



UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
General Certificate of Education Ordinary Level

COMMERCIAL STUDIES

7101/03

Paper 3 Text Processing

October/November 2007

2 hours

Additional Materials: A4 plain paper (9 sheets)
Cover sheet to indicate 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 **8** printed pages, **4** 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.

LONDON – A CITY FULL OF SURPRISES!

London is an amazing capital city. No matter how often you visit, there is always something new to surprise and delight.

London is a bustling multicultural city. It is also a city full of history, heritage and culture. Visit some 300 museums and art galleries or enjoy London's 6000 restaurants.

Trafalgar Square, London's most famous square is situated in the very heart of London, filled with tourists feeding pigeons! Nelson's Column commemorating the Battle of Trafalgar stands in the centre of the square.

Set on the banks of the River Thames, Hampton Court Palace has provided a luxurious retreat for many of Britain's most famous kings and queens. It so inspired Henry VIII that he spent three of his honeymoons here. Visitors still continue to escape to Britain's greatest palace to experience its history and grandeur.

Kensington Palace has been a royal residence for over 300 years. It was here that Queen Victoria was born and spent her childhood. Recently the palace was home to Diana, Princess of Wales. A permanent display of her dresses now adds a contemporary chapter to the Royal Ceremonial Dress Collection, which tells the fascinating story of court dress from the 18th century to the present day.

All tourists feel that a trip to London is not complete without the experience of an open-topped bus tour. One of the best ways to experience the sights and sounds of London is from the top of a double-decker bus.

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

Set

Famous

Great Tours and Attractions of London

Heading in Bold

Tour	Adult Price £	Child Price* £
<u>River Cruise</u> A cruise along the Thames includes St Paul's Cathedral, The Houses of Parliament, Tower of London, the Millennium Bridge.	18.50	9.50
London Eye Enjoy a ride on the London Eye and take in spectacular views of London and its famous landmarks.	12.50	6.50
Crown Jewels at the Tower of London One of the most famous buildings in the world. Meet the magnificent Beefeaters dressed as they were in Tudor times. Be dazzled by the breathtaking beauty of the Crown Jewels.	14.50	8.50
Buckingham Palace and Windsor Castle Visit the state rooms of the palace and walk through the gardens and past the lake. Watch the colourful ceremony - Changing of the Guard.	16.00	8.00

* 5-16 years

Please move Buckingham Palace Section to above Crown Jewels at the Tower of London section

and
 TOUR HEADINGS
 BOLD + UNDERLINED

del

- 3 You have received a letter from Miss A Jones who is the secretary of the International Club, 29 Valley Road, Oxford, OX3 2NS. Miss Jones would like to book the Crown Hotel for a weekend leisure break in June 2008 for 20 club members.

Using the headed paper provided on Insert 1, compose a letter from the details below. Use today's date and the reference TW/your initials.

The letter will be signed by Mr Thomas Westbrook, Hotel Reservations Manager. [30]

- Thank Miss Jones for her letter which was received yesterday (use correct date).
- Tell her that 8 single and 6 double rooms are available for the first two weeks in June.
- Say that she should book as early as possible as this is a busy holiday period.
- Mention that spacious en-suite rooms are fully air-conditioned with tea and coffee making facilities, trouser press, television and hairdryer.
- Tell her that facilities include an extensive leisure club with swimming pool, steam room, sauna and gym.
- Point out that our friendly, helpful staff will be happy to discuss/book excursions to any of London's attractions during the weekend break.
- Mention that special discounted rates are available for bookings made before the end of February 2008.
- In the final paragraph, say that a copy of our brochure is enclosed, giving details of prices and excursions. If she needs any further information, please contact me.

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

The memo is **from** Patrick Rowlinson, Administrative Assistant **to** Farida Patel, Manager.

Use today's date and the subject heading LEISURE CLUB ANNUAL DINNER DANCE. [10]

I enclose a draft notice advertising the Leisure Club Annual Dinner Dance to be held at the Crown Hotel in the Regency Ballroom on Saturday 23 February 2008.]

A menu for this event is being prepared and I will let you have a copy for your approval as soon as possible.

When the draft notice has been finalised please arrange for it to be printed and distributed to local clubs in the city centre.

This event has proved to be very popular in the past so once again we can hopefully look forward to a very successful evening.

- 4 (b) Using a variety of fonts and display methods, prepare a notice with the following

CROWN HOTEL

PRESENTS

LEISURE CLUB ANNUAL DINNER DANCE

IN THE REGENCY BALLROOM

ON SATURDAY ^{23 FEBRUARY} ~~19 JANUARY~~ 2008

7 PM 3 COURSE DINNER
WITH COFFEE AND MINTS

8 - 11.30 PM DANCING TO FAT
^{BLUES}
DADDY BUZZ BAND

BUCKS FIZZ RECEPTION

TICKETS £25

Stet

/A

BOOK EARLY TO GU/RANTEE YOUR PLACE
RESERVATIONS NEEDED BY 9 JANUARY 2008

5 (a) FOR COMPLETION BY USERS OF TYPEWRITERS ONLY

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

Please complete all sections of the attached form

Name & Address of Organiser: Miss A Jones
29 Valley Road
Oxford OX3 2NS

Telephone: 01694 37667

Arrival date:

Miss Jones would like to book the following:

8 single and 6 double bedrooms for 3 days with a special request for non-smoking bedrooms.

Credit card No 27936404

Valid from 0905 Valid to 0907

DO NOT SIGN OR DATE THE FORM

5 (b) FOR COMPLETION BY WORD PROCESSOR OPERATORS ONLY

Display the following menu using A4 plain paper. Make all corrections as indicated and pay special attention to display.

CROWN HOTEL
(Great Hotels of the World)

Font size 18

DINNER MENU

Font size 16

Starters

Soup of the Evening

Garnished with cream and a freshly baked roll

Steamed Mussels

*Steamed in white wine and cream with chopped herbs**

Melon Pearls and Orange Salad

Served with freshly chopped coconut

Main Courses

Pan Fried Fillet of Seabass*

del

Served with a red onion and mixed pepper salad

Sirloin of Beef

✓

Served with chilli beans ^{with} ~~and~~ crispy potatoes

Tagliatelle Pasta

roasted

Served with Mediterranean vegetables

Desserts

Warm apple tart and Vanilla Ice Cream

Fresh Fruit Salad with Cream or Ice Cream

Banoffi Pie with Freshly Whipped Cream

u.c.

BANOFFI

BOLD
AND
CENTRED

// DAILY Specials are displayed on the Menu Board
in the Reception Area

* All Fish is purchased daily, therefore occasionally
some items may not be available.

