

# ICT Level 2

## 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 on Thursday evening and have a game of pool. You can find the details of the sender and the recipient in the file: **Details L1 and L2**.

### 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 suitable letterhead for the letter:	
a	You could use one of the templates provided in your word processor or create your own.	
b	Choose a suitable logo from the <b>Graphics L1 and L2</b> file.	
c	Use the sender data from the file: <b>Details L1 and L2</b> .	
2	Save the letterhead as a template into an appropriate folder and give it the name <b>Bestwich.dot</b> .	

tick when completed		✓
3	Enter your name, candidate number and centre number in the footer.	
4	Make sure the page orientation is portrait.	
5	Check the template for fitness for purpose. Make any necessary improvements and save the modified file.	
6	Print a copy of the template.	
7	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. 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.	
3	In an appropriate position, enter the recipient details from the text file: <b>Details L1 and L2</b> .	
4	Add the salutation – remember you are sending the letter to Mr Skinner.	
5	Add a suitable subject line after the salutation. Highlight the text to make it stand out.	
6	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. Your letter should contain 3 paragraphs:	
a	An opening sentence thanking him for his generosity.	
b	A paragraph about the success of the fund raising and how much money was raised. You will need to add any additional details.	
c	A closing paragraph, which invites Mr Skinner for a game of pool.	
7	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> ).	

	tick when completed	✓
8	Save the letter into the new folder you created in Task 1 and give it the name <b>Skinner.doc</b> .	
9	Enter your name, candidate number and centre number in the footer.	
10	Check the letter for a sense of audience and purpose:	
a	Make sure the font is consistent and a suitable size and type.	
b	Check the alignment and line spacing.	
c	Check the letter for spelling and grammar mistakes.	
11	Make any modifications. Save the file.	
12	Print a copy of the letter.	
13	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

## L2 mark scheme

### Formal Letter Task

#### Task 1:

Marking point	Task	Mark
<b>Create a suitable letterhead for the Bestwich Youth Group</b>		
1	A letterhead, which contains only 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 caps).	1
5	The template is 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	Date as instructed in an appropriate location. Check format for fitness for purpose. Do not accept system date.	1
3	Enter the recipient details from the text file. Must include 'Mr Skinner' as well as name of company and address.	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 after Skinner.	1
6	Suitable subject line entered: accept anything that includes Annual Grand Draw and/or Pool Table Fund.	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 or underlined or both. Font should not be more than 2 points larger than main body of letter (maximum 14 point).	1

Marking point	Task	Mark
9	Body of letter contains three paragraphs.	1
10	Text spell and grammar checked; and contains no errors that would have been picked up using that check.	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. No inappropriate indentations.	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**