



General Certificate of Education
Advanced Level Examination
June 2010

English Language (Specification B)

ENGB3

Unit 3 Developing Language

Data Booklet

 Texts for Question 1

The key below applies to **Text A**, **Text B** and **Text C**.

Key: (.) indicates a brief pause.

Numbers within brackets indicate length of pause in seconds.

:: indicates elongated sounds.

Words between vertical lines are spoken simultaneously.

Text A

Sue has just picked up Josh and Franki from their nursery school and has brought them home for lunch.

Sue:	what are you going to do now (.) are you going to play for a bit (.) it's not quite lunchtime yet (1.0) we can have a little play first	
Josh:	it's morning time at school (1.0) it's erm (2.0) we going er having we having a picnic	
Franki:	okay	
Josh:	we need these ones	5
Sue:	put your shoes and your coat away nicely thank you (4.0)	
Franki:	not going on	
Josh:	there you go Franki	
Sue:	right (.) how are you doing Franki (.) have you got your shoes off yet	
Franki:	I can't do that one	10
Sue:	there we go (4.0) what have you been up to today (6.0) you don't know (7.0) Franki can never remember what she's been doing at school can she Josh	
Franki:	drink	
Sue:	pardon (.) would you like a drink (2.0)	
Franki:	please	15
Sue:	please that's a good girl well done (1.0) do you want to get changed or are you going to stop in your school uniform (4.0)	
Franki:	stop in this	
Sue:	what did you get your sticker for (7.0)	
Franki:	er (5.0)	20
Sue:	were you a good girl	
Franki:	yeah	
Sue:	oh very good (2.0) so (1.0) right I'm just going to put that there but don't touch it please (5.0) right have you got a drink Josh	
Josh:	mm	25
Sue:	pardon (2.0)	
Josh:	yeah	
Sue:	yes thank you (2.0) yes thank you	
Josh:	yes thank you	
Sue:	right okay (2.0) right you can have a play for a bit and then we'll have some lunch	30

Text B

The children are playing with building bricks and toy animals in the conservatory while Sue prepares lunch.

Josh: okay (1.0) okay (.) okay Franks (16.0) Franks (1.0) Franki (.) we not playing outside today

Franki: black cow today went rain rain

Josh: yeah (.) er (.) it be cold to play in the rain (1.0) I like the rain (.) I like the rain (.) I like to rain (.) what about you 5

Franki: no (.) it both go in my hair (.) stop annoying me

Josh: erm I like the rain

Franki: it will go in your hair

Josh: I want it to (2.0) oh don't knock the cows over (2.0) Franki (4.0) these ones are very young (1.0) we have to go nice and slow (.) watch me (6.0) see (.) see 10

Franki: you do it for me please

Josh: okay (3.0) right (1.0) that's my one

Franki: they not my tights

Josh: no (.) they socks (3.0)

Franki: they are tights (.) they not mine (.) fink they are mine (.) okay (.) no (.) I hold it 15

Josh: yeah (.) and me (.) and me (.) and me::e (1.0) and me (1.0) and me

Franki: yeah

Josh: and you (.) I'm going first (2.0) and you have to go after

Franki: oh

Josh: can you help me 20

Franki: okay

Josh: do me up (1.0) do it up (2.0) ready Franks (1.0) okay (2.0)

Franki: put that tower on (.) then (2.0)

Josh: watch

Franki: kick it 25

Josh: yay (.) yeah

Franki: wait (.) wait that put it up (.) I need my tidy up

Text C

The children are eating lunch with Sue in the kitchen.

Sue: Franki I'm going to get Josh his first cos he's got to get ready (.) and go to nursery in a minute (2.0) yours will be coming in a second

Franki: okay

Sue: that's it good girl

Josh: I got sandwiches today (1.0) 5

Sue: and what have you got on your sandwiches Josh

Josh: er (.) ss (.) chocolate spread

Sue: and that's what you have nearly every day isn't it (1.0) I'm surprised that Josh likes salad though

Josh: mm 10

Sue: do you like tomatoes

Josh: no

Sue: no (3.0) like cucumbers (2.0) no (.) lettuce (1.0) well there isn't much else you can eat in a salad is there (.) right let's get Franki hers (.) oh Franki's got sandwiches too (.) there we go (.) so Franki did PE today then 15

Josh: and (.) and eat red

Sue: mm (.) is that what you got your sticker for cos you got changed nicely after PE

Turn over ►

Text D

Key: (.) indicates a brief pause.
 Numbers within brackets indicate length of pause in seconds.
 Underlining indicates emphasis.
 Capital letters indicate volume.

- Tom: stupid trousers number (.)
- Nilem: chapter one (.)
- Tom: chapter one (.) NO (.) shouted Ross (.) NO WAY (.) his big brother Lee said (.) go on (.) try them on (.) NO WAY shouted Ross (.) ag again
- Nilem: again (.)
- Tom: again (.) Ross was going to be a pageboy at his (.) big Sister Ker ry
- Nilem: Kerry's wedding (.) and he had just sen seen
- Tom: seen the clo
- Tom: clothes (.) he had to wear (.) I HATE them (.) he shouted (.) he hated the fri frilly
- Nilem: frilly shirt (.) he hated the red boo tie (.)
- Tom: bow
- Tom: bow tie (.) but most of all (.) he hated the trousers (.) they were red too (.) they were made of velvet (.) those stupid trousers are too long (.) Ross shouted (.) they'll trip me up (.) every will everyone
- Nilem: everyone will laugh at me
- Tom:

Text E

'I hate them!' he shouted.
 He hated the frilly shirt. He hated the red bow tie. But, most of all, he hated the trousers. They were red too. They were made of velvet.
 'Those stupid trousers are too long!' Ross shouted. 'They'll trip me up. Everyone will laugh at me.'



'No!' shouted Ross. 'No way!'
 His big brother Lee said, 'Go on. Try them on.'
 'No way!' shouted Ross again.
 Ross was going to be a pageboy at his big sister Kerry's wedding. And he had just seen the clothes he had to wear.

5
 10
 15
 20

Text F

Key: (.) indicates a brief pause.
 Numbers within brackets indicate length of pause in seconds.
 Underlining indicates emphasis.
 Capital letters indicate volume.
 :: indicates elongated sounds.


- Tania: Shelley Holmes Ace Detective (.) chapter one (.) it all started one day when Shelley Holmes was a bit (.) bored (.) she was watching the telly when suddenly (.) sher lock
- Nilem: Sherlock Holmes detective (.) she had a brilliant idea (.) I'll be a detective (.) I'll be Shelley Holmes ace detective (.) Shelley started to collect the things she needed soon she had a pencil (.) a notebook (.) a detective_hat (.) and a detective office (3.0) she also had a trusty
- Nilem: trusty assis (.) tant (.) Shelley's best friend Kelly wasn't too k (1.0)
- Nilem: keen
- Tania: keen on being the trus (.) ty assistant at first (.) will you (.) no (.) ple::ase (.) NO (.) but in the end (.) she agreed (.) oh (.) go on (.) all right oh all right
- Nilem: OH ALL RIGHT THEN (.) and Dustbin can be our detective dog

Text G

Chapter 1

It all started one day when Shelley Holmes was a bit **bored**.

She was watching the telly when suddenly...



...she had a brilliant idea.

I'll be a detective.

I'll be SHELLEY HOLMES ACE DETECTIVE!

5

10

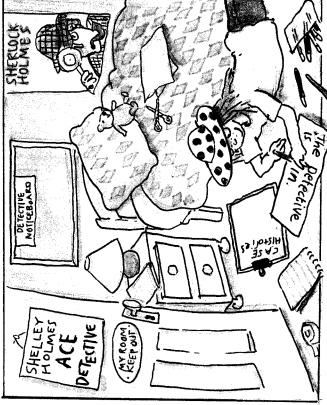
15

20

Shelley started to collect the things she needed.

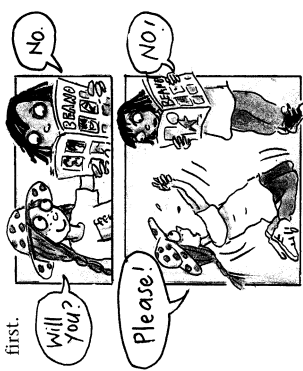
Soon she had:

- a pencil,
- a notebook,
- a detective hat,



and a detective office.

She also had a trusty assistant. Shelley's best friend Kelly wasn't too keen on being the trusty assistant at first.



Oh, go on- on-

Oh, right all right then.

And Dustbin can be our detective dog.

But in the end she agreed.

Text H**WHAT MAKES A GOOD SECRETARY?**

Poise. This single word covers the importance of good grooming, being well dressed, calm and ready to cope with any situation. It does not mean that the secretary has to look like a fashion model and it would be presumptuous to define which clothes are correct and which are not. Individuality is welcomed and a girl usually succeeds by suiting her clothes to her personality. If she has the common sense already mentioned then she will know what to wear. One top executive sums up his feelings about clothes by saying he expects to be able to ask his secretary, without notice, to accompany him to a restaurant, an airport, a conference, or any business function and for her dress not to look out of place. “Flapping” when the unexpected happens is worse than useless. Giggling is out, likewise chipped nail varnish, dirty shoes and sagging hems.

Versatility. A secretary can never be sure what she will be called upon to do and she must be prepared to work with flexibility and turn her hand to a wide variety of jobs. That is what makes the work so interesting. From washing up to taking minutes, from taking the Chairman’s son on a sightseeing tour to arranging an exhibit at a trade fair, all are within her scope. It is good to have a routine but quite out of place, and indeed impossible, to attempt to stick to it rigidly. Change is an inevitable part of a secretary’s life and she takes it in her stride even if a last-minute urgent job means breaking a date or cancelling a hair appointment.

Dependability. A boss must be able to have confidence that his secretary will be in the right place at the right time doing the right thing. Not for him an erratic girl, frequently late or absent, scatter-brained and forgetful, who sees nothing wrong in handing him inaccurate, sloppy work. She must be consistent and efficient so that he knows any job left in her hands will be carried out just as he would have done it himself—only better!

WHAT GOES ON IN SECRETARIAL WORK?



FIG. 17. A good telephone technique is essential for a secretary.

USE OF ENGLISH

A secretary must be able to express herself, both in writing and in speech, in clear, concise English and the greater her fluency the greater her value. This vital talent usually follows if a girl has a “feel” for words and a love of her native language. Bookworms and crossword or “Scrabble” fanatics might come into this category although more is needed than a wide-ranging vocabulary.

The successful secretary knows that these days time is money and it is therefore important to be clear and to the point when speaking on the telephone, passing on messages, giving instructions. Everything must be easily understood and produce the required response and this means choosing the appropriate words—the more straightforward the better. Jargon and colloquialisms she avoids.

In writing the secretary needs a good command of English to enable her to compose letters, telegrams, reports and circulars. If these are to give the impression that they were composed by her chief she must also be able to adopt a style similar to his. She might need to alter and correct her chief’s copy and dictation occasionally if he has been pressed for time and therefore unable to take sufficient care, or if he admits anyway that his English leaves something to be desired. While most secretaries have been trained in the use of business English many bosses unfortunately have not. Once confidence has been established many executives leave it to their secretaries to “tidy up” their dictation—inserting punctuation, correcting grammatical errors, making the letter flow, ensuring that words are not repeated too often and so on. It follows that anyone with her sights set on a secretarial career must have a wide vocabulary, a good understanding of correct grammar and punctuation, an “ear” for a sentence that sounds just right, and skill in choosing the right tone of voice or writing style to fit the particular circumstance.

The final language factor has been left until last not because it is of least importance but on the contrary to give it emphasis. A secretary must be able to *spell*. A flair for creative writing is an admirable gift but in a secretary’s world it takes second place to the ability to produce a simple sentence with every word spelt correctly. One of the most common complaints voiced by businessmen is that their office staff make countless spelling errors. Any weakness should be made up for by practising frequently misspelt words and using a dictionary whenever there is a shadow of doubt about a word.



FIG. 9. Manning the switchboard—just one of the jobs which might be carried out by a secretary in a small company.

Bravo, City! Congratulations to the Team

ALDERMAN J. BINNS

(*Lord Mayor of Manchester*).

MANCHESTER has cause to be proud of every one of the eleven players —each one seemed to put every ounce into the game to bring the Cup to Manchester.

To my mind it was impossible to single out one man from the rest, for each man was a part of the team and played his part well. They must have done, because the football was admittedly amongst the best seen at a Cup Final.

MR. JOHN MAXWELL

(*Chief Constable of Manchester*).

THE City team thoroughly deserve the victory which they have achieved. The team, to those who come into contact with them, are really a big family, and much of their success may be attributed to this happy state of affairs.

The bringing of the Cup to Manchester is a great achievement, and has brought honour to the city, and has helped to place Manchester football in a foremost place in the game in this country. We are all very proud of their success, and we hope that next season we shall have further successes.

Mr. A. ALEXANDER

(*Senior Member of the City Directorate*).

NO bring the Cup home to Manchester represents the proudest day of my life. I felt we should win, and every one I have spoken to has said that we were entitled to our victory.

The ball did not run well for us, but our lads were always fighting, and I think Tilson's goals were wonderful.

FROM all parts of the Empire messages of congratulation have reached the Manchester City management, expressing delight that the F.A. Cup is being brought to Manchester to-night after an interval of twenty-five years.

Below we publish special messages to the EVENING CHRONICLE from prominent football personalities.

When I was introducing Sam Cowan to the King after I had been presented, I reminded his Majesty that Cowan told the Duke of York last year that he would be coming again, and his Majesty smiled.

I also reminded Lord Derby of the hope he expressed when he was investing me with a Masonic honour last week.

He said then that he hoped another honour would be coming my way within fourteen days, and he laughed heartily at the recollection.

The honour has come, and I am sure all Manchester is proud of our team.

Mr. W. WILD

(*Manchester City's Manager*).

IT was City's turn, and I think we won it well. We have gone one better each year—gone to the semi-final and lost; gone to the final and lost; and now we have won the Cup.

In my opinion we were the better team and richly deserved our success.

Mr. L. W. FURNISS

(*Honorary President of Manchester City F.C.*).

IT was one of the best Finals I have ever seen in my long association with the game. I don't think there can be any doubt that the better team won.

The fighting spirit of the City side was magnificent, and in the second

the unfortunate mishap to Allen I think we should have finished on top.

I am still living in the hope that the club will yet win the Cup, and I believe that within a few seasons they will triumph at Wembley.

Mr. T. E. MALEY

(*Manchester City's manager when they last won the Cup, in 1904*).

I WAS very pleased to have been present to see the victory of thirty years ago repeated.

There is no doubt that it was deserved, though, in my opinion, it might have been punctuated by more goals.

Tilson scored his two goals splendidly, but the outstanding man of the match was Busby. He was the personality in a great Final.

Mr. J. W. GIBSON

(*Chairman of Manchester United F.C.*).

ON Saturday night I sent the following telegram to the City officials in London.—

"Congratulations, a great victory. Your men are heroes and a credit to the city whose prestige they have so worthily upheld.—GIBSON."

The City's victory was wonderful, and there is no doubt that the club has done something to help the football prestige of Manchester.

I am more than delighted that they have won, and would have taken advantage of the invitation to the celebration dinner if it had not been for the fact that I wanted to see my own club in their vital match, and that I was going on holiday to the South of France on Sunday.

half I thought they were remarkable. I have never seen two better goals than those of Tilson, having regard to the position in which he was placed when he got them.

It is impossible to compare the game with that of 30 years ago when the City beat Bolton Wanderers, but this was a great and well-deserved win.

Mr. ROBERT BLYTH

(*Chairman of the Portsmouth F.C. Directors*).

I AM bitterly disappointed, but I must congratulate the winners.

I did so badly want to see my club in possession of the Cup, but, chiefly, my sympathies are with those splendid players of ours. Six of them assisted Portsmouth to reach the Final twice in five years.

They and the other five in our team at Wembley have risen to the occasion

THE following telegram was sent to Manchester City on behalf of the Arsenal club:

"League Champions offer sincere congratulations to Cup winners.—Peters, Arsenal."

magnificently this season. At Wembley they did their level best, but the conditions were against them.

Once again an unfortunate accident has won a game at Wembley. But for

Text J

BBC SPORT

FA Cup final as it happened

RESULT

Portsmouth **1-0** Cardiff

GOALFLASHES AND MAJOR INCIDENTS (all times BST)

To get involved use **606** or text us your views & comments on **81111** . (Not all contributions can be used)

By Caroline Cheese

1715: The game won't live long in the memory but these celebrations might. Harry Redknapp gets his hands on his first bit of silverware at Wembley and he doesn't look like he wants to let go. I don't think the Pompey fans want to leave Wembley either. Great stuff. Unlucky Cardiff, but what a run it was. Thanks for your company - apologies again for the pesky technology breakdown.

1711: The champagne is open and the celebrations are well under way at Wembley. Lassana Diarra may be Bevo's man of the match (see 1708) but he's not yours. Your **Player of the Day** is goalscorer **Kanu** on 7.16. Still plenty of time to vote.

1708: "A slight mistake cost us. But we've done everyone proud. I hope we've given every club hope that they can achieve what they might have thought was impossible. I'm very proud of my players, my staff, the chairman and especially the fans. I'm sorry we couldn't see it through to the death for them."

Cardiff boss Dave Jones

1708: "The Pompey team are celebrating en-masse apart from Lassana Diarra - my man of the match - who has wandered off on his own to soak up the atmosphere. Tony Adams tracks him down to bring him back into the fold. Cardiff's players went down like flies at the final whistle but they are back on their feet now and getting the applause they have earned from their fans. Portsmouth deserved their win but the Bluebirds gave their all."

BBC Sport's Chris Bevan at Wembley

1705: And there it is. Sir Bobby Robson hands over the FA Cup and Pompey captain Sol Campbell sparks the celebrations by turning to the fans and lifting the trophy.

1704: No hanging about is there? The Portsmouth players are on their way up now, shaking hands with all sorts of well-wishers on the way.

1702: Skipper Stephen McPhail leads the Cardiff players up the steps to collect their losers' medals. The fans have all stayed behind to acknowledge a fabulous effort from their team this season.

1701: Fabulous scenes at Wembley as the Pompey fans celebrate their first FA Cup win since 1939. Victory also earns them a place in the Uefa Cup next season.

1700: "This is the best moment of my life."

Portsmouth scorer Kanu

1659: "I'm speechless for once. Harry's a legend now isn't he? Hats off to him."

Portsmouth keeper David James - twice an FA Cup final loser

1658: "Fantastic. For everybody, especially my family. The fans, the players. It's been a difficult year off the field so this is a dream come true. We're a very close family - it's for all my grandchildren and everybody. The players are all great, I love them all."

Portsmouth boss Harry Redknapp

1656: FULL-TIME Portsmouth 1-0 Cardiff

END OF TEXTS

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Question 1: Texts A, B and C: Private Data

Question 2: Texts D and F: Private Data

Text E: SUSAN GATES, *Stupid Trousers*, Oxford University Press, 2005

Text G: From *Oxford Reading Tree Stage 1: Shelley Holmes Ace Detective* by Michaela Morgan (OUP, 1998), copyright © Michaela Morgan 1998, reprinted by permission of Oxford University Press

Question 3: Text H: DIANE TIDD, *What Makes a Good Secretary*, Woodhead-Faulkener Ltd, 1975

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Question 4: Text I: '*Bravo, City! Congratulations to the Team*', Manchester Evening News, 1 May 1934

Text J: www.bbc.co.uk, 17 May 2008

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