

Certificate in

Text Production

Level 1

Model Answers

Series 4 2004 (Code 1074)

Vision Statement

Our vision is to contribute to the achievements of learners around the world by providing integrated assessment and learning services, adapted to meet both local market and wider occupational needs and delivered to international standards.



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Certificate in Text Production Level 1

Series 4 2004

How to use this booklet

Model Answers have been developed by Education Development International plc (EDI) 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.

EDI 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 4 2004

Scenario

You work for Peter Edwards, Publicity Manager, Athena House Group an organisation that promotes safer driving. Mr Edwards likes his letters to be completed:

Peter Edwards
Publicity Manager

Requirements

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

		Approximate number of words
Document 1	Letter to Mr James Gregory	211
Document 2	Memorandum to Kevin Armstrong, Marketing Manager	152
Document 3	Leaflet	272

You will need the following information to complete the documents

Mr James Gregory
46 Clock Tower Road
Skegness
Lincs
PE25 2AG

Philippa Armitage, School Liaison Officer

The telephone number for Stephanie Bowles is: 01754 765498

IMPORTANT INFORMATION FOR CANDIDATES

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

IN-TRAY DOCUMENT

email

to Peter Edwards (pedwards@athena.co.uk)
from Robert Ingram (ringram@athena.co.uk)
date 17 November 2005

Peter

As requested please find a few notes on the law and mobile phones for inclusion in your leaflet which I hope you will find useful. If you need any further information please get in touch.

Rob
Road Safety Officer

THE LAW

HAND-HELD PHONES

It is ^{now} an offence to use a hand-held phone whilst driving on a road. Offenders will initially be subject to a fixed penalty of £30 or a fine on conviction of up to £1,000. ~~(£2,500 for drivers of lorries, buses or coaches)~~. However, when a suitable legislative opportunity arises, the government intends to make the offence subject to a fixed penalty of £60. an endorsement of 3 penalty points with

HANDS-FREE PHONES

It was thought to be impractical to include hands-free phones within the scope of the new regulation because of ^{the difficulties of} enforcement. However, the law states that you must be in control of your vehicle at all times & the use of a hands-free could be a distraction.

Insert into leaflet

Prepare a letter to Mr James Gregory
Head it SAFER DRIVING

Dear Mr G

uc Thank you for requesting our booklet on safer driving which I hope you'll find informative & useful.

close up Every one has a part to play in making the roads a safer place to be which is why A-H-G- is pleased to be able to produce this booklet ^{dedicated to} safer driving. As you read through the ~~stories~~ ^{articles} booklet you'll find informative ~~articles~~, such as

uc • Driving & the law

ers ↗ • Reducing the risk of being involved in a crash ↘
↙ • Problems with excess speed ↘

that have been

sket In the booklet you'll also find articles written to ensure you've safe & trouble-free motoring. For example, ~~one~~ ^{one} of the articles gives info on what to do to avoid a breakdown. The article gives ^{simple} steps to follow such as:

- 1 Ensure yr vehicle is serviced regularly
- 3 ~~2~~ Top up the battery
- uc 4 ~~3~~ Check oil & water levels
- 2 ~~4~~ Check tyres - pressure & depth of tread
- 5 Check windscreen washer reservoir

Type in order shown

If you'd like further info on any of the driving seminars advertised please contact Stephanie Bowles on (insert tel no). (in the booklet)

Yrs s _____

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

① PE/

19 November 2004

Mr James Gregory
46 Clock Tower Road
Skegness
Lincs
PE25 2AG

② Dear Mr Gregory

SAFER DRIVING ③

Thank you for requesting our booklet on Safer Driving which I hope you will find informative and useful. ④

Everyone has a part to play in making the roads a safer place to be which is why Athena House Group is pleased to be able to produce this booklet dedicated to safer driving. As you read through the booklet you will find informative articles, such as: ⑤

- Driving and the Law
- Problems with excess speed ⑥
- Reducing the risk of being involved in a crash

⑦ In the booklet you will also find articles that have been written to ensure you have safe and trouble-free motoring. For example, one of the articles gives information on what to do to avoid a breakdown. The article gives simple steps to follow such as: ⑧

- ⑨
- 1 Ensure your vehicle is serviced regularly ⑩
 - 2 Check tyres – pressure and depth of tread
 - 3 Top up the battery
 - 4 Check oil and water levels
 - 5 Check windscreen washer reservoir
- ⑪
- ⑫

⑬ If you would like further information on any of the driving seminars advertised in the booklet please contact Stephanie Bowles on 01754 765498.

Yours sincerely ⑭

Peter Edwards
Publicity Manager ⑮

Enc

Error Tolerance: 12

Model Answer to Document 1 continued

Notes to Candidates

Ringed words frequently misspelt

- 1 A number of candidates are typing the reference incorrectly, often as JG/their initials**
- 2 A large number of candidates included the word 'James'**
- 3 A number of candidates are still inserting this above the salutation**
- 4 This was frequently typed as information**
- 5 Some candidates omitted the word 'booklet' and some omitted the word 'dedicated'**
- 6 Some candidates expanded you've to 'you are'**
- 7 Hyphen was either omitted or frequently typed as a dash**
- 8 A few candidates typed the word 'given'**
- 9 A number of candidates typed the word as 'articles'**
- 10 The words between the word articles and article were occasionally omitted**
- 11 A few candidates thought this was an abbreviation and typed it as 'department'**
- 12 Occasionally the numbered items were not rearranged**
- 13 Occasionally expanded as 'did'**
- 14 A number of candidates typed the word as 'Bowels'**
- 15 Occasionally not typed as requested**

Prepare a memo to Kevin Armstrong
Head it IN-CAR SAFETY

Copy to
Philippa Armitage
S-L-O-

lc uc stet
during
As mentioned ~~at~~ our brief mtg today I confirm that
Mrs Janet Sargeant from the Bristol Kids' Club has
asked if we could send a Representative to take part
in the safety day she is ~~arranging~~ ^{organising} for Mon (date of
first Mon in Dec). She would like us to give a
presentation on the safety of children in cars - in
particular the range of car belts & seats appropriate for
children of different ages. [The ~~talk~~ talk is scheduled to
last for approx 30 minutes with some time allowed
for questions.]

close up
offered
Philippa has ~~offered~~ to put the info into a Power Point
presentation that would include sound & pictures.
Please discuss yr requirements with her.

Thank you for agreeing to take part in this event.
Please telephone Mrs Sargeant to confirm the
arrangements.

Model Answer to Document 2

MEMORANDUM

① To Kevin Armstrong, Marketing Manager ②
From Peter Edwards, Publicity Manager
Ref PE/ ③
Date 19 November 2004

④ **IN-CAR SAFETY**

⑤
As mentioned during our brief meeting today I confirm that Mrs Janet Sargeant from the Bristol Kids' Club has asked if we could send a representative to take part in the Safety Day she is arranging for Monday 6 December. She would like us to give a presentation on the safety of children in cars – in particular the range of car seats and belts appropriate for children of different ages. ⑥

⑦
The talk is scheduled to last for approximately 30 minutes with some time allowed for questions. Philippa has offered to put the information into a PowerPoint presentation that would include sound and pictures. Please discuss your requirements with her.

Thank you for agreeing to take part in this event. Please telephone Mrs Sargeant to confirm the arrangements.

Copy: Philippa Armitage, School Liaison Officer ⑧

Error Tolerance: 10

Model Answer to Document 2 continued

Notes to Candidates

Ringed words frequently misspelt

- 1 A few candidates typed the word as 'Kelvin'**
- 2 The designation(s) were occasionally omitted**
- 3 The incorrect name was inserted – some candidates thought it was from Philippa Armitage**
- 4 The hyphen was frequently typed as a dash**
- 5 The abbreviation was occasionally expanded incorrectly to the word 'manager'**
- 6 This was typed as Kid's by a large number of candidates**
- 7 The date was frequently incorrect, the most common date being the 5th. The word 'December' was also occasionally omitted.**
- 8 Frequently omitted**

DRAFT LEAFLET

MOBILE PHONES

Prepare the following
in single line spacing

Mobile phones ^{can be} ~~are~~ an essential means of communication when away from the ^{for motorists} ~~home or office~~ and they can be an important security asset in ~~the event of~~ an emergency. However, mobile phones should not be used when driving as they ^{step} distract your attention from ~~the~~ road and driving today requires ~~at~~ your full concentration ~~all of the time~~.

Insert extract from Robin's e-mail

VOICEMAIL OR CALL DIVERT

It is advisable to switch off your mobile phone and use call divert or voicemail so that messages can be left for you.

^{step} Find a safe place to park to make a call or check for messages. On a long ^{trip} ~~journey~~ regular breaks will also help you to relax & reduce tiredness - but remember that ^{is} it is against the law to stop on the hard shoulder ^{close up} of the motorway except in an emergency.

Don't risk yr safety or that of yr passengers & other rd users by using a mobile phone whilst driving.

emphasize this sentence

Model Answer to Document 3

MOBILE PHONES

- ① Mobile phones can be an essential means of communication when away from the office or home and for motorists they can be an important security asset in an emergency. However, mobile phones should not be used when driving as they distract your attention from the road and driving today requires your full concentration.

THE LAW

HAND-HELD PHONES

- ②
- ③ It is now an offence to use a hand-held mobile phone whilst driving on a road. Offenders will initially be subject to a fixed penalty of £30 or a fine on conviction of up to £1,000. However, when a suitable legislative opportunity arises, the Government intends to make the offence subject to an endorsement of 3 penalty points with a fixed penalty of £60.
- ④
- ⑤

HANDS-FREE PHONES

- ⑥
- ⑦ It was thought to be impractical to include hands-free phones within the scope of the new regulation because of the difficulties of enforcement. However, the law states that you must be in control of your vehicle at all times and the use of a hands-free phone could be a distraction.
- ⑧

VOICEMAIL OR CALL DIVERT

- ⑨
- It is advisable to switch off your mobile phone and use voicemail or call divert so that messages can be left for you. Find a safe place to park to make a call or check for messages. On a long journey regular breaks will also help you to relax and reduce tiredness – but remember that it is against the law to stop on the hard shoulder of the motorway except in an emergency.
- ⑩
- ⑪

Do not risk your safety or that of your passengers and other road users by using a mobile phone whilst driving.

PE/

19 November 2004

⑬

⑫

Error Tolerance: 14

Model Answer to Document 3 continued

Notes to Candidates

Ringed word frequently misspelt

- 1** Frequently omitted
- 2** Hyphen frequently typed as a dash
- 3** Occasionally typed as 'new'
- 4** Occasionally typed as 'subjected'
- 5** Occasionally typed as 'intend'
- 6** Occasionally omitted
- 7** Hyphen frequently omitted or typed as a dash and the word typed as Hand
- 8** Frequently omitted
- 9** Occasionally typed as phones
- 10** Occasionally typed as 'messages'
- 11** Failure to change to lowercase 'l'
- 12** This sentence was frequently not emphasised. The word 'don't' was not expanded even when other contractions within the paper had. Passengers was frequently spelt as 'passangers' and the abbreviation 'rd' had a variety of expansions
- 13** The date and reference were frequently omitted