

CAMBRIDGE INTERNATIONAL EXAMINATIONS

Cambridge Ordinary Level

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MARK SCHEME for the October/November 2014 series

7101 COMMERCIAL STUDIES

7101/32

Paper 3 (Text Processing), maximum raw mark 100

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Page 2	Mark Scheme	Syllabus	Paper
	Cambridge O Level – October/November 2014	710	

- 1 Double line spacing
 Acceptable side margins
 Heading in caps
 Accuracy

[Total: 10]

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

- 2 A4 plain paper with suitable margins [1]
 Embolden sub headings [1]
 Min 1 clear linespace after sub hdgs/including table hdgs [1]

Abbreviations

Shd × 2 [1]

Correction signs

- Uc – Summer Olympics [1]
 Del – the [1]
 Del – ic from Gymnastics [1]
 Insert - s (gymnasts) and box after (aid) [1]
 Insert – Uneven in table heading [1]
 Insert – that [1]
 New paragraph [1]
 Gymnasium (boxed) [1]
 Emphasise last paragraph [1]
 Do not rule table [1]
 Accuracy [6]

Page 3	Mark Scheme	Syllabus	Paper
	Cambridge O Level – October/November 2014	710	

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

Composition

- Tone
- Punctuation
- Grammar [6]

Content of Letter

- Thanks for completed app form/correct date received [1]
- Two sessions for Gym Tots
- Tues evenings and Saturday mornings/correct times [2]
- On completion daughter could be offered a place
- Dependent on strength, stamina and flexibility [2]
- Cost of course for ten week session
- Paid in cash or by cheque and payable to FF Gym [2]
- Safety reasons – loose top and shorts/no footwear
- Pierced ears must be covered/jewellery not worn [2]
- Final paragraph [1]
- Accuracy [6]

- 4 (a) Memo/memorandum at top [1]
- Format – From, To, Date etc. [1]
 - Correct information for above [1]
 - Heading correctly placed [1]
 - New paragraph [1]
 - Transpose [1]
 - Org (accept with z) testing abbreviated word [1]
 - Del [1]
 - Accuracy [2]

Page 4	Mark Scheme	Syllabus	Paper
	Cambridge O Level – October/November 2014	710	

- (b) Three lines of heading in bold
- Agenda in spaced caps and bold
- Double line spacing
- Stet (previous)
- Accuracy [5]
- Notes: accept numbering of agenda items
- Accept AOB/any capitalisation for Any other business

- 5 (a) Form used [1]
- Acceptable use of interliner throughout [2]
- Suitable spacing after side headings and Alignment where applicable [1]
- Correct information**
- Name [1]
- Address [1]
- DOB [1]
- Tel Nos [1]
- Email [1]
- Education [1]
- Medical History**
- Allergies [1]
- Medical [1]
- Doctor's Name [1]
- Address [1]
- No signature or date [1]
- Accuracy [5]

[Total: 20]

Page 5	Mark Scheme	System Paper
	Cambridge O Level – October/November 2014	710

- (b) Plain paper with vertical placement
- Heading Bold Caps
- Heading 2 Bold
- Consistent space between columns
- Consistent space between squads [1]

Printer Correction Signs

- Retain abbreviations (days) [1]
- Transpose [1]
- Stet [1]
- Delete [1]

Abbreviations

- Yrs × 3 (in full) [1]
- Rule as indicated [2]
- Accuracy [8]