

**TEXT PROCESSING
FOUNDATION
A2002**

TASK NUMBER	NUMBER OF WORDS
2	88
3	166
4	127
5	53
TOTAL	434

FOR A DISTINCTION - NO MORE THAN 5 faults

FOR A PASS - NO MORE THAN 9 faults

TASK 2

MEMO

TO Albert Chalmers
FROM Santhe Travis
REF ST/CRD/25
DATE Day Month Year

Casa Royale Development

I have received several enquiries this week regarding the above development. On looking through our brochure, I was alarmed to see that it contains numerous errors. I am not sure who is responsible for these.

It is imperative that the brochure is reprinted as soon as possible. Please ensure the current brochures are destroyed. This must be done immediately.

The extra expense involved is unfortunate but our company's reputation must be preserved.

TASK 3

BUYING A PROPERTY IN SPAIN

This brief guide gives basic information relating to buying Spanish property.

Prospective purchasers are advised to seek professional advice before buying.

When you have chosen a property, an agreement will normally be contained in a private contract. The document sets out the terms.

The deposit required is usually 10%. Once you have paid this, there is a binding agreement between both buyer and seller.

The Land Registry maintains all details and records financial charges and other matters that affect the title. The Notary prepares the conveyance from information supplied by the seller and checks compliance with local law.

Stamp duty is payable at a standard rate based on the price declared. The fee for registering with the Land Registry is assessed on a sliding scale.

Many options are available to those who require mortgage facilities. Our company employs its own highly qualified mortgage professionals. You should be aware that a mortgage from a Spanish bank will use the property as security.

TASK 4

LETTER HEAD

Our ref AG/5613

Day Month Year

Mr P Chrysochous
22 Mesoyi Avenue
PO Box 602161
Paphos
Cyprus

Dear Mr Chrysochous

Thank you for your enquiry regarding purchasing a property in Spain. I have pleasure in enclosing details of our current developments. Many of these are exclusive to us and we guarantee their standard and availability.

Full mortgage and financial services are also available. Please let us know if you wish to purchase through a mortgage. We can help you to decide on the scheme most suitable for your requirements.

Should you require additional information, please do not hesitate to contact us. We hope you will find the home you are searching for and look forward to hearing from you shortly.

Yours sincerely

Anita Georgiou
Director

Enc

TASK 5

KISSOS GARDENS
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At Agapinoros, at the corner with Priamou

Everything for the garden

Flowers and plants for the house

All at very competitive prices

Our friendly staff will advise you

We will design your garden with no extra charge

Why not visit us today?

Or call us on 259361

**TEXT PROCESSING
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B2002**

TASK NUMBER	NUMBER OF WORDS
2	95
3	163
4	128
5	52
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FOR A PASS - NO MORE THAN 9 faults

TASK 2

MEMO

TO Gezina Avis
FROM Lizel Steyn
REF LPS/KZ
DATE Day Month Year

NEW PROGRAMME

As you know, our new Weight Management and Fitness Programme is due to start on the first of next month. Local television companies and newspapers have been invited to cover the opening ceremony.

I should appreciate it if you would check that everything has now been organised. It is especially important that the buffet lunch reflects the sensible and realistic approach we are introducing. We should take this opportunity to show how eating the best food can lead to weight control.

TASK 3

COMBE GROVE HOTEL AND COUNTRY CLUB

MEMBERSHIP INFORMATION

Below you will find some details and helpful hints about using our Country Club.

Reception

Our Reception Desk is the main information point for all our members. All bookings, queries and problems should be addressed here. A selection of sports goods is available for hire. These are listed in full in our brochure.

Security

Each member is issued with a security swipecard. This gives access to the Club. Access may not be granted to the Club without your swipecard.

Members should ensure that the Membership Department is kept informed of any changes in their details so that records may be kept up to date.

Car Parking

Members must park their vehicles in the designated parking bays. The Club does not accept responsibility for any vehicle left in the car park.

Lost Property

This is gathered every night and held for a period of two weeks only. Please ask at Reception if you lose any item.

TASK 4

LETTER HEAD

Our ref LPS/KZ

Day Month Year

Ms Jennifer Davis
PO Box 261
Ruiru
Kenya

Dear Ms Davis

With reference to our recent discussion regarding membership of our Country Club, I now enclose a brochure. This includes all the major features of our Club and I hope you find it of interest.

Child membership is available for those parent members who wish their children to use the nursery facilities or accompany them to the Club on a regular basis. This applies to all children up to the age of 16 years of age. Our nursery staff are fully qualified and we can assure you that your children will be well cared for.

We hope to meet you in the very near future.

Yours sincerely

Lizel Steyn
Membership Secretary

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TASK 5

COMBE GROVE HOTEL AND
COUNTRY CLUB

Membership entitles you to unlimited free use of all these
sports and leisure facilities

Fully equipped gymnasium

Aerobics classes

Indoor and outdoor heated swimming pools

Steam room

Saunas

Hydro spa beds

4 Tennis courts (2 indoor)

Squash courts

18 station golf driving range

Woodland jogging trail

**TEXT PROCESSING
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C2002**

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TASK 2

MEMO

TO Jill Valaoriti
FROM Anita Savinsky
REF AS/5613
DATE Day Month Year

Security at Opening Ceremony

The date of the Opening Ceremony of the new accommodation block has been officially confirmed by all parties. Senator Victor Whitney has agreed to perform the ceremony on Friday 16 August.

He will arrive by helicopter at 1405 hours. The pad must be cleared and emergency services informed that it will be out of use for approximately three hours.

Identity badges will be needed by members of the official party. Please ensure that these are prepared in time.

TASK 3

OPENING CEREMONY

Senator Victor Whitney has now agreed to perform the opening ceremony of the hospital's new wing on Friday 16 August. He is due to arrive by helicopter at 1405 hours.

Schedule

A rehearsal will be held 30 minutes before Senator Whitney is due to arrive. This will ensure that everybody involved is fully informed of the itinerary. Everyone must be familiar with the day's events. Senator Whitney's staff will be liaising with our own security staff.

Identity Badges

These will be issued to members of the official party only. They must be worn in a prominent position.

Red Parking Discs

Red discs will be issued to guests to allow them access to the car park. They must be fixed to the top left-hand corner of windscreens. The car park will be closed from 0700 hours to 1700 hours that day.

Finish

Senator Whitney is expected to stay for 2 hours and will leave by helicopter. Our security staff will guard the helicopter at all times.

TASK 4

LETTER HEAD

Our ref ST/PER/26

Day Month Year

Mr Juan Cordobes
Apartado 758
Sta Eulalia del Rio
07840 Ibiza
Spain

Dear Mr Cordobes

Thank you for attending an interview yesterday. I am pleased to confirm your appointment as data input clerk. Your rate of pay will be \$3 per hour.

You will initially be employed for a probationary period of 3 months. During this time you will receive formal written assessments. Other terms and conditions will be discussed in detail at your induction, which will start on the first day of your employment. A draft copy of your employment contract is enclosed for your information.

Please let us know when you will be able to start work. We look forward to welcoming you.

Yours sincerely

Santhe Travis
Recruitment Manager

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TASK 5

JUMBO WORLDWIDE MOVERS LTD

Members of the International Association of Removers

**We give your shipments special care, no matter how big
or how small**

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