



General Certificate of Secondary Education

# Business & Communication Systems 3126

*3126/2F Paper 2 Foundation Tier*

## Mark Scheme

*2006 examination – June series*

Mark schemes are prepared by the Principal Examiner and considered, together with the relevant questions, by a panel of subject teachers. This mark scheme includes any amendments made at the standardisation meeting attended by all examiners and is the scheme which was used by them in this examination. The standardisation meeting ensures that the mark scheme covers the candidates' responses to questions and that every examiner understands and applies it in the same correct way. As preparation for the standardisation meeting each examiner analyses a number of candidates' scripts: alternative answers not already covered by the mark scheme are discussed at the meeting and legislated for. If, after this meeting, examiners encounter unusual answers which have not been discussed at the meeting they are required to refer these to the Principal Examiner.

It must be stressed that a mark scheme is a working document, in many cases further developed and expanded on the basis of candidates' reactions to a particular paper. Assumptions about future mark schemes on the basis of one year's document should be avoided; whilst the guiding principles of assessment remain constant, details will change, depending on the content of a particular examination paper.

## Paper 2 Foundation Tier 3126/2F

### Task One - Notice

**Total for this task: 10 marks**

(a) Correct all errors.

*(4 marks)*

Errors corrected – fastned - fastened (1), (p)upils - Pupils (1), meters - metres (1),  
beginners - beginners (1).

(b) Key in a suitable, eye-catching heading.

*(4 marks)*

Heading = safety (1), rules/instructions etc (1).

Use of ‘eye-catching’ features (2), eg larger font, different font type, style, effect, centred alignment. One mark each for the appropriate use of two features.

(c) The document should be in double line spacing.

*(1 mark)*

Double line spacing used.

(d) Use bullet points for each instruction.

*(1 mark)*

Bullet points used consistently.

(e) Save the file as **SAFETY2** and print it.

**Task Two – Spreadsheet****Total for this task: 32 marks**

(a) Recall the spreadsheet file **SALES** which is the Daily Sales Sheet for *Surf and Sail*.

(i) On 30 April 2006 there were two sales.

- Enter the date.
- Enter the necessary data from the receipts below. Make sure that all the information can be seen. *(4 marks)*

Correct date (1).

All details correct for Mambo T shirt (1) and Billabong rucksack (1). Columns widened to show all text (1).

(ii) Use formulae to calculate the following:

- the **Sales income** (**Quantity** × **Selling price**)
- the **Cost to shop** (half the **Sales income**)
- the **Shop profit** (**Selling price** – **Cost to shop**). *(3 marks)*

Correct formula (1) for Sales Income for both items.

Correct formula (1) for Cost to shop for both items.

Correct formula (1) for Shop profit for both items.

(iii) Beth wants the Daily Sales Sheet to have enough rows for ten sales. Leave eight rows blank. The next row will be used to total the sales information. Key in a suitable heading for this row. *(2 marks)*

Eight rows left for sales data (1), suitable heading for final row (1), eg Totals.

(iv) Complete this row by using formulae to calculate the following:

- the total **Sales income**
- the total **Cost to shop**
- the total **Shop profit**. *(3 marks)*

Correct formula (1) for Total Sales income.

Correct formula (1) for Total Cost to shop.

Correct formula (1) for Total Shop profit.

(v) The title and headings should stand out. Change the appearance of the font to improve them. *(2 marks)*

Main heading (1) and column headings (1) emphasised.

(vi) Format all columns containing currency to two decimal places and show the pound sign. (2 marks)

£ sign used correctly (1), two decimal places used correctly (1).

(vii) Save your spreadsheet as **SALES2** and print it.

Surf and Sail – Daily Sales Sheet					
<b>Date</b>	30 April 2006				
Goods Sold	Quantity	Selling price	Sales income	Cost to shop	Shop profit
Mambo T-shirt	1	£34.90	£34.90	£17.45	£17.45
Billabong rucksack	1	£48.90	£48.90	£24.45	£24.45
Daily totals			£83.80	£41.90	£41.90

(viii) Print your spreadsheet showing the formulae. (1 mark)

Surf and Sail – Daily Sales Sheet					
<b>Date</b>	38837				
Goods Sold	Quantity	Selling price	Sales income	Cost to shop	Profit
Mambo T-shirt	1	34.90	=B6*C6	=D6/2	=C6-E6
Billabong rucksack	1	48.90	=B7*C7	=D7/2	=C7-E7
Daily totals			=SUM(D6:D15)	=SUM(E6:E15)	=SUM(F6:F15)
		or	=SUM(D6:D15)	=D15/2	=C15-E15

(b) Recall the spreadsheet file **PROFIT**.

(i) Key in the total **Shop profit** figure for Sunday 30 April 2006 from your **SALES2** file. (1 mark)

Figure for total **Shop profit** inserted. Note: mark this from chart printout.

(ii) Create a line chart showing the values for **Shop Profit** and **School Profit**. (3 marks)

Line chart created (1), correct sets of values displayed (2).

(iii) Your chart should have the following details: (4 marks)

- a chart title

Suitable chart title (1).

- titles for the *x* and *y* axes

Suitable axes titles (1). Both *x* and *y* titles present for 1 mark.

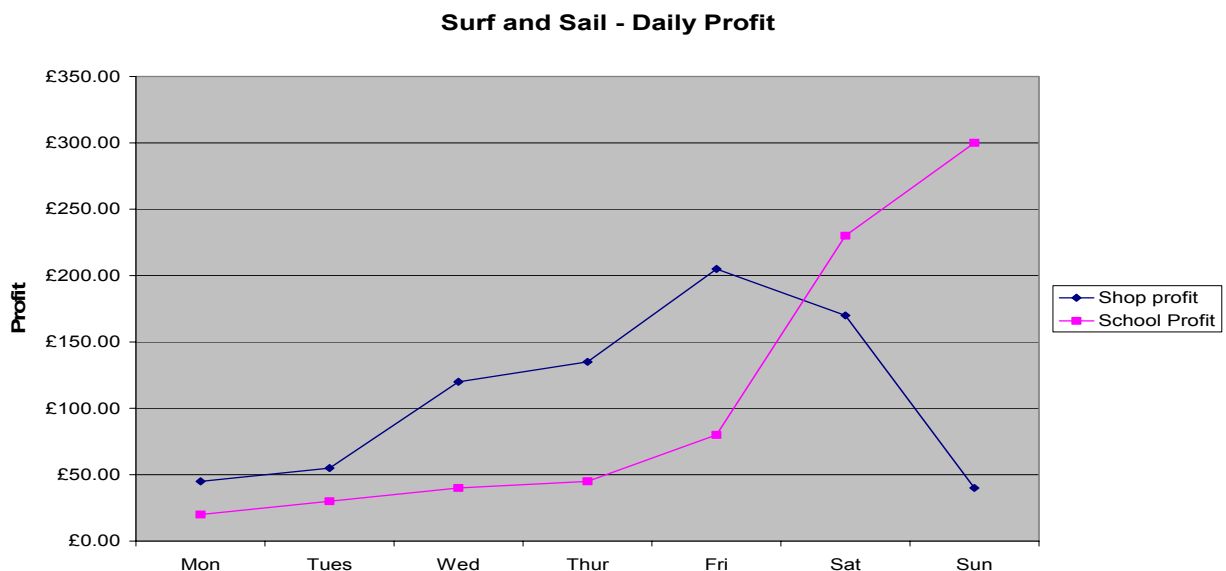
- labels for the *x* axis which should be the days of the week - Mon, Tues, etc

Days of the week used as axis labels (1).

- a key for each data series.

Key shown (1).

(iv) Save and print your chart.



(c) Word process a note to Beth.

(i) Using the information in your chart, explain how the profit from the shop and the school changes over the week. (4 marks)

Explain weekly changes in profit of shop and school.

Level	Marks	Descriptor	Example
Level 3	3/4	Trends in shop and school profit during the week and weekend compared.	Shop profit is greater than the school's in the week (1) but less at weekend (1).
Level 2	2	Detailed comment about either shop/school or makes vague comparison.	School profit increases through the week but much more rapidly at the weekend.
Level 1	1	Partly correct comment about either shop or school.	School profit increases through the week.

(ii) Explain **one** advantage of the **SALES** spreadsheet compared with using a calculator. Support your answer with an example from this spreadsheet. (3 marks)

Simple comment on advantages of spreadsheet, eg faster (1), with explanation (1), eg because formulae automatically recalculate, with example, eg calculation of Total Profit (1).

(iii) Save and print your note.

**Task Three – Database of accommodation****Total for this task: 30 marks**(a) Recall the database file **ACCOM**.

(i) Add the data from the two cards below to the database. (6 marks)

Each record: all entries correct (3), 1 mistake (2), 2 mistakes or more(1).  
Apply to each record.

(ii) At the moment, there are not enough fields to store all the data from each card.

- Add **two** extra fields to store **some** of the missing data. Give each field a heading.
- Key the new data from the cards above into the fields you have added.

(6 marks)

Fields created (2x1). Suitable headings (2x1). Correct data chosen (2x1).  
Note table below shows possible fields and appropriate data.

Name	Town	County	Postcode	Tel no.	Building Age	Meals
Old Rectory	Denam	East Sussex	DM31 7HF	01652 222119	Old	Local breakfast
George Hotel	Denam	East Sussex	DM31 7HG	01652 222114	Old	Wide range of meals

(b) (i) Sort the database in **descending** order of number of rooms. (1 mark)

Sorted in descending order by number of rooms.

(ii) Print these records showing the field headings. (1 mark)

All field headings printed.

Name	Road	Acc Type	No. room	Price	Place
George Hotel	High Street	Hotel	22	40	Town
Beach	Old Road	Hotel	20	60	Beach
Durrant	New Market St	Hotel	15	40	Town
Hope Anchor	Bell Street	Hotel	14	35	Town
River Haven	Winchester Road	Hotel	13	50	Beach
Green Owl	Beach Road	Pub	10	25	Beach
Old Borough Arms	Strand Way	Hotel	9	50	Town
Old Rectory	Church Road	B&B	7	25	Town
Wisteria Corner	Ferryman Road	B&B	5	18	Town
Ship Inn	Strand Way	Pub	4	30	Town
Beach Apartments	Old Road	Self catering	4	15	Beach
Forge House	Hope Street	B&B	3	14	Town

(iii) Search the database to answer the above enquiry.

(2 marks)

Record equal to (1) or greater than 14 found (1).

<b>Name</b>	<b>Road</b>	<b>Acc type</b>	<b>No. room</b>	<b>Price</b>	<b>Place</b>
George Hotel	High Street	Hotel	22	40	Town
Beach	Old Road	Hotel	20	60	Beach
Durrant	New Market St	Hotel	15	40	Town
Hope Anchor	Bell Street	Hotel	14	35	Town

(iv) Print the file.



- (c) (i) Recall the word processing file **MEMO** which is a copy of *Surf and Sail's* memo heading. Use it to write a memo to Beth. (2 marks)

Date – of test, To - Beth, From – candidate, all correct (1), Subject correct (1), eg Accommodation database.

Give Beth the answers to the following questions.

- (ii) Should the database file be sorted or searched to answer the enquiry in task 3(b) opposite? Explain your choice. (4 marks)

Level	Marks	Descriptor	Example
Level 3	3/4	A judgement is explained and reference is made to both types of software (1); reference is made to the need for 14 or more rooms (1).	Beth should search the database because it can show just the accommodation with 14 or more rooms. A sort will show all records.
Level 2	2	A judgement is explained. (Search or sort)	Beth should search the database, it will show just the information she needs.
Level 1	1	A simple judgement is made. (Search or sort).	Beth should search the database.

- (iii) What is the advantage to Beth of having any **one** of the fields that you added? (2 marks)

Comment on value of additional field (1) with reference to scenario (1).

- (iv) What search did you use in task 3(b)(iii)? (3 marks)

Comment on field – No of rooms (1), condition - equal to or greater than (1) and value -14 (1).

- (v) Save and print the memo.

You will be awarded up to three marks for accurate spelling, punctuation and the correct use of specialist terms. (3 marks)

Level 3	Good command of grammar and spelling, good use of specialist terms.	3 marks
Level 2	Reasonable command of grammar and spelling, some use of specialist terms.	2 marks
Level 1	Basic command of grammar and spelling, few if any specialist terms.	1 mark

**Task Four – Letter composition**

**Total for this task: 16 marks**

- (a) Set out the letter correctly using fully blocked style and open punctuation, including all the parts of a letter in the correct places. *(10 marks)*

Set out letter correctly.

Correct details: Date (1), addressee (1), address (1), salutation (1), complementary close (1), and signatory (1).

Correct layout: All parts in correct order (1), lines left justified (1), correct line spacing (1), open punctuation (1).

**Letter Layout**

**SURF AND SAIL**

43 North Street Denam East Sussex DM31 7HJ

16 May 2006 or 16<sup>th</sup> May 2006

Ms Katie Kosonie or Ms K Kosonie  
29 Winchelsea Road  
Longhampton or LONGHAMPTON  
Surrey  
LN3 7EJ

Dear Katie or Ms Kosonie or Madam

Yours sincerely or Yours faithfully (to match Madam)

Beth Watson or B Watson or B Watson (Ms)

- (b) Thank Katie for her enquiry. *(1 mark)*

Sentence, or up to end of part, thanking Mrs Kosonie.

- (c) Reply to the points Katie has made. *(4 marks)*

Apologise for failure (1), next date is 24 June (1), can arrange accommodation (1) + extra detail (1).

- (d) Ask Katie to contact Beth if she wishes to go ahead. *(1 mark)*

Please contact me, etc.

- (e) Save and print your letter.

**Task Five – Logo**

**Total for this task: 12 marks**

- (a) Use your computer to draw this logo. It should be about the same size as Beth's sketch. *(8 marks)*

Logo has continuous border (1), a title (1) which is centred (1). In the lower half is a circle (1) which is cut off at bottom (1). There is a straight line (1), across the lower quarter/third (1), the resulting bottom rectangle is filled (1).

- (b) Save your logo as **LOGO** and print it.

- (c) Re-open the word processing file **SAFETY2** used in **Task One**.

- (d) Copy and paste the logo onto the safety instructions. Reduce it to about half size and place it alongside the heading. *(4 marks)*

The complete logo is pasted in document (1), size reduced (1), alongside title (1) without the other text being disrupted (1).

- (e) Save the edited file and print it.