

# ICT Level 1

## Word processing skills mini-assignment

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### Chapter 5

## Formal Letter Task

This assignment tests your business letter and formal presentation skills.

The local youth group has been raising funds for a new pool table and recently held a successful grand draw, which raised over £3000. Many of the prizes were given by local businesses and one company in particular, Skinner and Sons, was very generous. The Chairman has asked you, as the club secretary, to write a suitable letter of thanks, which should include an invitation to Mr Skinner to come along the Thursday meeting and have a game of pool. The Chairman has drafted some notes of what he would like you to include. You can find these in the text file: **Bestwich Letter L1**.

### Task 1

You should aim to spend no more than 15 minutes doing this task. You will need the file Graphics L1 and L2. This task is worth 5 marks.

tick when completed		✓
1	Create a folder entitled <b>Bestwich Youth Group</b> .	
2	Create a suitable letterhead for the Bestwich Youth Group:	
a	You could use one of the templates provided in your word processor or create your own from a new word processing document.	
b	Choose a suitable logo from the file <b>Graphics L1 and L2</b> and copy and paste it into your template.	
c	Keep the image in proportion when you resize it and place it in an appropriate location.	
d	Use the data in the text file: Details, for the name and address of the Youth Group.	

tick when completed		✓
3	Save the letterhead as a template into the new folder you created and give it the name <b>Bestwich.dot</b> .	
4	Enter your name, candidate number and centre number in the footer.	
5	Make sure the page orientation is portrait.	
6	Check the template for fitness for purpose. The logo, name and address should not take up more than the top 10–15% of the page.	
7	Make any necessary improvements and save the modified file.	
8	Print a copy of the template.	
9	Close the file.	

## Task 2

You should aim to spend no more than 25 minutes doing this task.  
You will need the text files: Details L1 and L2 and Bestwich Letter L1.  
This task is worth 15 marks.

tick when completed		✓
1	Open <u>your</u> template file <b>Bestwich.dot</b> .	
2	Enter today's date in an appropriate location:	
a	Use the Date and Time option from the Insert drop down menu on the toolbar.	
b	You do not need to include the day.	
c	Make sure the date does not update automatically each time the letter is opened.	
3	Enter the recipient details from the text file: <b>Details L1 and L2</b> , in an appropriate position.	
4	Add the salutation – remember you are sending the letter to Mr Skinner.	
5	Open the file <b>Bestwich Letter L1</b> . The subject and text for the letter are contained in this file.	
6	Enter the subject of the letter after the salutation, using suitable line spacing. Highlight the text to make it stand out.	
7	Using the given text in the file, write the letter to Mr Skinner to thank him for donating the cash prize to the Annual Grand Draw for the youth group pool table fund.	

tick when completed		✓
8	Complete the letter with a suitable close, a space for your signature and your name and title (as given in <b>Details L1 and L2</b> ).	
9	Save the letter into the <b>new folder</b> you created and give it the name <b>Skinner.doc</b> .	
10	Enter your name, candidate number and centre number in the footer.	
11	Check the letter for a sense of audience and purpose.	
12	Make sure the font is consistent and a suitable size and type.	
13	Check the alignment and line spacing.	
14	Check the letter for spelling and grammar mistakes.	
15	Make any modifications. Save the file.	
16	Print a copy of the letter.	
17	Close the file.	

**Total Marks for Assignment: 20**

**Hand the two documents to your teacher for assessment and feedback.**

# Functional skills ICT – word processing skills mini-assignment

## L1 mark scheme

### Formal Letter Task

#### Task 1:

Marking point	Task	Mark
<b>Create a suitable letterhead for the Bestwich Youth Group</b>		
1	Document created that resembles a letterhead, i.e. no text other than the Group's details and logo.	1
2	Selection of a suitable logo from the file <b>Graphics L1 and L2</b> pasted into an appropriate location (top L/R/centre).	1
3	Logo in proportion after resizing.	1
4	All Group address details from text file copied across accurately (check spelling and capitals).	1
5	The template is for fit for purpose. The logo, name and address should not take up more than the top 10–15% of the page.	1
		<b>Total marks for Task: 5</b>

#### Task 2:

Marking point	Task	Mark
<b>Produce the letter on behalf of Bestwich Youth Group</b>		
1	Use of the candidate's own template file <b>Bestwich.dot</b> .	1
2	The current date in an appropriate location, no day included as instructed in the task.	1
3	Enter the recipient details from the text file.	1
4	Recipient details are in an appropriate position, check spelling and capitals are correct.	1
5	Correct salutation – accept only: Dear Mr Skinner (no comma necessary).	1
6	Attempt at entering a subject.	1
7	Subject of the letter follows after the salutation, using suitable line spacing. Do not accept word 'subject' included, but accept: RE: or Re:	1
8	Subject highlighted to make the text stand out. Accept bold, underlined or both; font may be up to two points larger than body of letter.	1
9	Text for body of letter accurately copied from text file.	1

Marking point	Task	Mark
10	Text 'Body of letter' not included. Check for accuracy of copying – no words or punctuation omitted.	1
11	Appropriate close included. Accept 'Yours sincerely' or 'Yours truly' – must be lower case 's' or 't'.	1
12	Candidate name appears with title (Club Secretary) all correctly spelt with appropriate use of capitals.	1
13	Alignment is consistent.	1
14	Consistent use of font – size 12 Times New Roman, Arial or similar.	1
15	Overall letter is fit for purpose and could be sent without amendment or correction.	1
<b>Total marks for Task: 15</b>		

**Total Marks for Assignment: 20**