

**MARK SCHEME for the October/November 2009 question paper  
for the guidance of teachers**

**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, which would have considered the acceptability of alternative answers.

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 2009 question papers for most IGCSE, GCE Advanced Level and Advanced Subsidiary Level syllabuses and some Ordinary Level syllabuses.



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- |   |                         |     |
|---|-------------------------|-----|
| 1 | Single line spacing     | [1] |
|   | Acceptable side margins | [1] |
|   | Heading in caps         | [1] |
|   | Accuracy                | [7] |

Accuracy

Deduct 1 mark per error to max of 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]**

- |   |                                      |     |
|---|--------------------------------------|-----|
| 2 | A4 plain paper with suitable margins | [1] |
|   | Main heading centred                 | [1] |
|   | Sub heading underscored              | [1] |
|   | Min 1 clear linespace after heading  | [1] |

Abbreviations

- |                           |        |     |
|---------------------------|--------|-----|
| 1 <sup>st</sup> paragraph | 'been' |     |
| 2 <sup>nd</sup> paragraph | 'will' | [1] |

Correction signs

- |                 |     |
|-----------------|-----|
| Uc              | [1] |
| Insert          | [1] |
| NP              | [1] |
| Stet            | [1] |
| Trs             | [1] |
| Del             | [1] |
| Centre and bold | [2] |
| Accuracy        | [7] |

**[Total: 20]**

Page 3	Mark Scheme: Teachers' version	Syllabus	Paper
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- 3 Head 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 [2]  
 Suitable salutation and corresponding complimentary close [2]  
 Signature block [1]  
 Enclosed wedding application form [1]

Composition

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

Content

- Thanks for letter/correct date letter received [1]  
 Enclosed brochure providing information [1]  
 Bookings before end of Jan 2010/free flight upgrade [1]  
 Savings and discounts on bookings of 10 or more [1]  
 Wedding application form enclosed and B\$200 deposit [1]  
 Accuracy [8]

[Total: 30]

- 4 (a) Memo/Memorandum at top [1]  
 Format 'From' 'To' etc. [1]  
 Correct information i.e. 'To', 'From' etc. [2]  
 Heading correctly placed [1]  
 Insertion – 'very' [1]  
 Accuracy [3]

Abbreviations

- 1<sup>st</sup> paragraph 'year'  
 2<sup>nd</sup> paragraph 'should'  
 3<sup>rd</sup> paragraph 'been' [1]

- (b) Four lines of heading with clear space between each line [2]  
 Agenda in caps or spaced caps [1]  
 Items in double line spacing [1]  
 Accuracy [6]

[Total: 20]

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- 5 (a) Form used [1]  
 Acceptable use of interliner throughout [2]  
 Suitable spacing after side headings and alignment where applicable [1]

Correct information

- Contact name  
 Address  
 Postcode  
 Date of wedding  
 Number of guests  
 Departure airport  
 Hotel choice  
 Resort 8 × 1 [8]
- Number of rooms selected [1]  
 Special requests [1]  
 No signature/date [1]  
 Accuracy [5]

**[Total: 20]**

- (b) Plain paper with vertical placement [1]  
 Headings in bold caps [2]  
 Side margins acceptable [1]  
 Consistent spacing between columns [1]  
 Table headings single line spacing [1]  
 Main table in double line spacing [1]  
 Stet [1]  
 NP [1]  
 Retain abbreviations [2]  
 No dittos [1]  
 Rule as draft [2]  
 Accuracy [6]

**[Total: 20]**