

General Certificate of Secondary Education  
June 2006

**BUSINESS AND COMMUNICATION SYSTEMS**  
**Paper 2 Controlled Test**  
**Higher Tier**

3126/2H

**H**



To be conducted between Monday 15 May 2006 and Friday 19 May 2006.

To be distributed to candidates at the start of the Controlled Test.

**For this paper you must have:**

- appropriate computer hardware and software
- a stationery folder
- 14 sheets of A4 plain paper

You may use a dictionary and a calculator.

Time allowed: 2 hours

**Instructions**

- You are to attempt **all** five tasks.
- You should put your Centre Number and Candidate Number (as shown on your Statement of Entry) at the top of every task **before** printing. The *Examining Body* for this paper is AQA. The *Paper Reference* is 3126/2H.
- You should complete the front of the stationery folder.
- This paper must be handed in at the end of the Controlled Test.

**Information**

- This paper consists of the following tasks:

<b>Task One</b>	<b>Notice</b>	<i>(10 marks)</i>
<b>Task Two</b>	<b>Spreadsheet</b>	<i>(38 marks)</i>
<b>Task Three</b>	<b>Database of accommodation</b>	<i>(24 marks)</i>
<b>Task Four</b>	<b>Letter composition</b>	<i>(16 marks)</i>
<b>Task Five</b>	<b>Logo</b>	<i>(12 marks)</i>

- The maximum mark for this paper is 100.
- The marks for tasks are shown in brackets.
- You are reminded of the need for good English and clear presentation in your answers. Quality of Written Communication will be assessed in your answers to Task Two and Task Four.
- You will be told the arrangements for printing at your Centre.
- If required, printing may be carried out after the two hours allocated for the paper have expired. No alterations to the text or layout may be made after the two hours have expired.
- You may ask for more plain paper if you require it.

**Advice**

- You are advised to spend five minutes reading the whole paper before you start work.

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Attempt **all** five tasks.

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**SCENARIO**

*Surf and Sail*

Beth Watson started off in business by opening *Surf and Sail* which is a shop selling surfing gear, eg clothes and surfboards. The shop made very little profit so she had to think of other things that she could do.

Near the shop is a large sandy beach. Beth decided to open a windsurfing school which has been very successful. She now employs two people in the shop and five more to give lessons.

**Task One – Notice****Total for this task: 10 marks**

All watersport activities are dangerous and so each pupil at the windsurfing school receives a set of safety instructions. It is important that these are read and followed. You have been asked to update these instructions.

Recall the word processing file **SAFETY**.

- (a) Correct all errors. *(4 marks)*
- (b) Key in a suitable, eye-catching heading. *(4 marks)*
- (c) The document should be in double line spacing. *(1 mark)*
- (d) Use bullet points for each instruction. *(1 mark)*
- (e) Save the file as **SAFETY2** and print it.

**Turn over for the next task**

**Turn over ►**

**Task Two – Spreadsheet****Total for this task: 38 marks**

The windsurfing school needs to make a profit.

Each summer the school has to buy new equipment which is expensive. However, once pupils start their course, the instructor's wage is the only extra cost. This is much less than the fee each pupil pays.

- (a) Beth would like to use a spreadsheet to calculate the profit or loss.

Recall the spreadsheet file **SCHOOL**.

- (i) Complete the **Lesson Costs** table using as many **formulae** as possible. You will need the following information.
- The cost of new equipment is £2000.
  - The cost of the instructor per pupil is £50.
- These amounts **do not change** as the number of pupils increases. *(6 marks)*
- (ii) Complete the **Lesson Income** table with as many **formulae** as possible. The income from each pupil is £100. *(3 marks)*
- (iii) Create a **new** table on this sheet to show the profit or loss of providing lessons for 1, 10, 20, 30, 40 and 50 pupils. Use as many **formulae** as possible to transfer data between tables. *(8 marks)*
- (iv) Format correctly the figures in all three tables. *(1 mark)*
- (v) Save and print the spreadsheet showing the formulae. *(1 mark)*
- (b) The same spreadsheet can be used to show the effect of changes in either costs or income.
- (i) Change the **Cost of new equipment** to £2500. *(1 mark)*
- (ii) Print the edited spreadsheet showing the figures.
- (c) (i) Create a line chart to show **Total lesson cost** and **Total lesson income**. The figures for the **Number of pupils** should be used as the  $x$  axis labels. *(6 marks)*
- (ii) Save and print the chart.

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- (d) (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. (1 mark)
- (ii) Describe **one** way in which the **information** in the chart would be of value to Beth. (2 marks)
- (iii) Explain to Beth what happens to her profits or losses when the **Cost of new equipment** changes to £2500. (2 marks)
- (iv) Explain the advantages to Beth of **this** spreadsheet when carrying out these calculations. (4 marks)
- (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)

**Turn over for the next task**

**Turn over ►**

**Task Three – Database of accommodation****Total for this task: 24 marks**

Pupils at the windsurfing school often ask Beth about places to stay. At first, Beth kept accommodation details on cards (see the page opposite).

Beth has now decided to use a database to store these details.

You have been asked to finish setting up the database. Recall the database file **PLACESTOSTAY**. Two fields, **Name** and **Age**, have already been set up.

- (a) The **Age** field stores a general comment about the age of the building. There are only **two** possible entries, either **New** or **Old**. Use the information from the cards on the opposite page to complete the **Age** field. *(3 marks)*
- (b) (i) Add **four** extra fields to the database to store some of the remaining details. Give each field a heading. *(5 marks)*
- (ii) Enter the details in the fields that you have added.
- The data in **one** of your fields must consist of only two or three possible entries like the **Age** field in task 3(a) above.
  - No field entry can have more than **four** words. *(6 marks)*
- (iii) Save and print the database showing the field headings.
- (c) Once the database has been created, it must be tested.
- (i) Sort the database in **ascending** order, using a field of your choice. *(1 mark)*
- (ii) Add a title identifying what you have just done to the data. *(2 marks)*
- (iii) Print the sorted database in list format, showing the field headings. *(1 mark)*
- (iv) Search the database to find all the **old** buildings. *(1 mark)*
- (v) Print the selected records in list format.
- (d) Write a note to Beth.
- (i) Identify another search which Beth could carry out on the **PLACESTOSTAY** database. *(3 marks)*
- (ii) Explain the benefit of this search. *(2 marks)*
- (iii) Save and print the note.

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**Accommodation Details****The Old School House**

Charming old house in the centre of town offering bed and breakfast. Lounge and dining room with log fires. Breakfast including local produce.

7 rooms. £25 per person per night

**The George Hotel**

A town centre hotel since 1575. Some rooms with four poster beds.

22 rooms. £40 per person per night

**The Haven Hotel**

A modern hotel on the Quay, near the centre of town. The Terrace Restaurant has a wide menu. The perfect place for that special occasion.

22 rooms. £35 per person per night

**The Place**

Opening 1 June. A new hotel with a modern image overlooking the beach, serving mainly locally-grown organic food.

20 rooms. £50 per person per night

**The White Cottage**

A modern bungalow on the edge of a peaceful village near Denam offering bed and breakfast. Beautiful garden where badgers and foxes come to eat.

4 rooms. £20 per person per night

**The Old Vicarage**

Old Victorian vicarage offering bed and breakfast accommodation. Furnished with antique furniture and old paintings. Near beach.

7 rooms. £25 per person per night

**The Regent Motel**

Modern building in town centre. All rooms have satellite TV.

15 rooms. £15 per person per night

**The Beach House Hotel**

Old coastguard cottages with a short walk to beach. Leisure centre with indoor heated swimming pool. Beauty treatments available.

14 rooms. £50 per person per night

**Turn over ►**

**Task Four – Letter composition****Total for this task: 16 marks**

The windsurfing courses are very popular but there are still some problems. The following telephone message has been received at the shop.

***Surf and Sail* – Telephone message**

Date: 12 May 2006

From: Katie Kosonie

Subject: Windsurfing course

She recently booked a weekend course. However, the course was cancelled at the last minute because it was too windy.

She has tried three times to contact us for another date but has not been able to get through. Also wants to know if we have any information about accommodation.

Her address is 29 Winchelsea Road, Longhampton, Surrey, LN3 7EJ

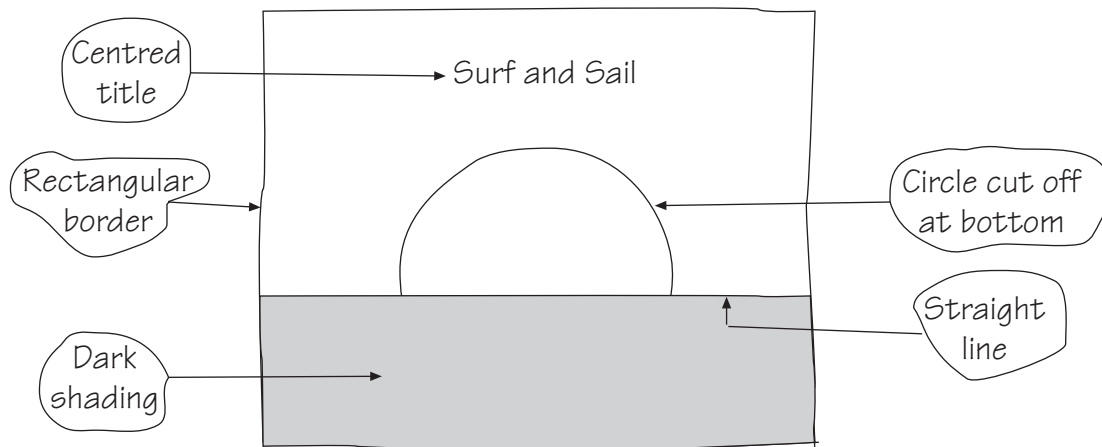
Recall the word processing file **LETTER** which is *Surf and Sail's* letterhead. Use it to compose a reply from Beth to Katie in answer to her enquiry. The next possible date for a course is 24 June.

- (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)
- (b) Thank Katie for her enquiry. (1 mark)
- (c) Reply to the points that Katie has made. (4 marks)
- (d) Ask Katie to contact Beth if she wishes to go ahead. (1 mark)
- (e) Save and print your letter.



**Task Five – Logo****Total for this task: 12 marks**

Beth needs a logo for the windsurfing school. She has drawn a rough sketch with some instructions, as shown below.



- (a) Use your computer to draw this logo. It should be about the same size as Beth's sketch. *(8 marks)*
- (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)*
- (e) Save the edited file and print it.

**END OF TASKS**

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