CAMBRIDGE INTERNATIONAL EXAMINATIONS

Cambridge Ordinary Level

MARK SCHEME for the October/November 2014 series

7101 COMMERCIAL STUDIES

7101/31   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 should be read in conjunction with the question paper and the Principal Examiner Report for Teachers.

Cambridge will not enter into discussions about these mark schemes.

Cambridge is publishing the mark schemes for the October/November 2014 series for most Cambridge IGCSE®, Cambridge International A and AS Level components and some Cambridge O Level components.

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1   Double line spacing   [1]
    Acceptable side margins   [1]
    Heading in caps   [1]
    Accuracy   [7]

[Total: 10]

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

2   A4 plain paper with suitable margins   [1]
    Embolden sub headings   [1]
    Min 1 clear linespace after sub hdgs/including table hdgs   [1]

Abbreviations

Shd $\times$ 2   [1]

Correction signs

Uc – Summer Olympics   [1]
Del – the   [1]
Del – ic from Gymnastics   [1]
Insert - s (gymnasts) and box after (aid)   [1]
Insert – Uneven in table heading   [1]
Insert – that   [1]
New paragraph   [1]

Gymnasium (boxed)   [1]
Emphasise last paragraph   [1]
Do not rule table   [1]

Accuracy   [6]

3   Heading paper used   [1]
   Consistent layout and spacing between parts of letter   [1]
   Open/closed punctuation   [1]
   Today's date in full   [1]
   Correct reference   [1]
   Correct name and address of addressee   [1]
   Suitable salutation and corresponding complimentary close   [1]
   Signature block   [1]

   Composition

   Tone
   Punctuation
   Grammar   [6]

   Content of Letter

   Thanks for completed app form/correct date received   [1]

   Two sessions for Gym Tots
   Tues evenings and Saturday mornings/correct times   [2]

   On completion daughter could be offered a place
   Dependent on strength, stamina and flexibility   [2]

   Cost of course for ten week session
   Paid in cash or by cheque and payable to FF Gym   [2]

   Safety reasons – loose top and shorts/no footwear
   Pierced ears must be covered/jewellery not worn   [2]

   Final paragraph   [1]

   Accuracy   [6]

4   **(a)**   Memo/memorandum at top   [1]
            Format – From, To, Date etc.   [1]
            Correct information for above   [1]
            Heading correctly placed   [1]
            New paragraph   [1]
            Transpose   [1]
            Org (accept with z) testing abbreviated word   [1]
            Del   [1]
            Accuracy   [2]

(b) Three lines of heading in bold [1]
Agenda in spaced caps and bold [2]
Double line spacing [1]
Stet (previous) [1]

Accuracy [5]

Notes: accept numbering of agenda items
Accept AOB/any capitalisation for Any other business

5 **(a)** Form used [1]

Acceptable use of interliner throughout [2]

Suitable spacing after side headings and
Alignment where applicable [1]

Correct information

Name [1]
Address [1]
DOB [1]
Tel Nos [1]
Email [1]

Education [1]

Medical History

Allergies [1]
Medical [1]
Doctor's Name [1]
Address [1]

No signature or date [1]

Accuracy [5]

[Total: 20]

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(b) Plain paper with vertical placement [1]
Heading Bold Caps [1]
Heading 2 Bold [1]
Consistent space between columns [1]
Consistent space between squads [1]

Printer Correction Signs

Retain abbreviations (days) [1]
Transpose [1]
Stet [1]
Delete [1]

Abbreviations

Yrs × 3 (in full) [1]
Rule as indicated [2]
Accuracy [8]