

Series 3 Examination 2007

CERTIFICATE IN TEXT PRODUCTION

Level 1

Friday 8 June

Subject Code: 1074

Time allowed: **1 hour 40 minutes**, including 10 minutes reading time

INSTRUCTIONS FOR CANDIDATES

- Complete **all** details in the spaces provided on the envelope supplied.
- Spend the first **10 minutes** reading the instruction sheet and documents which make up the examination. You may make notes during this time.
- You then have **1 hour 30 minutes** for transcription and proof reading.
- Use employer/candidate reference initials on each document, unless instructed otherwise.
- Enter the date of the examination on each document, unless instructed otherwise.
- Using the headed paper supplied, make sure that the left margin is at least 25 mm, unless instructed otherwise.
- Only one copy of each document is required, even when a routing is requested.
- You may use an English or bilingual dictionary, thesaurus, spell check and calendar.
- At the end of the transcription time, place all documents in order in the examination envelope. Do **not** include unused stationery.
- Complaints about faulty computers, word processors or typewriters should be reported immediately to the Invigilator.
- Certificates will show Pass, Credit or Distinction.

CANDIDATE INSTRUCTION SHEET

Scenario

You work for Terence Martin, Travel Club Manager of Athena Travel Group, part of Athena House Group.

Mr Martin likes his letters to be completed:

Terence Martin
Travel Club Manager

Requirements

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

		Approximate number of words
Document 1	Letter to Mr James Williams 12 Blacksmith Row Brant Broughton Lincoln LN5 9PQ	207
Document 2	Memorandum to All Travel Consultants	186
Document 3	Report	238

IMPORTANT INFORMATION FOR CANDIDATES

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

IN-TRAY DOCUMENT

NOTES ON LOCATIONS VISITED IN THE CARIBBEAN

Prepared by Christine Ingram and Robert Yarnell

The Cayman Islands At Cayman Brac experienced divers can view the wreck of the 330 foot Russian naval frigate which is the home for a variety of marine life. There are also two smaller wrecks suitable for beginner divers.

St Lucia

stet The island is at the tip of an underwater volcano where ~~both~~ experienced and beginner divers can enjoy viewing ^{coral,} sponge and marine life.

There are ^{a no of} spectacular diving sites off St Lucia, ranging from easy to challenging. A
trs number of shipwrecks provide exploration and adventure for divers. Experienced
stet divers can visit the southern part of the island where ~~the currents make dives~~ ~~are~~
challenging. Further up the coast there is a wreck in 20 feet of water which is
suitable for the less experienced diver.

Grenada

less
The Molinere Reef is an ideal dive for both beginner and advanced divers. The
experienced diver can see yellow-headed and mottled jaw fish whilst the more
trs advanced diver can view lobsters, goat fish and spotted morays which are found
NP in the deeper waters. [Advanced divers can also visit the San Juan Wreck, Bianca
uc cruise ship and the Boss Reef. For the less experienced ^{diver} there are
the famous Windmill Shallows.

25 May 2007

↑
Insert into report

Prepare the following letter to
Mr James Williams. Head it
ATHENA TRAVEL CLUB MEMBERSHIP

Dear Mr W _

close
up

Thank you for completing the on line application ~~form~~ to
join our club.

This has now bn processed & I'm pleased to welcome you
as a member of the Athena Travel Club. The following
membership info will be sent to you within the next wk:

use
bullets
or
asterisks

- * Membership no which shd be included on all correspondence
- * Username & password for accessing the members' area
on the website
- * A copy of our latest newsletter
- * A list of stores where members can receive a
discount on travel goods

trs

Please visit the website & log on to the members' area
where you'll find a list of all the holidays available to
members. These are classified under headings such as;

Family holidays

trs

We offer a ^{wide} range of holidays in
Europe & the UK.

lc

Adventure Holidays

These include activities such as
mountain climbing & white water rafting
& many ~~many~~ more.

Cultural

~~Cultural~~ holidays

uc

Examples include trips to Australia
to see how the aborigines live or to
Peru to taste the life of the Incas.

I hope you enjoy yr holidays with us.

Yrs s _____

Prepare the following memo to
All Travel Consultants. Head it
ONLINE MEMBERSHIP APPLICATION SYSTEM

→ Copy to
Alex Fitzgerald
IT Mgr

There are several changes being made to the online membership ^{application} system & I've therefore included this on the Agenda for this month's mtg, to be held in the board room next Fri (insert date) at 0930. [I've asked A-F, IT Mgr, to attend the mtg to explain the new system & the various ~~types~~ ^{types} methods of payment involved. He can't join the mtg until 1030 so we'll cover the other matters first.

The agenda for the mtg is given below:

- 1 Apologies for absence
- 2 Minutes of last mtg
- 3 Matters arising, including an update on discounts for members & the ~~new~~ e-newsletter
- uc 5.4 Travel award
- 6.5 Revised online membership application system
- 7.6 Any other business
- 8.7 Date & time of next mtg

4 Report from Christine Ingram & Robert Yarnell on two proposed ~~Caribbean~~ locations for diving holidays to be included in the list of adventure holidays - see attached report
↑
copy of the

Prepare a copy of the following in single line spacing. Reference is not required

ATHENA TRAVEL CLUB

PROPOSED LOCATIONS FOR DIVING HOLIDAYS

Following a ~~recent~~ ^{adventure} meeting of travel consultants earlier this year, it was agreed that the list of ^{NP} holidays should include diving holidays. [Christine Ingram and Robert Yarnell, ^h Senior Travel Consultants, ^{three} visited locations within the Caribbean and have recommended ^h ~~3~~ they ^{both experienced &} consider to be suitable for ^h beginner ~~and experienced~~ divers.

We propose the inclusion of the following ^{two} locations in our list of adventure holidays:

Insert from Notes on
locations visited in the
Caribbean