

# UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS

Cambridge International Diploma Standard Level

## MARK SCHEME for the 2004 question paper

### CAMBRIDGE INTERNATIONAL DIPLOMA

5234 Office Administration (Shorthand), maximum mark 100

This mark scheme is published as an aid to teachers and students, to indicate the requirements of the examination. It shows the basis on which Examiners were initially instructed to award marks. They do not indicate the details of the discussions that took place at an Examiners' meeting before marking began. Any substantial changes to the mark scheme that arose from these discussions will be recorded in the published *Report on the Examination*.

All Examiners are instructed that alternative correct answers and unexpected approaches in candidates' scripts must be given marks that fairly reflect the relevant knowledge and skills demonstrated.

Mark schemes must be read in conjunction with the question papers and the *Report on the Examination*.

- CIE will not enter into discussion or correspondence in connection with these mark schemes.

2004

**CAMBRIDGE INTERNATIONAL DIPLOMA  
STANDARD LEVEL**

MARK SCHEME

MAXIMUM MARK: 100

PAPER: 5234

Office Administration (Shorthand)

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**COOMBE MANUFACTURERS**

PARADISE HOUSE  
ORCHARD STREET  
SINGAPORE 35411

Our Ref RI/423

Day Month Year

Miss Madhu Pandit 210  
3<sup>rd</sup> Floor  
Elahi Centre  
Preedy Street  
Saddar  
Karachi  
Pakistan

Dear Miss Pandit

Appointment as Secretary

Thank you for attending the interview at Head Office last week. I am pleased to confirm your appointment as secretary to the Chief Engineer.

Your employment will start on the first Monday of next month. I should like you to come to the Reception Desk on that day when you arrive at 0900 hours.

Your salary will be \$20,000 per year. I confirm that the company has a policy of reviewing the salaries of all employees in December every year.

You may be interested to know that references supplied by your headteacher and the tutor in charge of your secretarial course were very satisfactory.

We shall pay a bonus of \$500 when you pass the examinations in shorthand and word processing that you took recently. This payment is for passing both the examinations. Monica Lee in the Accounts Office should be given copies of the results as soon as you receive them.

We hope that you will be happy and enjoy working as a member of our company. Yours

sincerely

Ruby Iqbal Personnel  
Officer

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**LABEL OR ENVELOPE**

Miss Madhu Pandit  
210 3<sup>d</sup> Floor  
Elahi Centre  
Preedy Street  
Saddar  
Karachi  
Pakistan

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### MEMORANDUM

TO All Staff  
FROM Vikas Kumar  
REF VK/684  
DATE Day Month Year

#### NEW RANGE

I wrote to you all last month to inform you of our plans to launch a new range of clothing. You will be pleased to know that we have now signed contracts with Peter Chu. A copy of our press release is attached for your information.

Peter has produced a variety of clothing and we think his designs will be very popular. The materials are of excellent quality. Peter has worked for fashion houses in various parts of the world.

We intend to hold a fashion show just for staff at the end of next month. All staff will receive invitations and will be allowed to bring a guest.

We hope that all our staff will be able to come along. It will be a very good opportunity for you to see the new range before traders are invited to view the clothing.

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#### NEW CLOTHING RANGE

We are very pleased to inform all our shareholders that our company has now signed contracts with Peter Chu. We are confident that his designer label will appeal to both young and old. We hope to attract many new customers. Peter has a great deal of experience. He has worked for many famous fashion houses in various parts of the world.

We propose to hold three fashion shows. These will be held on a Friday evening, a Saturday afternoon and a Saturday evening next month. We expect each show to last about 90 minutes.

The shows will be held in the Grand Hall. This has three small rooms which will be used as changing rooms. A member of our Publicity Department will provide the commentary.

It has been suggested that we ask people attending the shows to make a donation instead of paying an entry fee. All the money collected will be given to local charities.

Full details of the dates and times of the shows will be announced in the local newspapers