

**MARK SCHEME for the October/November 2008 question paper**

**7101 COMMERCIAL STUDIES**

**7101/03**

Paper 3 (Text Processing), maximum raw mark 100

This mark scheme is published as an aid to teachers and candidates, to indicate the requirements of the examination. It shows the basis on which Examiners were instructed to award marks. It does not indicate the details of the discussions that took place at an Examiners' meeting before marking began.

All Examiners are instructed that alternative correct answers and unexpected approaches in candidates' scripts must be given marks that fairly reflect the relevant knowledge and skills demonstrated.

Mark schemes must be read in conjunction with the question papers and the report on the examination.

- CIE will not enter into discussions or correspondence in connection with these mark schemes.

CIE is publishing the mark schemes for the October/November 2008 question papers for most IGCSE, GCE Advanced Level and Advanced Subsidiary Level syllabuses and some Ordinary Level syllabuses.

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### Task 1

Double line spacing	[1]
Acceptable side margins	[1]
Heading in caps	[1]
Accuracy	[7]

#### Accuracy

Deduct 1 mark per error to max 7

#### Short Working

All candidates are expected to reach the end of the passage, which represents a speed of 30 wpm.

Those who do not should be penalised under accuracy -1 mark per missing word.

This may result in a number of candidates, who are not typing at the required speed of 30 wpm, losing all their accuracy marks.

**[Total: 10]**

### Task 2

A4 plain paper with suitable margins	[1]
Main heading in bold caps	[2]
Side headings underlined	[1]
Table not ruled/headings underlined	[1]

#### Abbreviations

1 <sup>st</sup> para	wl, yr	[2]
6 <sup>th</sup> para	yr, w	[2]

#### Correction signs

1 <sup>st</sup> para	transpose	
5 <sup>th</sup> para	insert	
3 <sup>rd</sup> column tab	transpose, lc	
Final para	emphasise	[4]
Correct spacing between studio hrs		[1]

Accuracy	[6]
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**[Total: 20]**

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### Task 3

Headed paper used	[1]
Consistent layout and spacing between parts of letter	[1]
Open/closed punctuation	[1]
Today's date in full	[1]
Correct reference	[1]
Correct name and address of addressee	[1]
Suitable salutation and corresponding complimentary close	[2]
Signature block	[1]
Enc	[1]

#### Composition

Tone	(2)	
Punctuation	(2)	
Grammar	(2)	[6]

#### Content

Thanks for letter/correct date letter received	[1]
Joining before 31/1/09 personal training session free	[1]
Four membership types listed	[3]
Membership fee including personal programme, membership activation and personalised membership card	[2]
Health check before commencing programme	[1]
Leaflets enclosed	[1]
Accuracy	[5]

**[Total: 30]**

### Task 4

<b>(a)</b> MEMORANDUM in caps at top of page	[1]
Format To/From/Date	[1]
Correct information To and From	[1]
Correct date (accept abbreviated)	[1]
Subject Heading (correctly placed)	[1]
NP	[1]
lc	[1]
Insert	[1]
Accuracy	[2]

**[Total: 10]**

<b>(b)</b> Headings caps and double line spacing	[2]
Agenda in spaced caps	[1]
Correct capitalisation	[2]
Agenda items double line spacing	[1]
Accuracy	[4]

**[Total: 10]**

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### Task 5

- |   |     |
|---|-----|
| (a) Form used                           | [1] |
| Acceptable use of interliner throughout | [2] |
| Suitable spacing after side headings    | [2] |
| Alignment of information                | [1] |

#### Correct Information

- |                      |     |     |
|----------------------|-----|-----|
| Name                 | (1) |     |
| Address              | (1) |     |
| Email                | (1) |     |
| Tel No               | (1) |     |
| DOB                  | (1) |     |
| Occupation           | (1) | [6] |
| Mark 3 X's in boxes  |     | [1] |
| Delete as applicable |     | [1] |
| No signature         |     | [1] |
| No date              |     | [1] |
| Accuracy             |     | [4] |

**[Total: 20]**

- |  |     |
|--|-----|
| (b) Plain paper with suitable vertical placement | [1] |
| Side margins acceptable                          | [1] |
| Consistent space between columns                 | [2] |
| Heading in bold caps                             | [2] |
| Del  | [1] |
| Transpose  | [1] |
| Stet   | [1] |
| Retain abbreviations                             | [2] |
| Insert   | [1] |
| Double line spacing                              | [1] |
| Consistent spacing between times                 | [1] |
| Ruling as draft                                  | [1] |
| Consistent use of initial caps                   | [1] |
| Accuracy   | [4] |

**[Total: 20]**