CAMBRIDGE INTERNATIONAL EXAMINATIONS Cambridge Career Award in Office Administration Advanced Level

SHORTHAND 5244/A

Optional Module: Practical Assessment

2003

1 hour 45 minutes

Additional Materials: Letterheaded A4 paper

Memo paper Plain A4 paper

READ THESE INSTRUCTIONS FIRST

Do not use staples, paper clips, highlighters, glue or correction fluid.

Read the Guidelines to Candidates and the Candidate Information Sheet carefully before attempting any of the tasks.

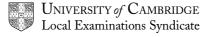
Type or write your Centre number, candidate number and name at the top of each separate piece of paper used.

You must attempt all tasks.

All printouts must be submitted at the end of the assessment.

If you use more than one sheet of paper, fasten the sheets together.

This document consists of 3 printed pages.



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GUIDELINES TO CANDIDATES

Total Time Allowed: 13/4 hours

Please read the following instructions carefully.

- 1 You must read, and listen to, all instructions carefully.
- You will be required to complete **three** assessment tasks: **three** passages will be dictated at **100 wpm**. You must then transcribe all three passages **within 1½ hours**.
- You must use a typewriter or a word processor to complete the transcripts. If you are using a typewriter, any memory facility must be cleared before you start typing.
- If you are using a word processor, save each document as a separate file. You must carry out all printing yourself. Your Tutor will tell you the exact printing details.
- The Candidate Information Sheet attached contains important detail which you will need to include in your transcript. Make sure that you refer to this during the assessment.
- 6 Correct any errors of agreement which may appear in any document.
- You will be given **4 minutes** to read the Candidate Information Sheet and to make any notes you wish.
- 8 Your Tutor will tell you what stationery is available for you to use. If you are using a word processor, your Tutor may provide you with templates for letters and memos.
- 9 You may use calculators, calendars, English, mother-tongue and shorthand dictionaries, thesauruses, spell-checkers and manufacturers' manuals.
- 10 Insert today's date on letters and memos.
- 11 Please insert your name, Centre number and task number at the top right-hand corner on each piece of work.
- 12 Assemble your completed work in task order.

CANDIDATE INFORMATION SHEET

You have **4 minutes** in which to study this paper before the start of the dictation. During this time you may make notes.

Please refer to this Sheet throughout the assessment. It includes the names, addresses, job titles and headings you need to include in your transcription.

Three passages will be dictated at 100 words per minute:

- 1 a letter of 2½ minutes;
- 2 a memo of 21/2 minutes;
- 3 a report of 3 minutes.

You must transcribe all three passages.

Please use a new sheet of paper for each passage.

TASK 1 - Letter

To Mr W Tan, Chief Executive, Thamas Singapore Pte Ltd, 59

Rubens Way, Singapore 153244

From Michelle Wang, Chief Executive

Our ref MW/PK

Special Mark URGENT

Subject Heading SALES CONFERENCE

Copies Produce 2 extra copies, one to be routed to Peter Chu

Proper Names Sales Conference, Internet

TASK 2 - Memo

To Peter Chu

From Michelle Wang

Ref MW/PK

Subject Heading RENOVATIONS REQUIRED

Proper Names Orchard Hotel, Conference Suites

TASK 3 – Report. Use double linespacing, unless otherwise instructed

Heading ARRANGEMENTS - PARTIAL CLOSURE

Proper Names Orchard Hotel, Conference Suites

5244/A 2003

CAMBRIDGE INTERNATIONAL EXAMINATIONS Cambridge Career Award in Office Administration Advanced Level

SHORTHAND 5244/B

Optional Module: Practical Assessment

2003

1 hour 45 minutes

Additional Materials: Letterheaded A4 paper

Memo paper Plain A4 paper

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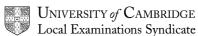
Type or write your Centre number, candidate number and name at the top of each separate piece of paper used.

You must attempt all tasks.

All printouts must be submitted at the end of the assessment.

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This document consists of 3 printed pages.



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GUIDELINES TO CANDIDATES

Total Time Allowed: 1¾ hours

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- 1 You must read, and listen to, all instructions carefully.
- You will be required to complete **three** assessment tasks: **three** passages will be dictated at **100 wpm**. You must then transcribe all three passages **within 1½ hours**.
- You must use a typewriter or a word processor to complete the transcripts. If you are using a typewriter, any memory facility must be cleared before you start typing.
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Please refer to this Sheet throughout the assessment. It includes the names, addresses, job titles and headings you need to include in your transcription.

Three passages will be dictated at 100 words per minute:

- 1 a letter of 2½ minutes;
- 2 a memo of 2½ minutes:
- 3 a report of 3 minutes.

You must transcribe all three passages.

Please use a new sheet of paper for each passage.

TASK 1 - Letter

To Ms Martina Richmond, Avenue du Lycee Français 9, 1180

Brussels, Belgium

From Benito Travis, Sales Director

Our ref BT/QR

Special Mark PERSONAL

Subject Heading PURCHASE OF MOBILE PHONE

Copies Produce 2 extra copies, one to be routed to Anita Mirchandani

Proper Names World Wide Web

TASK 2 - Memo

To All Staff

From Anita Mirchandani

Ref AM/LJ

Subject Heading NEW ADVERTISING CAMPAIGN

Proper Names Board of Directors, Team Meetings, Team Leaders, Heads of

Department, Broadband, Paris

TASK 3 – Report. Use double linespacing, unless otherwise instructed

Heading CHAIRMAN'S INTERIM REPORT

Proper Names Research and Development Team, Berlin, Telebell,

Broadband, Internet