



UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
General Certificate of Education Ordinary Level

COMMERCIAL STUDIES

7101/03

Paper 3 Text Processing

October/November 2012

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 and **3** blank pages, **2** Inserts and a cover sheet.



BLANK PAGE

1 Accuracy Test

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

[10]

THE WOODLAND BOTANIC GARDEN

The Woodland Botanic Garden is located on the outskirts of Melbourne, Australia. It is more than just a botanic garden. It is near the famous Great Ocean Road and is renowned for its spectacular views. An arts and crafts market and various activities are held throughout the year.

Hundreds of visitors love to come to the garden from late August to early October to see the wonderful displays of spring flowers. The main display is approached by crossing two bridges, leading to a wooded island where plant enthusiasts will find tulips, narcissus and magnolias. Woodland paths lead through shady areas and the views across the lake to the rest of the gardens are truly magical.

Passion, experience and an understanding of plants have earned these botanic gardens a reputation for quality and innovation. You will find all the new ideas you need for your garden, as well as stylish gifts from the arts and crafts market. We even have our own souvenir shop selling beautiful glassware, gifts and books.

Whether you have planned to spend the day or just called in to get some inspiration, we have everything you could possibly need to make your visit a pleasure.

With so much to see, you may need to take a break and you will be spoilt for choice. Our Ocean Road Cafe and Magnolia Restaurant serve anything from a quick coffee to a full meal. Make a day of it with a hot lunch or snack – or try one of our freshly baked cakes which are made in our bakery.

- 2 On a sheet of A4 plain paper, display the following newsletter.

Make all corrections as indicated.

[20]

The Woodland Botanic Garden Newsletter

Heading centred
caps and bold

News and Events

events

- ① Catch up on the latest ~~news~~ from the Woodland Botanic Garden and check out our exciting range of forthcoming events.

Melbourne Parrots and Cockatoos

Come and meet people and birds from Melbourne Parrots and Cockatoos. All of the birds in the display are hand-reared and approachable. This means you can touch them and have your photograph taken w them.

Fruit Festival

Join us for the start of our Festival celebrating fantastic Fruit, including tastings, demonstrations and lots of information and tips on growing yr own. More and more people are starting to grow their own fruit and vegetables. You can now find out all you need to know at our "grow your own day".

A Guided Walk in Magnolia Woods

You are invited to a two-mile ramble through Magnolia Woods, returning to the Ocean Road Cafe in time for an early lunch or coffee with a home-made cake.

Art Class

Whether you are an absolute beginner or more experienced why not discover more about painting with a local artist.

Aster Festival

hand Come and enjoy the spectacular displays of asters on the island / along the trails surrounding the botanic garden. Join the group for a wildflower walk every Sunday.

Floristry Masterclass

Our floral classes are a practical experience where you will discover your creative powers and produce designs in a relaxed, enjoyable environment.

Arts and Crafts Market

We are hosting our arts and crafts market on the first Saturday of every month.

Emphasise
this
paragraph

If you would like to be informed in advance of these events then we would be delighted to do so. // Write or email and give details of your name and address.

- 3 You have received a letter from Mr E Abrahams, who is the Secretary of the Exotic Birds Club, 10 Meadowcroft Lane, Crewe, Cheshire CE20 1TG. Mr Abrahams would like to book the Parrots and Cockatoos event in January 2013 for 20 club members.

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

The letter will be signed by Miss Petronelle Moanda, Reservations Manager. [30]

- Thank Mr Abrahams for his letter which was received yesterday (use correct date).
- Tell him that this event is very popular, so early booking is recommended.
- Mention that the event lasts for approximately two hours and includes afternoon tea and cakes in the Ocean Road Cafe. The cost of the event, including refreshments, is \$25 per person.
- Point out that group and individual photographs are available at an additional cost of \$6.
- Inform him that special discounted rates are available for bookings made before the end of December 2012.
- In the final paragraph, say that a copy of our brochure is enclosed, giving details of prices. If he needs any further information, our friendly, helpful staff will be happy to help.
- End the letter by saying that we look forward to his reply.

BLANK PAGE

- 4 (a) Produce the following memorandum on A4 plain paper. The memo is **from** Boban Pomeyie, Admin Assistant **to** Lubna Ahmed, Publicity Manager.

Use today's date and the subject heading MAGNOLIA RETIREMENT PARTY.

[10]

del
/events and
I enclose a letter from Kylie Duncan. She would like ~~would like~~ to make a booking in the Magnolia Restaurant for a group of eighteen people to celebrate her retirement. She has requested information on / menus during the month of February 2013.

trs
It appears we are almost out of stock of publicity leaflets. If this is the case, I think we should order two thousand. Please check that all the information in the current leaflets is correct and up-to-date.

Enc

- 4 (b) Prepare a menu for display in the Magnolia Restaurant. Use a variety of fonts and display methods to make the menu attractive. [10]

Magnolia Restaurant - Caps

Daily Specials — Sp Caps

11.30am - 2.00pm Monday to Saturday

Booking is required. Please enquire in the restaurant
or telephone 9777778

Starters

Soup of the day

Mushroom Risotto

Greek Salad

Main Meals

Oven Baked ^{Ecod} Hake

Roast Rump of beef

Garlic and Thyme Roast Chicken

Desserts

Vanilla Cheesecake

Strawberry Trifle

Apple Crumble and Custard

All our main meals are accompanied by a selection
of fresh seasonal vegetables or salad.

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

Name & address of organiser: Ms T Muamba
101 Mulvern Road
Melbourne.

Telephone No: 9777100
Email: muamba.tia@bigpond.au.com

Ms Muamba would like to book a Guided Walk in Magnolia Woods for 30 people.

Cost \$5 per person and would like to pay by cheque. Total cost \$150

She would like to receive a copy of events for 2013.

Code CWBW Date of Trip 20 March 2013

DO NOT SIGN OR DATE
THE FORM

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

Display the following programme using A4 plain paper. Make all corrections. Rule as indicated. [20]

The Woodland Botanic Garden
Events / Classes
Spring Programme

CAPS
a
Centre

Months in full

hrs

Event / Class	Time Date	Price per person \$
Melbourne Parrots and Cockatoos	Saturday 7 Jan	10 10
Fruit Festival (Free Tasting)	Saturday 11 Feb	5
A Guided Walk in Magnolia Woods	Sunday 18 Mar	15*
Art Class	Sunday 11 Mar	10
Aster Festival	Sunday 25 Mar	5
Floristry Masterclass	Sunday 8 Apr	10
Jewellery Fair	Saturday 21 Apr	FREE

* includes refreshments

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