



UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
General Certificate of Education Ordinary Level

COMMERCIAL STUDIES

7101/03

Paper 3 Text Processing

October/November 2011

2 hours

Additional Materials: A4 plain paper (9 sheets)
Cover sheet to indicate whether typewriter or word processor used



READ THESE INSTRUCTIONS FIRST

You may use either a typewriter or a word processor for this examination.

Type or write your Centre number, candidate number and name on all the work you hand in.

Answer **all** questions.

Type your answers on the separate paper provided. Start each question on a fresh sheet of A4 paper.

Insert 1 is for use with Question 3. Two copies of this Insert are enclosed.

Insert 2 is for use with Question 5(a). Two copies of this Insert are enclosed. Attempt this question **only** if you are using a **typewriter**.

You should read through the paper before answering the questions.

The businesses described in this question paper are entirely fictitious.

If you experience any fault with your typewriter or word processor, tell the invigilator immediately.

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

At the end of the examination fasten your work securely together, before placing it inside the cover sheet.

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

This document consists of **9** printed pages, **3** blank pages, **2** Inserts and a cover sheet.



1 Accuracy Test

Produce the following passage in double line spacing.
You have **10 minutes** for this accuracy test.

[10]

WATER SPORTS IN ESTARTIT, COSTA BRAVA

It is hard to imagine surroundings less like a classroom – and yet the Spanish Mediterranean is certainly a place of learning!

Whether sailing, snorkelling or windsurfing, our instructors ensure that all participants quickly acquire confidence in their new-found skills.

Our Mediterranean centre is situated close to the beach and offers an action-packed programme of exciting watersports. Estartit boasts one of the biggest and best sandy beaches on the Costa Brava.

We ensure that students are occupied every evening. Our evening programmes offer something for everyone, including games on the beach or the nightly disco. Estartit has long been one of the most popular adventure destinations for UK schools, thanks to its sheltered coves and wonderful scenery. Based at the sheltered beach of Mas Pinell, a 10 minute walk from the centre of Estartit, our watersports programme is guaranteed to deliver plenty of fun and excitement in a warm and safe environment.

In the unlikely event of students tiring of the beach, there are the two major attractions of Wonderworld and Marineworld both within easy reach. Wonderworld is one of Europe's biggest water parks and boasts a wealth of thrill rides including a 250 metre long raft ride over steep hills, round sharp bends and through dark tunnels. If you are not terrified enough after that, try your hand at the bungee jumping! Marineworld has dolphin, sea lion and parrot shows, waterslides, a reptile house, zoo and boating lake.

2 Produce the following leaflet on a sheet of A4 plain paper.

Make all corrections as indicated. Do not rule the table.

[20]



FunBeach School Tours – Watersports Activities

All our beach resorts are hand-picked for their fantastic conditions for watersports. For sheer exhilaration nothing beats being out on the water. Not only w/ our fully qualified instructors give you the very best tuition, they also keep constant watch whilst you are out on the water. Their knowledge, together with the full range of safety equipment available, ensures that you are always in safe hands.

Kayaking

river Always fun and exciting. Depending on conditions you may capsize or simply enjoy the sight of others capsizing. To make sure you have a good time, the instructors may pull stunts like making you go down a rapid backwards ~~sideways~~ or organise a race with everyone in the group.

White Water Rafting

A recreational sport consisting of travelling downriver, using the current, in an inflatable raft. The rivers used are designated to a level of difficulty according to the speed of the current, the turbulence of water and the strength of whirlpools. This is an exciting sport you can enjoy w nature.

Windsurfing

① You ^{sail} glide effortlessly along the open water, with no noisy engine. From cruising along a lake to jumping the ocean waves, the fun is endless. Land-based instruction introduces yr students to all the basics before they take to the water.

Water Parks

The Boomerang is just one of the superb water rides and slides. Other favourites include the Black Hole involving plunging for over 100 metres around dark water-lined bends.

<u>Classes/Trips</u>	<u>Day</u>	<u>Time</u>
Kayaking	Mon	1.00 pm
White Water Rafting	Tue	2.30 pm
Windsurfing	Fri	2.00 pm
Water Parks	Sun	9.30 am

Boat trips of all kinds can be arranged. The choice of boats is extensive, ranging from catamarans to glass-bottomed boats, where students can take in the marine life below.

In addition to cruising around the coast, many boats drop anchor and offer swimming, snorkelling and banana boat rides. Parasailing can also be arranged.

The highlight of any boat trip is usually the sight of dolphins playing around the boat.

Emphasise
this paragraph

- 3 Parental/Guardian consent and medical information forms have been received for students wishing to take part in the forthcoming Watersports Holiday in Spain.

Using the headed paper provided (Insert 1), compose a letter from the details below to Parents/Guardians. Use today's date and the reference JL/your initials.

Use the subject heading WATERSPORTS HOLIDAY IN SPAIN 2012.

The letter will be signed by Mr J Lyon, Head of PE Department.

[30]

- Thank parents/guardians for completed consent and medical information forms.
- Inform them that their son/daughter has gained a place on the Watersports Holiday to Spain 2012.
- Mention that we are now able to provide them with some further details.

Departure	20 July 2012
Return	29 July 2012
Travel Company	FunBeach School Tours

- Tell them that the travel company has issued us with a payment schedule which must be followed. A deposit of £100 is due by Friday 25 November 2011 and the final balance must be paid by Friday 27 April 2012.
- Point out that all children will be issued with a payment card and this must be brought with them every time they wish to make a payment.
- In the final paragraph, say when we have received more information we will write to them again, although if they have any queries about this trip do not hesitate to contact me at school.

- 4 (a) Produce the following memorandum on A4 plain paper. The memo is **from** J Lyon, Head of PE Department **to** A Munoz, Deputy Head of PE Department.

Use today's date and the subject heading WATERSPORTS HOLIDAY IN SPAIN 2012. [10]

As you are aware, the final arrangements for the above event still have to be made.

Unfortunately, I have to spend the next seven days at a football tournament in France. I will have to ask you to take on all the last minute org of the collective passport and staff handbook.

I enclose a copy of the letter I have sent to Fun Beach School Tours. It gives the most recent numbers of students and staff. Please check these and write to them if there are any changes in numbers.

Contact me on my mobile phone if any problems arise.

4 (b) Produce a copy of the following Agenda on A4 plain paper.

[10]

Meeting of PE Staff
 Wednesday 9 November 2011
 2 pm
 in the lecture Theatre

CAPS

AGENDA Spaced Caps

Apologies for absence
 Minutes of the previous meeting
 Matters arising from previous meeting

Watersports holiday

Risk Assessment Plan

Collective passport

Staff handbook

i.e. Any Other Business

Date of next meeting

Agenda items in
 double line spacing

5 (a) FOR COMPLETION BY USERS OF TYPEWRITERS ONLY.

Use Insert 2 for this task.

If you are using a word processor, go to **Question 5 (b)**.

[20]

Please complete ALL sections of the attached form.

Student's details

Francoise Pires (Female)

DOB: 4 Sept 1998 AGE: 13

French nationality CLASS: 9B

Class Tutor: Miss Ying

Address

21 Moorfield Road

BRIGHTON

East Sussex SX12 6BP

Home Tel No: 0870 567 0124

CONTACT DETAILS

Parent: Jules Pires (Father)

Daytime Tel No: 0870 464 9178

Evening Tel: 0870 567 0124

Emergency Tel: 0777471122

DO NOT SIGN OR
DATE THE FORM

5 (b) FOR COMPLETION BY WORD PROCESSOR OPERATORS ONLY.

Set out the following table using A4 plain paper. Rule as indicated.

[20]

Risk Assessment Plan ^{CAPS}

u.c.
✓

Aspects to Consider	Control Measures	Level of Risk
Behaviour policy	Pupils <u>Students</u> briefed on non-smoking policy and evening supervision.	LOW
Airport	Regular head counts at check in and departure lounge. On aircraft comply with instructions - phones off.	LOW
Coach transfer to airport	Seatbelts worn at all times. Hand luggage safely stored. Students made aware of emergency exits.	MEDIUM
Hotel	Students informed of staff rooms in case of emergencies. Fire and evacuation procedures explained.	LOW
Visit to Water Park	Students will form themselves into buddy* groups of at least 3 or 4. They will be given a meeting point to return to. One member of staff to be on duty at meeting point for duration of visit. Clear return time given to students.	HIGH

1 point

* Buddy groups are 3 or 4 students under strict instruction to stay together in all situations.

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