

Text Production Level 1



Model Answers

Series 3 2007 (Code 1074)

Certificate in Text Production Level 1

Series 3 2007

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.

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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 _____

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

TM/

8 June 2007

Mr James Williams
12 Blacksmith Row
Brant Broughton
Lincoln
LN5 9PQ

Dear Mr Williams

ATHENA TRAVEL CLUB MEMBERSHIP

Thank you for completing the online application to join our club. This has now been processed and I am pleased to welcome you as a member of the Athena Travel Club. The following membership information will be sent to you within the next week:

- Membership number which should be included on all correspondence
- Username and password for accessing the members' area on the website
- A list of stores where members can receive a discount on travel goods
- A copy of our latest newsletter

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

Family holidays

We offer a wide range of holidays in the UK and Europe.

Adventure holidays

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

Cultural holidays

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 your holidays with us.

Yours sincerely

Terence Martin
Travel Club Manager

MODEL ANSWER TO DOCUMENT 1 CONTINUED

GENERAL COMMENT

The task was generally well done with very few typographical errors. The majority of candidates appear to recognise the abbreviations and contractions and expand them correctly. However the one that the majority of candidates struggled with was “no”. This was frequently not expanded even when the rest were.

- 1 Occasionally the name was omitted
- 2 Some candidates typed this as Dear Mr James Williams
- 3 Occasionally typed above the salutation
- 4 Occasionally not expanded
- 5 Occasionally not expanded
- 6 Frequently not expanded, even when the other abbreviations had been
- 7 Some candidates either typed this as member’s or members’s
- 8 Candidates using word processors failed to correct the automatic indent – although they were not penalised for this they should be encouraged to display as copy
- 9 Occasionally omitted
- 10 Occasionally incorrectly typed, and frequently not consistently with the first occasion
- 11 Occasionally typed as “lot”
- 12 Occasionally typed as “there”
- 13 Occasionally expanded, although not required. The majority of candidates expanded and typed it correctly
- 14 The candidates using a word processor appeared to type this information in a table – which is acceptable. However, many candidates used the default layout and did not adjust the width of the second column to make it more suitable. They were not penalised for this but should be encouraged to display the work appropriately
- 15 An enclosure notation was frequently inserted

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} ~~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

MODEL ANSWER TO DOCUMENT 2

MEMORANDUM

To ① All Travel Consultants

From Terence Martin, Travel Club Manager

Ref TM/

Date 8 June 2007

ONLINE MEMBERSHIP APPLICATION SYSTEM

There are several changes being made to the online membership application system and I have therefore included this on the agenda for this month's meeting, to be held in the Board Room next Friday 15 June 2007 at 0930. ②

I have asked Alex Fitzgerald, IT Manager, to attend the meeting to explain the new system and the various methods of payment involved. He cannot join the meeting until 1030 so we will cover the other matters first. ③ ④

The agenda for the meeting is given below:

- 1 Apologies for absence
- 2 Minutes of last meeting
- 3 Matters arising, including an update on discounts for members and the e-newsletter ⑤
- 4 Report from Christine Ingram and Robert Yarnell on two proposed locations for diving holidays to be included in the list of adventure holidays ⑥ see attached copy of the report
- 5 Travel Award
- 6 Revised online membership application system
- 7 Any other business
- 8 Date and time of next meeting

Enc ⑦

Copy: Alex Fitzgerald, IT Manager

MODEL ANSWER TO DOCUMENT 2

- 1 Occasionally omitted
- 2 Occasionally typed as “month is” or “months”
- 3 A few candidates expanded IT to Information Technology – they were not penalised for this other than if they spelt it incorrectly, which some candidates did
- 4 The majority of candidates typed this as two words – can not
- 5 Some candidates typed this as c-newsletter. Occasionally candidates expanded the e to electronic or email
- 6 Occasionally typed as a hyphen rather than a dash
- 7 Frequently omitted

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 NP the list of holidays should include diving holidays. [Christine Ingram and Senior Travel Consultants, ^{three} Robert Yarnell, visited locations within the Caribbean and have recommended ^{both experienced &} they consider to be suitable for ^{two} beginner ~~and experienced~~ divers.

We propose the inclusion of the following locations in our list of adventure holidays:

Insert from Notes on
locations visited in the
Caribbean

MODEL ANSWER TO DOCUMENT 3

ATHENA TRAVEL CLUB

PROPOSED LOCATIONS FOR DIVING HOLIDAYS

Following a meeting of travel consultants earlier this year, it was agreed that the list of adventure holidays should include diving holidays.

Christine Ingram and Robert Yarnell, Senior Travel Consultants, visited locations within the Caribbean and have recommended three they consider to be suitable for both experienced and beginner divers.

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

St Lucia

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 number of spectacular diving sites off St Lucia, ranging from easy to challenging. A number of shipwrecks provide adventure and exploration for divers. Experienced divers can visit the southern part of the island where the currents make dives challenging. Further up the coast there is a wreck in 20 feet of water which is suitable for the less experienced diver.

Grenada

The Molinere Reef is an ideal dive for both beginner and advanced divers. The less experienced diver can see yellow-headed and mottled jaw fish whilst the more advanced diver can view lobsters, spotted morays and goat fish which are found in the deeper waters.

Advanced divers can also visit the San Juan Wreck, Bianca Cruise Ship and the Boss Reef. For the less experienced diver there are the famous Windmill Shallows.

8 June 2007

MODEL ANSWER TO DOCUMENT 3

General Comments

This task was generally well typed and neatly presented. A few candidates typed it in double line spacing.

A few candidates were inconsistent in that they typed DIVE and DRIVE.

- 1 Occasionally typed as Location
- 2 Occasionally typed as “there”
- 3 Frequently omitted
- 4 An additional line space was frequently left at this point
- 5 Occasionally typed as “proposed”
- 6 A few candidates typed this in full – no penalty was incurred if spelt correctly
- 7 The comma was frequently omitted
- 8 Abbreviation frequently not expanded
- 9 The words “currents make” were occasionally omitted
- 10 Occasionally typed as “divers”
- 11 Frequently omitted. The reference was occasionally included