

# Text Production Level 1



## Model Answers

Series 4 2005 (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.



© Education Development International plc 2005 Company Registration No: 3914767  
All rights reserved. This publication in its entirety is the copyright of Education Development International plc.  
Reproduction either in whole or in part is forbidden without written permission from Education Development International plc.

International House Siskin Parkway East Middlemarch Business Park Coventry CV3 4PE  
Telephone: +44 (0) 8707 202909 Facsimile: + 44 (0) 24 7651 6566  
Email: [customerservice@ediplc.com](mailto:customerservice@ediplc.com)

# **Text Production Level 1**

## **Series 4 2005**

### **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 LCCI International Qualifications. 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 general standard of model answers is one that would achieve a Distinction grade. EDI accepts that candidates may offer other answers that could be equally valid.

© Education Development International plc 2005

All rights reserved; no part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise without prior written permission of the Publisher. The book may not be lent, resold, hired out or otherwise disposed of by way of trade in any form of binding or cover, other than that in which it is published, without the prior consent of the Publisher.

# **Text Production Level 1**

## **Series 4 2005**

### **SCENARIO**

You work for James Palmer, Manager of the Athena Fitness Centre, part of the Athena House Group.

Mr Palmer likes his letters to be completed:

JAMES PALMER  
FITNESS CENTRE MANAGER

### **REQUIREMENTS**

Mr Palmer 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.

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

		<b>Approximate number of words</b>
Document 1	Letter to Miss Joanne Fletcher	232
Document 2	Memorandum to All Fitness Centre Staff	150
Document 3	Report	225

You will also need the following information to complete the documents:

Judi Kitchen, Personal Fitness Trainer

### **IMPORTANT INFORMATION FOR CANDIDATES**

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



## IN-TRAY DOCUMENT

### ATHENA FITNESS CENTRE

#### MEMBERSHIP APPLICATION FORM

Name ..... Miss Joanne Fletcher .....

Address ..... Flat 3 The Old School House .....

..... Churchill ~~Way~~ Way Coventry CV3 8YT .....

Telephone ..... 024 697034 .....

Occupation ..... Personal Assistant .....

#### MAIN INTERESTS (Please tick)

Gymnasium	<input type="checkbox"/>	Studio Classes	<input checked="" type="checkbox"/>
Swimming	<input checked="" type="checkbox"/>	Tennis	<input type="checkbox"/>
Water Aerobics	<input type="checkbox"/>	Spin Cycle	<input type="checkbox"/>

#### INITIAL PERSONAL FITNESS APPRAISAL

Arrange for Wed at 1000

Please indicate when you could attend the Centre for your Initial Person Fitness Appraisal

..... Any morning week commencing 21 Nov '05 .....

#### HOW DID YOU HEAR OF ATHENA FITNESS? (Please tick)

Newspaper	<input type="checkbox"/>	Website	<input type="checkbox"/>
Member Recommendation	<input checked="" type="checkbox"/>	Poster	<input type="checkbox"/>

Other .....

Signed ..... J. Fletcher .....

Date ..... 3.11.05 .....



Prepare the following letter to Joanne Fletcher  
Head of MEMBERSHIP APPLICATION

Copy Judi Kitchen P\_F\_T\_

Dear Miss F

IC Thank you for yr completed application form for Membership of  
our fitness centre.

I note that yr main interests are \_\_\_\_ & \_\_\_\_.

close  
up At the Athena Fitness Centre we pride our selves on providing all  
the support & motivation needed to get results quickly &  
effectively. Our unique "Fitness for You" programme will provide  
stet you with an enjoyable ~~& varied personal~~ exercise programme from  
NP the day you start to the day you finish. [We've arranged for  
uc yr personal fitness appraisal to take place on wed date at \_\_\_\_  
with Personal Fitness Trainer, Judi Kitchen.

see application form

stet The Studio Classes include over ~~60~~ ~~50~~ classes per wk for all  
trs abilities & ages & Judi will help you to choose the appropriate  
ones. Similarly, there is a range of <sup>swimming</sup> classes to suit all abilities.  
indoor water

NP [You may like to add aerobics to yr fitness sessions. Exercising in  
the water is safer than working out on land because water  
trs supports yr weight & doesn't strain yr knees or back no matter how  
hard you work. ~~For this reason, it is great for att:~~

uc During yr initial Personal Fitness Appraisal Judi will draw  
up an appropriate programme with you & show you around  
the centre.

Mrs s \_\_\_\_



**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

JP/

14 November 2005

Miss Joanne Fletcher  
Flat 3  
The Old School House  
Churchill Way  
Coventry  
CV3 8YT

Dear Miss Fletcher

### **MEMBERSHIP APPLICATION**

Thank you for your completed application form for membership of our fitness centre. I note that your main interests are swimming and studio classes.

At the Athena Fitness Centre we pride ourselves on providing all the support and motivation needed to get results quickly and effectively. Our unique "Fitness for You" programme will provide you with an enjoyable and varied personalised exercise programme from the day you start to the day you finish.

We have arranged for your Personal Fitness Appraisal to take place on Wednesday 23 November at 1000 with Personal Fitness Trainer, Judi Kitchen.

The Studio Classes include over 50 classes per week for all ages and abilities and Judi will help you to choose the appropriate ones. Similarly, there is a range of swimming classes to suit all abilities.

You may like to add indoor water aerobics to your fitness session. Exercising in the water is safer than working out on land because water supports your weight and does not strain your back or knees no matter how hard you work.

During your Initial Personal Fitness Appraisal Judi will draw up an appropriate programme with you and show you around the centre.

Yours sincerely

JAMES PALMER  
FITNESS CENTRE MANAGER

Copy Judi Kitchen, Personal Fitness Trainer

Error Tolerance: 14

Prepare the following memo to  
All Fitness Centre Staff. Head it  
INSTALLATION OF OUTDOOR SWIMMING POOL

stet The results from the survey completed by members during  
uc ~~August~~<sup>July</sup> have now been collated & I'd like to discuss  
these at the mtg of the fitness committee on Mon  
NP insert date at 1500. The mtg will be held in the  
Aerobics Studio. [The main purpose of the mtg is to  
discuss the report from Martin Hubbard & David Edwards  
on the proposed new outdoor swimming pool for the centre.

I'd also like to discuss the following <sup>two</sup> ~~2~~ items

1 Personal Training

Refresher Courses for Personal Trainers  
Personalised Programmes

A copy ~~is~~ is  
attached for  
yr info.

uc 2 Suggested new classes

Astanga Yoga

Swiss Ball

Stride

If you've any other suggestions for <sup>new</sup> classes please  
bring them with you to the mtg.

## MODEL ANSWER TO DOCUMENT 2

### MEMORANDUM

To All Fitness Centre Staff  
From James Palmer, Fitness Centre Manager  
Ref JP/  
Date 14 November 2005

#### INSTALLATION OF OUTDOOR SWIMMING POOL

The results from the survey completed by members during August have now been collated and I would like to discuss these at the meeting of the Fitness Committee on Monday 21 November at 1500. The meeting will be held in the Aerobics Studio.

The main purpose of the meeting is to discuss the report from David Edwards and Martin Hubbard on the proposed new outdoor swimming pool for the centre. A copy is attached for your information.

I would also like to discuss the following two items

- 1 Personal Training  
Refresher Courses for Personal Trainers  
Personalised Programmes
- 2 Suggested New Classes  
Astanga Yoga  
Swiss Ball  
Stride

If you have any other suggestions for new classes please bring them with you to the meeting.

Enc

Prepare the following in single line spacing. Do not include reference

~~DRAFT~~ REPORT

ON  
OUTDOOR  
PROPOSED NEW SWIMMING POOL

INTRODUCTION

Fitness Centre Manager,

At the request of James Palmer, David Edwards and Martin Hubbard have looked into the requirements for an outdoor swimming pool taking into account the comments ~~made by members~~ in a recent survey.

FINDINGS

Several <sup>building</sup> organisations were contacted and Martin Hubbard and David Edwards visited <sup>Five</sup> sports centres that had outdoor pools.

Depth All pools visited were 0.75 to 2 metres in depth. This allowed the more serious swimmers to swim <sup>comfortably</sup> in the deep end whilst catering for those who felt less confident in the water.

or wished to play with their children

Shape and Size There were several <sup>different</sup> shapes available for outdoor pools ranging from rectangular to circular, straight sides to complex curves.

Location ~~The pool needs to be located where there was little possibility of litter and debris. There were two such locations in the grounds of the fitness centre that met this requirement.~~

Continued

Water The source of the water<sup>supply</sup> to the pool must be approved by the Private Water Supplies Regulation 1991.

### Facilities

uc To conform to regulations, showers would need to be installed to enable swimmers to shower  
trs after & before using the pool.

### RECOMMENDATIONS

Because we've a large no. of serious swimmers, a deep rectangular pool is recommended, with a smaller pool for parents & children.

(shape to be decided)

The Fenton Pool Co will be sending a representative to the mtg to provide technical advice.

Prepared by J—E— & M—H—

## MODEL ANSWER TO DOCUMENT 3

### REPORT

### ON

### PROPOSED NEW OUTDOOR SWIMMING POOL

#### INTRODUCTION

At the request of James Palmer, Fitness Centre Manager, David Edwards and Martin Hubbard have looked into the requirements for an outdoor swimming pool taking into account the comments made by members in a recent survey.

#### FINDINGS

Several building organisations were contacted and David Edwards and Martin Hubbard visited five sports centres that had outdoor pools.

Shape and Size There were several different shapes available for outdoor pools ranging from rectangular to circular, straight sides to complex curves.

Depth All pools visited were 0.75 to 2 metres in depth. This allowed the more serious swimmers to swim comfortably in the deep end whilst catering for those who felt less confident in the water or wished to play with their children.

Water The source of the water supply to the pool must be approved by the Private Water Supplies Regulation 1991.

Facilities To conform to Regulations, showers would need to be installed to enable swimmers to shower before and after using the pool.

#### RECOMMENDATIONS

Because we have a large number of serious swimmers, a deep rectangular pool is recommended, with a smaller pool (shape to be decided) for parents and children.

The Fenton Pool Company will be sending a representative to the meeting to provide technical advice.

Prepared by David Edwards and Martin Hubbard  
Dated 14 November 2005