



Cambridge International Examinations
Cambridge Ordinary Level

COMMERCIAL STUDIES

7101/31

Paper 3 Text Processing

October/November 2014

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**.

DO NOT WRITE IN ANY BARCODES.

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.

BLANK PAGE

1 Accuracy Test

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

[10]

ARTISTIC GYMNASTICS

One of the most popular Olympic sports is artistic gymnastics. Breathtaking to watch and exciting to perform, it is a very demanding sport requiring a unique combination of strength and flexibility in addition to stamina.

Artistic gymnastics has existed for 200 years but its development as a competitive sport began more than 100 years ago. Artistic gymnastics enjoys worldwide popularity, especially during the Olympics.

Gymnastics introduces people from an early age to the benefits of a healthy lifestyle, leading to a variety of opportunities of enjoyable and rewarding competitive as well as non-competitive sport. Taking part in a sport like gymnastics gives a huge amount of pleasure to participants. It also encourages self-confidence, fitness and motivation. Participation develops body awareness, strength, flexibility and co-ordination, which can be drawn upon during other physical activities and sports.

Gymnasts must also possess psychological qualities such as courage to attempt difficult moves and to compete under intense pressure. It is an excellent sport for children to pursue and the skills they learn will stay with them for a lifetime.

The diversity of the sport, varying equipment and a mix of skills and competencies has created a sport that meets the needs of a wide range of participants.

For beauty, elegance and superb displays of strength and courage, there are few sports that can match gymnastics.

If you want to see what the world looks like upside down, join a gymnastics club today!

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

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

[20]

WOMEN'S ARTISTIC GYMNASTICS

TURNING YOUR WORLD UPSIDE DOWN

v.c. ~~Gymnastics~~ is a sport that often only catches the public eye during larger world-wide events like the summer olympics. However, gymnastics is a sport that participants practise and compete in all the year-round, ranging from pre-school level all the way up to the professional level. In each gymnastic competition, gymnasts can compete in many events, which require a wide range of skills from strength routines to elegant movements.

emphasise headings

Beam

del The balance beam is one of the main events for women's gymnastics. The beam event includes mounting, dismounting and acrobatic movements on a balance beam. Gymnasts mount the beam from the floor mat or by using a springboard. A beam routine is an exercise in precision with little room for error.

The gymnast performs a combination of acrobatic elements, leaps, jumps, steps, spins and balance elements. These can be done standing, sitting or lying on the beam. A requirement is that the gymnast uses the entire length of the beam, with routines using a series of acrobatic elements.

Floor Exercise

The floor exercise allows the gymnasts' their moment in the spotlight and is considered by many to be the most expressive piece of women's gymnastics. This is an area of impressive tumbling and also demonstrates gymnasts' personality and expression.

A floor routine, always accompanied by music, includes a combination of dance movements and sequences as well as a variety of tumbling and acrobatic elements. The whole floor area must be used in the routine with clear variances in mood, tempo and direction. Individuality, originality and artistry of presentation are the key ingredients of a great routine.

Vault

The vault is an explosive and exciting event. The gymnast runs as fast as possible in order to build momentum for her vault. The run-up is very important to help the

hs

gymnast generate the lift and height needed to perform the skill. The pre-flight is the time when the gymnast hits the springboard and makes contact with the table.

A good vault should land at least 2 metres from the table and include no steps on landing.

Uneven Bars

Uneven bars provide double the challenge for gymnasts. Swinging and continuous movements are required. Routines include movements in both directions as well as above and below the bars. Elements with twists and somersaults with multiple grip changes and high flights are awarded with the highest scores.

Under the overall description of gymnastics are the individual disciplines and within these disciplines are the most popular and challenging moves. These include:

<u>Uneven</u>	<u>Beam</u>	<u>Floor Exercise</u>	<u>Vault</u>	<u>Bars</u>
	Side Somersault	Double Pike	Yurchenko	Gienger
	Free Cartwheel	Double Twist	Tsukahara	Jaeger
	Flick Layout	Front Arabian	Handspring	Tkachev

Maintaining a Safe Environment for Gymnasts

that/h Get into the habit of checking the equipment is in good working order. Equipment shd be spaced well apart and set up in a way that gymnasts do not collide with other gymnasts or equipment. // The floors of the gymnasium shd be well padded to reduce the force from landings. Mats should be placed under the equipment and properly secured at all times.

gymnasium

box/h Make sure there is a first aid and someone qualified to administer it when practising and competing.

Remember: Gymnastics is not a dangerous sport as long as safety precautions and good preparation is undertaken before and during each session.

Emphasise this paragraph

- 3 You have received an application form from Mrs D Rouwanda, 78 Palm Tree Avenue, Rose Hill, Mauritius. She would like her daughter to be considered for a place on the Gym Tots session at Flight First Gymnastics Club.

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

The letter will be signed by Mr Rahul Bapoo, Senior Coach. [30]

- Thank Mrs Rouwanda for the completed application form which was received yesterday. Use today's date and the reference RB/your initials.
- Inform her that there are two sessions for Gym Tots. The first is on Tuesday evenings, 5 – 6 pm and the second is on Saturday mornings 9 – 10 am.
- Tell her that on completion of the sessions her daughter could be offered a place in a range of squads in the club. This will be dependent on strength, stamina, flexibility and tension demonstrated over the sessions.
- Mention that the cost is \$30 for a ten week session and this can be paid in cash or by cheque. Cheques should be made payable to Flight First Gymnastics Club.
- Tell her that for safety reasons her daughter will need a loose top and shorts and will not require any footwear. Pierced ears must be covered with plasters and jewellery must not be worn.
- In the final paragraph tell her I look forward to meeting her next week. Do not hesitate to contact me if she requires any further information.

BLANK PAGE

- 4 (a) Produce the following memorandum on A4 plain paper. The memo is from Rahul Bapoo, Senior Coach and is to Parents/Guardians.

Use today's date and the subject heading NEWS UPDATE.

[10]

To ensure that our org runs smoothly, in a friendly and efficient manner, we are looking for volunteers to sit on the committee. If you would like to put yourself forward for a position, then please contact a committee member as soon as possible.] As we enter a new year, insurance for all gymnasts must be renewed. The insurance for the current year will be \$25. Please make sure that this payment is made before the end of January 2015.

del

It is ~~therefore~~ very important that you inform us of any changes in your child's circumstances.

Ers

I enclose a form for all gymnasts to be completed.

Knc

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

[10]

Meeting of Flight First Gymnastics Club

20 February 2015

7.30pm in the Gymnastics Hall

Bold

AGENDA — Spaced caps + bold

Apologies for absence

Minutes of the last previous meeting

skt

Grant application

Proposed new site

Fundraising

Club insurance

Coaching qualifications

Dates of competitions for 2015

AOB

Date of next meeting

Agenda items in
double line
spacing

- 5 (a) FOR COMPLETION BY USERS OF TYPEWRITERS ONLY. IF YOU ARE USING A WORD PROCESSOR, GO TO QUESTION 5(b).

Use Insert 2 for this task.

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

[20]

Name Blessed Rusape
Address 12 Orchard Avenue
Port Louis
Tel 0910 263 1026
Emergency 05061813900 email rusapeb@mu
DOB 14 April 2008
School Saint Ambrose
Doctor's Name A Zimba
Address Langton Surgery
Langton Way
Port Louis
Allergies Nuts
Medical Asthma

Do not sign or
date the form

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

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

[20]

Flight First Gymnastics Club — CAPS & BOLD
 Sessions, Schedules and Fees — BOLD

Retain abbreviations
for days

✓

Sessions	Day/s	Time	Cost Per Month \$
<u>Gym Tots</u> A fun class for children aged 2-3 yrs. Aimed at developing balance, co-ordination, strength and flexibility.	Tues Sat	5-6 pm 9-10 am	30 per ten weeks
<u>Cubs</u> A selected group aged between 5 and 7 yrs with the potential to succeed.	Mon Wed	6-7 pm 6-7 pm	30
<u>Pre-school</u> A carefully devised development scheme for children aged 4-5 yrs.	Wed Tues Sat	4-5 pm 10-11 am	35
<u>Beginners</u> Classes designed to teach basic gymnastic shapes and skills.	Thurs Fri	5-6 pm 5-6 pm	30
<u>Intermediate</u> Gymnasts train 2/3 sessions per week and compete in local competitions.	Mon Wed	6-9 pm 6-9 pm	55
<u>Elite</u> Gymnasts have opportunity to train at higher skill levels. Intense training sessions competing at regional level.	Mon Tues Wed Fri	6-9 pm 6-9 pm 6-8 pm 6-8 pm	70

del

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