 Opening by Mayor, Councillor John Fillingham

1115 - 1215 Bring and Buy Sale
(home-made cakes and produce, books, toys)
Auction of household ^{goods} ~~books~~ and small items of furniture ^{in the Main Hall}
Auctioneer: Mr Peter Walker of Thomas ~~Mawer~~ ^{Mawer and Co}

³12⁰⁰ - ³1³⁰ Ploughman's Lunches in the School Dining Hall
Served by 5th year catering students

retain
abbreviation

AFTERNOON

1400 - 1700 Competitions and Sideshows
~~1400 - 1430~~ See notice board at main entrance for details

uc 1400 - 1430 Display by the School ^{Athletics} ~~Athletics~~ Team
in the school Gym

1445 - 1515 Music by the School Choir and Orchestra
on the front lawn (or in the Main Hall if wet)

1530 - 1630 Display by the Athena Dance School
in the Main Hall

uc 1630 - 1700 Strawberry cream teas in the School Dining Hall
uc served by 5th year catering students

trs 1715 Competition and Raffle ^{Results} ~~Prizes~~ in the Main Hall
Prizes to be presented by Miss Janice Cartwright,
Chair of School Governors

EVENING

uc 1830 - 2230 Disco in the Main hall
Music by The Streetlights

Education Development International plc

The Old School Holly Walk Leamington Spa Warwickshire CV32 4GL United Kingdom

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Email: customerservice@ediplc.com