

CAMBRIDGE INTERNATIONAL EXAMINATIONS
Joint Examination for the School Certificate
and General Certificate of Education Ordinary Level

7101/4
OCTOBER/NOVEMBER SESSION 2002

COMMERCIAL STUDIES
PAPER 4 Word Processing

2 hours

Additional materials:
A4 printer paper
Cover sheet to hold answers

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.

Print your answers for Question **1**, Question **3** and Question **4** on the separate printer paper provided, and for Question **2** on the insert.

Start each question on a fresh sheet of A4 paper.

If you use continuous stationery, separate the sheets before handing them in.

Ensure that each sheet contains your name, Centre number and candidate number, and the number of the question.

At the end of the examination place your answers inside the cover sheet and fasten them securely together before handing them in. Do not include any work which is not to be marked.

If you experience any fault with your computer, tell the invigilator immediately.

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 **2**. Two copies of this insert are enclosed.

- 1 The first page of the Prospectus for Carter's Adult Education College has been updated.

Retype this page on A4 plain paper with fully justified margins.

Make all the amendments and additions indicated.

As this page may need further revision, please type in double line spacing.

[30]

CARTER'S ADULT EDUCATION COLLEGE

Premier Road
JOHANNESBURG
South Africa

Carter's College was founded in 1980 by John James Carter, MA (Oxon) as a college for adults.

The college quickly grew in size and today offers some ⁴⁰~~30~~ subjects in ⁶~~7~~ different faculties – Mathematics, Science, Languages, Business Studies, Technology and Media Studies. *Computing* *list in alphabetical order*

By the end of the last century, the college had outgrown its buildings and a new programme was started. */run on*

We are pleased to say that this programme is now complete and all students will benefit from the extra space and modern facilities available.

A wide variety of

Courses are available to both part-time and full-time students and classes are held during the day and in the evenings.

We now have our own website on the internet and a fully-illustrated prospectus is available on request.

Staffing

We employ only the most highly qualified & dedicated staff to teach our small classes.

Our tutors are very experienced & knowledgeable in their specialist fields.

Fees

(+ still remains)

Our aim has always been to offer education at affordable prices. Whilst charges for L.C/ courses may fluctuate we assure our students that we sh do all in our power ^{step/} to keep ~~fees~~ ~~rates~~ as low as possible.

Buildings

An extensive building programme was undertaken during 2000 and the college now boasts some of the most modern and well-equipped teaching facilities in the country.

- 2 The college has received an enquiry from Miss Loveness Mphanje of P.O. Box 2, Maseru, Lesotho making enquiries about a course at the college.

Miss Mphanje wants to study Business Studies to examination level by way of a full-time course starting in January 2003.

She will be moving to Johannesburg for 1 year and would like to know whether the College can help her to find accommodation.

Compose a reply to Miss Mphanje and print a copy on the headed paper provided (insert).
[30]

- Thank her for her enquiry which was received yesterday.
- Tell her the college can offer a full-time course in Business Studies which includes subjects such as Business Practice, Commerce, Accountancy, Information Technology and Secretarial Skills.
- Assure her that she will be able to take external examinations in all subjects and also a group certificate, at the end of her course. The college enters mainly for Cambridge International Examinations at O level.
- Point out that the College Students' Union provides social sporting activities. See Prospectus. Wednesday afternoons are off-timetable to enable students to participate in organised sports.
- Say you are enclosing a Prospectus in which she will find full details of the courses and fees.
- Unfortunately the college cannot help with accommodation but tell her there is a large Youth Hostel in Johannesburg which may be able to help her. Alternatively she could look on the Internet for suitable accommodation in the city.

- 3 (a) Produce the following memorandum on A4 plain paper.

The memo is **from** Mrs Veronica Batu, the Principal, and is **to** all staff.

Use today's date and the subject heading NEW TERM.

N.P./ I am sure you will agree that we want to make the new term, starting in January 2003, a record year. [The extensive building development programme recently undertaken has left the college with a large ^{bank} overdraft which we need to reduce as soon as possible.

1/ I intend to hold a ^{full} staff meeting early next month to outline my ideas for improving student numbers.

run on/ (All staff will be expected to attend this meeting and, in the meantime, I would ask everyone to consider how numbers attending our courses can be increased.

I look forward to a lively and inspiring meeting.

(b) Produce the following Notice of Meeting on A4 plain paper.

Notice of Meeting of all staff of
Carter's Adult Education College
to be held in the ^{theatre} studio at 1900 hours
on Monday 4 December 2002.

All staff are expected to attend.

V Batu
Principal

4 Set out the following table of evening classes available and print a copy on A4 plain paper.
Rule as indicated.

Spring Term 2003 - underline
Timetable of Evening Classes - caps & underline
Business Studies Department - underline

Subject	Day	Time	Room	Tutor
<u>Computing</u>				
Elementary	Mon	1800-2000 hrs	D 21	Mr Mathias
Intermediate	Tues	1900-2100 (11)	D 26	Mr Scully
Advanced	Wed	1900-2130 "	D 30	Mr Thanis
<u>Business Studies</u>				
Beginners	Wed	1900-2100 hrs	C1	Mrs Unkomo
Examination	Thurs	1900-2100 "	C2	Miss Watkins
<u>Commerce</u>				
Stage I	Thurs	1900-2100 hrs	C1	Ms Sharma
Stage II	Wed	1900-2100 "	C2	Mr Chinelli
<u>Accountancy</u>				
Beginners	Fri	1800-2000 hrs	C3	MS Tite
O Level	Tues	1900-2100 "	C3	Mr Mugenyi
A Level	Mon	1900-2130 "	C3	Mr Patel

No dittos throughout

Retain abbreviations for all days of week.

Type in alphabetical order of subjects.

Candidate Name _____

Centre Number _____

Candidate Number _____

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INSERT

2 hours

INSTRUCTIONS TO CANDIDATES

This insert is to be used for answering Question **2**.

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

CARTER'S ADULT EDUCATION COLLEGE

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JOHANNESBURG
South Africa

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