

CAMBRIDGE INTERNATIONAL EXAMINATIONS
General Certificate of Education Ordinary Level

COMMERCIAL STUDIES

7101/03

Paper 3 Typewriting

October/November 2003

2 hours

Additional Materials: A4 typing paper (9 sheets)
Cover sheet to indicate typewriter used – manual, electric,
electronic.

READ THESE INSTRUCTIONS FIRST

Write your Centre number, candidate number and name in the spaces provided on the cover sheet.
Answer **all** questions.

Type your answers on the separate typing paper provided.

At the end of the examination, place your answers inside the cover sheet and fasten them securely together before handing them in.

The number of marks is given in brackets [] at the end of each question or part question.

The insert is for use with Question 5. Two copies of this insert are enclosed.

You should read through the paper before answering the questions.

The businesses described in this question paper are entirely fictitious.

INSTRUCTIONS TO SUPERVISORS

The typed Accuracy Test (Question 1) must be attempted first and collected at the end of ten minutes.

- 1 Type the following passage in double line spacing.
Make your own line-endings.
You have **10 minutes** for this Accuracy Test.
No correction of any kind is permitted. Any attempt at correction cancels your work.

MOVING HOUSE

The two most stressful occasions in life are said to be moving house and starting a new job.

Fortunately most people do not move house many times but moving from the family home and setting up in a new home, usually when they marry, can be exciting and challenging.

Finding a house you and your partner can afford is the first obstacle to be overcome. The next problem is how to afford the expense of furnishing it. Most young couples save for several years before embarking on the exciting task of buying their first house.

For those of us who have lived in a house for several years and are faced with finding a new home for a growing family, the problem is more complicated. Firstly we have to find a property large enough to accommodate the family. Secondly we must consider the funds available for the transfer. How much are we likely to get when we sell our present house? What is the cost of the new house? Inevitably we shall be moving to larger premises and so will need to arrange a loan to assist us with the finance.

Additionally we must set aside funds to cover the legal fees of the transfer of ownership on both properties. There may be fees due to an estate agent if we have instructed someone to sell on our behalf. Of course, the cost of the actual removal of our possessions must also be covered.

Certainly moving house can be stressful!

- 2 Type the following tabulation in fully-blocked style.
Do not rule.

Caps Priority Movers Ltd } → Centre
Bristol

Overseas Agents → centre + underscore

<u>Country</u>	<u>Town</u>	<u>Agent's Name</u>	<u>E-mail Address</u> (or Telephone No)
China	Beijing	Dr R Braithwaite	(00 680 321 22455)
Ghana	Accra	Mr D Lepong	(00 22333 340676)
Hong Kong	Wanchai	Ms L Chong	chongl@cgi.com.hk
Kenya	Nairobi	Ms S Banda	priority@iconnect.co.ke
India	Mumbai	Mr R Sharma	(00 9922 4142326)
South Africa	Johannesburg	Mr J <u>Utenio</u>	priority@itactive.co.za

UTENIO

3 Compose and type a letter to:

Priority Movers Ltd
Fordbridge Business Park
Bristol
BS2 4XB

Use today's date.

Your address is 67 Clifton Road, Bristol, BS1 2JU.

Include the following details:

- Tell them that you have just sold the house which you owned in Bristol and want to arrange for all the furniture and your personal possessions to be transported to Lesotho.
- Ask them to send you a quotation for visiting the house in Bristol, packing the contents and delivering them to Lesotho.
- Tell them you do **not** want them to use air transport. The furniture and possessions can be transported by road and sea.
- Ask them to confirm that the goods will be insured whilst in transit.
- Ask them for an estimate of the length of time it will take to pack and transport the furniture and possessions to Lesotho.

- 4 Type the following letter on A4 paper in fully-blocked style.
Date the letter for today.
Make all the corrections indicated.

67 Clifton Road
Bristol
BS1 2JU

Dear Joy and Brian

I have eventually sold my house ^{here in Bristol} and am
looking forward to returning home.

It was a hard decision for me to make as
I have enjoyed my time in England and made
so many good friends - not least yourselves.
The ^{My} contract at work expired at the end of
last month and it became imperative that
I make a decision about whether to look
for a new contract or to return to my own
country. The latter option became
increasingly ^{attractive} pleasant, so the decision was
made. [Now I have the unenviable task
of packing up my possessions and having them
transported halfway across the world! I
have contacted a removal firm and
await their estimate ~~of the cost~~.

I am going to miss you both. You have been
such good ^{and supportive} friends to me over the past ² - ^{word}
years. I shall never forget your kindness

in finding temporary accommodation for when I first arrived in England. Do you remember how cold I found your English winters? You always turned up the central heating when I visited you.

We have been such good friends that I hope we shall not lose touch. ~~to have~~ I offer you an open invitation to visit me in my own country at any future date. ↗

~~to let you know my departure date~~

step/ 27

I will telephone you ~~when I arrive home~~ from England.

Kind regards
Your friend

I am sure you would enjoy a holiday there.

- 5 Complete the form marked INSERT with the details given below.

All work must be done on the typewriter.

Two copies of the form are provided to help you if you make a mistake.

Complete **one** form only.

Cross out any work you wish to be cancelled (not marked).

Remember to include the form in your folder for marking.

The details to be inserted on the form are as follows:

Name: Mrs P Mali

Address: 67 Clifton Road, Bristol BS1 2JU

Telephone no: 0117 396 4215

Expected date of removal: 3 January 2003

Delivery address: Kingdom House, Friary Road, Maseru, Lesotho

All the contents of the house are to be moved.

Mrs Mali does not intend to pack the goods herself.

The goods can be inspected at any time.

The goods should be sent by road and sea.

Do NOT sign the form.

The form should be dated with today's date.