

**UNIVERSITY OF CAMBRIDGE LOCAL EXAMINATIONS SYNDICATE**  
**Joint Examination for the School Certificate**  
**and General Certificate of Education Ordinary Level**

**COMMERCIAL STUDIES**

**7101/3**

PAPER 3 Typewriting

**OCTOBER/NOVEMBER SESSION 2001**

2 hours

Additional materials:

A4 typing paper (9 sheets)

Cover sheet to indicate typewriter used – manual, electric, electronic

**TIME** 2 hours

**INSTRUCTIONS TO CANDIDATES**

Write your name, Centre number and candidate number in the spaces provided on the cover sheet.

Answer **all** questions.

Type your answers on the separate typing paper provided.

At the end of the examination, place your answers inside the cover sheet and fasten them securely together before handing them in.

**INFORMATION FOR CANDIDATES**

The number of marks is given in brackets [ ] at the end of each question or part question.

The insert is for use with Question 5. Two copies of this insert are enclosed.

You should read through the paper before answering the questions.

The businesses mentioned in the questions are entirely fictitious.

**INSTRUCTIONS TO SUPERVISORS**

The typed Accuracy Test (Question 1) must be attempted first and collected at the end of ten minutes.

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**This question paper consists of 7 printed pages, 1 blank page and 2 inserts.**



- 1 Type the following passage in double-line spacing. You have 10 minutes for this Accuracy Test. Make your own line-endings. **No correction of any kind is permitted. Any attempt at correction cancels your work.** [10]

#### HINTS FOR THE VISITOR TO MAURITIUS

There are some points to be borne in mind when visiting Mauritius or the nearby islands.

Visa – there is no requirement for a visa to Mauritius but if you are intending to visit other islands, a French visa is required. Money – travellers' cheques are easily changed in Mauritius, but again if you travel on to the other islands you will find it easier to use French francs. Credit cards are accepted on all the islands.

Costs – you can manage on US \$25 daily in Mauritius – but not in the other islands, where there is little low-priced accommodation. In the Seychelles there are regulations forbidding camping and accommodation prices are fixed, so think in terms of US \$50 daily. Most menus will be in French with Creole variations in some cases. French is the most widely spoken language, with local and Creole dialects, so it is important that you understand the language and the dialects before ordering food or making purchases.

If you want an active holiday there are some wonderful opportunities for you in these islands. Scuba is very popular in the diving locations in Mauritius, but it is not for the serious diver – really more for the learner diver. Snorkellers should take care because the sun can be very hot and burn the back. There are some really excellent surfing spots around Tamarin in Mauritius. There are also good opportunities for deep-sea fishing.

Horse riding opportunities are limited but there are attractions for anyone interested in the many forms of marine life. Coral reefs are home to a great variety of fish and underwater fauna. The fish are wonderfully colourful and at night the beauty of hard corals has to be seen to be believed. Dolphins are frequently seen playing around boats but whales have decreased due to hunting. Various developments in conservation have resulted in whale numbers now increasing again.

2 Type the following Income and Expenditure Account, following the layout provided below. [32]

Winton Sports and Social Club ← v.c. heading

Income and Expenditure Account  
for the year ending 31 December 2000

Centre headings

<u>Income</u>	£	<u>Expenditure</u>	£
Balance b/f from current a/c	1243.71	Hire of hall	366.37
Subscriptions	1415.00	Speakers	582.50
Visitors' fees	315.90	Newsletters	124.09
Trade activities	48.96	Committee expenses	200.43
Bank interest	49.21	Sports kits	150.00
Sale of sports kits	243.20	Catering	300.00
Badges	14.00	Equipment	500.00
Raffles	232.00	Balance to current a/c	1338.59
<b>Total</b>	<b>£ 3561.98</b>	<b>Total</b>	<b>£ 3561.98</b>

Checked and found correct

Signed \_\_\_\_\_  
Date \_\_\_\_\_

- 3 Your employer, Mr J Perkins, the Sales Manager, will be staying at a hotel on business on 3 January 2002. [28]

Compose and type a letter making his hotel reservation. Your firm's name and address is

Brown & Green  
Wholesale Sports Equipment  
15 The Grove Industrial Estate  
Birmingham  
BM3 8PP

Address the letter to

The Reservations Manager  
Carlton Hotel  
PO Box 100  
Bulawayo  
Zimbabwe

Date the letter for today and include the following points in your letter:

- (i) Book a single room with en-suite facilities.
- (ii) Book the room from 3 January 2002 for 5 nights.
- (iii) Say that your employer, Mr J Perkins, expects to arrive after lunch on 3 January 2002.
- (iv) Say that Mr Perkins expects to leave after lunch on 8 January 2002.
- (v) Mr Perkins would like laundry facilities during his stay.
- (vi) Mr Perkins would like e-mail facilities in his room.

Mr Perkins will sign the letter.

4 Type the following in double-line spacing, making the corrections indicated.

[22]

Beat that jet-lag! ← caps and  
underscore

There are many ways to beat that awful feeling - tired and generally "under the weather" following a journey by air. Tired - but unable to sleep, difficulty in concentrating, loss of appetite - all are symptoms of jet-lag.

These symptoms occur because the body's natural rhythm does not adjust easily to the new timing. The problem is often more pronounced in older people and when flying east // One way<sup>NP</sup> to contend with this unpleasant condition is - when ~~going~~ flying ~~east~~ west divide the time zones by 2 and when flying east divide by  $1\frac{1}{2}$ . When attending daytime business meetings try to time them to coincide with your home daytime.

<sup>NP</sup> // There are other things you can do to minimise the discomfort. Drink plenty l.c. of Non-alcoholic fluids and stretch your legs frequently. This reduces cramp. On arrival at your destination walk as much as possible. Fresh air,

light and exercise all help to <sup>naps</sup> adjust the body-clock. Short sleeps <sup>stet</sup> should be avoided and mild action sleeping pills can promote proper night-time sleep.

[HORMONE]

Some hormone medication is on the market but some people find it makes the condition worse and so it is not recommended.

- 5 Complete the monthly expenses claim form (Insert) with the details given below.

There are two copies of the form to help you if you make a mistake. **Complete one form only.** All work must be completed on the typewriter. Cross out any work you wish to be cancelled. Date the claim form for today. [8]

The details you have to complete are:

Name of employee – Mrs A Patel  
Payroll Number 45687  
Department – Project Engineering  
Position in firm – Project Development Manager  
Period of claim – October 2001  
Accommodation expenses – £145  
Fares – taxis £28  
Fares – rail (at home) £90  
Petrol – £200  
There are no entertainment expenses in October.

You will submit the completed form to Mrs A Patel for her signature.



Candidate Name \_\_\_\_\_

Centre Number

Candidate  
Number

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INSERT

**OCTOBER/NOVEMBER SESSION 2001**

2 hours

**INSTRUCTIONS TO CANDIDATES**

This insert is to be used for answering Question 5.

Write your name, Centre number and candidate number in the spaces at the top of this page.

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**This insert consists of 2 printed pages.**

MONTHLY EXPENSES CLAIM FORM

Name of employee .....

Payroll Number .....

Department .....

Position in firm .....

Period of claim .....

Accommodation expenses .....

Fares – taxis .....

Fares – rail at home/abroad\* .....

Petrol .....

Entertainment .....

\*delete where necessary

ALL RECEIPTS MUST BE ATTACHED TO THIS FORM.

Signed ..... Date .....

Candidate Name \_\_\_\_\_

Centre Number

Candidate  
Number

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