



UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
General Certificate of Education Ordinary Level

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COMMERCIAL STUDIES

7101/03

Paper 3 Text Processing

October/November 2009

2 hours

Additional Materials: A4 plain paper (9 sheets)
Cover sheet to indicate whether typewriter or word processor used

READ THESE INSTRUCTIONS FIRST

You may use either a typewriter or a word processor for this examination.

Type or write your Centre number, candidate number and name on all the work you hand in.

Answer **all** questions.

Type your answers on the separate paper provided. Start each question on a fresh sheet of A4 paper.

Insert 1 is for use for Question 3. Two copies of this Insert are enclosed.

Insert 2 is for use with Question 5(a). Two copies of this Insert are enclosed. Attempt this question **only** if you are using a **typewriter**.

You should read through the paper before answering the questions.

The businesses described in this question paper are entirely fictitious.

If you experience any fault with your typewriter or word processor, tell the invigilator immediately.

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

At the end of the examination, fasten all your work securely together, before placing it inside the cover sheet.

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

* 4 9 5 4 7 9 4 1 0 0 *

This document consists of **9** printed pages, **3** blank pages, **2** Inserts and a cover sheet.



1 Accuracy Test

Produce the following passage in single line spacing.
You have **10 minutes** for this accuracy test.

MAURITIUS

Mauritius is a tropical island situated in the south west of the Indian Ocean. On a holiday in Mauritius, you will discover paradise on its sandy, white beaches. The beauty of the island is overwhelming.

Mauritius achieved independence on 12 March 1968 and, in 1992, it became an independent republic within the Commonwealth. The flag of Mauritius consists of four equal width horizontal stripes. In descending order, these are red, blue, yellow and green. The colours have been interpreted as: red for freedom and independence, blue for the Indian Ocean, yellow for the light of independence shining over the nation and green for the agriculture of Mauritius.

The people of Mauritius make it one of the most colourful and enjoyable of all tropical islands. Originally colonised by the French, followed by the British, the island people have adopted the best of their ancient colonial bosses, and added a rich mosaic of cultures drawn from the Indian, Chinese, Portuguese and Creole population.

The cuisine of Mauritius follows the rich cultural diversity of the people. The French have left their passion for food, which has been heartily adopted in Mauritian dishes deriving from Creole, Indian and Chinese traditions. Local delicacies include smoked marlin, palm hearts, venison and wild boar and, of course, a fantastic range of seafood and fish. The island boasts numerous excellent restaurants, many of which offer the opportunity to dine under the stars, overlooking the gently lapping waves.

- 2 On a sheet of A4 plain paper, display the following for discussion at the next Regional Branch Managers.

Make all corrections as indicated. Do not rule the table.

MAURITIUS
ISLAND OF MAGICAL DREAMS

|| Centre Heading

Tropical Wedding Packages

u.c.

At Mauritius Island of magical dreams our dedicated team of wedding experts have years of experience, providing an exceptional service ensuring every aspect of your dream day is organised. We have bn arranging weddings, honeymoons and holidays to Mauritius for many years and have built up an excellent reputation.

h dream

When you have booked your wedding we wll send you a wedding information pack with more details about your wedding and any documentation you need. There will be a simple form for you to complete and return to us.

NP

Our team will help turn your dreams into reality and organise all the various details, from the bride's bouquet to the accommodation of the guests. A special wedding co-ordinator at the hotel will make sure that all your desires on that special day are met. // Couples staying ^{seven} ~~ten~~ or more nights qualify for the following complementary package:

Paradise Cove

Sugar Beach Resort

Fruit basket in room
Bottle of champagne
Souvenir wedding certificate
Gift from the hotel ~~manager~~

Room upgrade
Decorated location
30 minute wedding video
Candlelit dinner for two

Whichever of our superb wedding venues you choose,

tr

del

you can be sure that your Mauritius wedding will exceed all dreams and expectations of your special day.

The island's tourist board confidently states, "your time on the island of Mauritius will remain engraved in your memory forever".

Embolden and centre this paragraph

- 3 You have received a letter from Ms Shova Tasek, 46 Kiulap Road, Bandar Seri Begawan, Brunei Darussalam, BB44138 who wishes to book a Tropical Wedding Package in Mauritius.

Using the headed paper provided (Insert 1) compose a letter from the details below. Use today's date and the reference AC/your initials.

The letter will be signed by Miss Anya Chande.

[30]

- Thank Ms Tasek for her letter which was received yesterday (use correct date).
- Tell her that the enclosed brochure will provide her with details of our wedding packages and any legal requirements.
- Point out that bookings made before the end of January 2010 will receive a free flight upgrade.
- Tell her that we can offer great savings and discounts on bookings of 10 guests or more.
- In the final paragraph, say a wedding application form is enclosed which she will need to complete and return to us along with a £100 deposit.

- 4 (a) Produce the following memorandum on A4 plain paper.

The memo is **from** Ismail Rawat, Commercial Manager **to** Branch Managers.

Use today's date and the subject heading TROPICAL WEDDINGS IN MAURITIUS CAMPAIGN. [10]

Our Tropical Weddings in Mauritius have been
h very working/well and we have increased our sales
by 10% in the last six months. I would
like to thank all staff for their efforts
over the past yr.

As you know the travel trade never stops and
we are now concentrating on next year's bookings.
As most of the large tour operators are releasing
their new brochures very soon, I feel we shd
discuss our new campaign at the next regional
meeting, to be held on Monday, 18 January 2010.

I enclose the minutes of the last regional
meeting. Please read these and note any
action you have bn asked to take.

Enc

- 4 (b) Produce a copy of the following Agenda on A4 plain paper using centred or layout.

Regional Meeting of Branch Managers

18 January 2010

2.00 pm

in the Panorama Executive Suite

A G E N D A

Apologies for absence

Minutes of the last meeting

Matters arising from the minutes

Mauritius tropical wedding packages

legal requirements

Any other business

Date of next meeting

Agenda items in
double line spacing

- 5 (a) FOR COMPLETION BY USERS OF TYPEWRITERS ONLY. IF YOU ARE USING A WORD PROCESSOR GO TO 5 (b).

Use Insert 2 for this task.

Please complete all sections of the attached form.

Ms Shova Tasek, 46 Kiulap Road, Bandar Seri Begawan BB44138 would like to book her Tropical Wedding at the Sugar Beach Hotel, Belle Mare Resort on Friday, 15 October 2010.

No. of guests	14
Departure airport	Brunei International

She would like 1 deluxe room and 7 double rooms.

Special requests

A catamaran wedding and a private helicopter transfer from the airport to the hotel.

DO NOT SIGN OR DATE THE FORM

5 (b) FOR COMPLETION BY WORD PROCESSOR OPERATORS ONLY.

Set out the following table using A4 plain paper. Rule as indicated.

Mauritius Climate Heading in Bold Caps

Situated near the Tropic of Capricorn, Mauritius has the advantage of a subtropical climate. The climate is fairly ~~acceptable~~ ^{suitable} for everyone and the heat is never unbearable.

Mauritius does not suffer from a monsoon climate. // Humidity is highest from December to April but is made bearable by a constant sea breeze. Cyclones with strong winds and heavy rain can occur between January and March.

RETAIN ABBREVIATIONS FOR MONTHS OF THE YEAR

Season	Months	°F Average Temperature	Sunshine Average Hours/month	Rain Average Inches/month
Summer	Jan	86	8	8
"	Feb	84	7	8
"	Mar	84	7	8
"	Apr	82	8	5
"	May	79	7	4
Winter	Jun	76	7	3
"	Jul	75	8	2
"	Aug	75	8	2
Summer	Sep	77	8	1
"	Oct	80	8	2
"	Nov	83	8	5
"	Dec	85	8	5

NO DITTO

TABLE HEADINGS IN SINGLE LINE SPACING.

TABLE IN DOUBLE LINE SPACING

