

UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS  
GCE Ordinary Level

**MARK SCHEME for the October/November 2009 question paper  
for the guidance of teachers**

**7101 COMMERCIAL STUDIES**

**7101/03** Paper 3 (Text Processing), maximum raw mark 100

This mark scheme is published as an aid to teachers and candidates, to indicate the requirements of the examination. It shows the basis on which Examiners were instructed to award marks. It does not indicate the details of the discussions that took place at an Examiners' meeting before marking began, which would have considered the acceptability of alternative answers.

Mark schemes must be read in conjunction with the question papers and the report on the examination.

- CIE will not enter into discussions or correspondence in connection with these mark schemes.

CIE is publishing the mark schemes for the October/November 2009 question papers for most IGCSE, GCE Advanced Level and Advanced Subsidiary Level syllabuses and some Ordinary Level syllabuses.

|               |                                            |                 |
|---------------|--------------------------------------------|-----------------|
| <b>Page 2</b> | <b>Mark Scheme: Teachers' version</b>      | <b>Syllabus</b> |
|               | <b>GCE O LEVEL – October/November 2009</b> | <b>7101</b>     |

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

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.

**[Total: 10]**

- 2 A4 plain paper with suitable margins [1]  
Main heading centred [1]  
Sub heading underscored [1]  
Min 1 clear linespace after heading [1]

Abbreviations

- 1<sup>st</sup> paragraph 'been'  
2<sup>nd</sup> paragraph 'will' [1]

Correction signs

- Uc [1]  
Insert [1]  
NP [1]  
Stet [1]  
Trs [1]  
Del [1]  
Centre and bold [2]  
Accuracy [7]

**[Total: 20]**

|               |                                            |                 |
|---------------|--------------------------------------------|-----------------|
| <b>Page 3</b> | <b>Mark Scheme: Teachers' version</b>      | <b>Syllabus</b> |
|               | <b>GCE O LEVEL – October/November 2009</b> | <b>7101</b>     |

- 3** Head paper used  
 Consistent layout and spacing between parts of letter  
 Open/closed punctuation  
 'Today's date' in full  
 Correct reference  
 Correct name and address of addressee  
 Suitable salutation and corresponding complimentary close  
 Signature block  
 Enclosed wedding application form

Composition

- Tone (2)  
 Punctuation (2)  
 Grammar (2) [6]

Content

- Thanks for letter/correct date letter received [1]  
 Enclosed brochure providing information [1]  
 Bookings before end of Jan 2010/free flight upgrade [1]  
 Savings and discounts on bookings of 10 or more [1]  
 Wedding application form enclosed and B\$200 deposit [1]  
 Accuracy [8]

**[Total: 30]**

- 4 (a)** Memo/Memorandum at top [1]  
 Format 'From' 'To' etc. [1]  
 Correct information i.e. 'To', 'From' etc. [2]  
 Heading correctly placed [1]  
 Insertion – 'very' [1]  
 Accuracy [3]

Abbreviations

- 1<sup>st</sup> paragraph 'year'  
 2<sup>nd</sup> paragraph 'should'  
 3<sup>rd</sup> paragraph 'been' [1]

- (b)** Four lines of heading with clear space between each line [2]  
 Agenda in caps or spaced caps [1]  
 Items in double line spacing [1]  
 Accuracy [6]

**[Total: 20]**

|        |                                     |          |
|--------|-------------------------------------|----------|
| Page 4 | Mark Scheme: Teachers' version      | Syllabus |
|        | GCE O LEVEL – October/November 2009 | 7101     |

- 5 (a) Form used  
 Acceptable use of interliner throughout  
 Suitable spacing after side headings and alignment where applicable

Correct information

Contact name

Address

Postcode

Date of wedding

Number of guests

Departure airport

Hotel choice

Resort

8 × 1

[8]

Number of rooms selected

[1]

Special requests

[1]

No signature/date

[1]

Accuracy

[5]

**[Total: 20]**

- (b) Plain paper with vertical placement  
 Headings in bold caps  
 Side margins acceptable  
 Consistent spacing between columns  
 Table headings single line spacing  
 Main table in double line spacing  
 Stet  
 NP  
 Retain abbreviations  
 No dittos  
 Rule as draft  
 Accuracy

[1]

[2]

[1]

[1]

[1]

[1]

[1]

[1]

[2]

[1]

[2]

[6]

**[Total: 20]**