CAMBRIDGE INTERNATIONAL EXAMINATIONS

Cambridge Ordinary Level

MARK SCHEME for the October/November 2015 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.

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CAMBRIDGE
International Examinations

Page 2	Mark Scheme	Syllabus	Paper
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1 Single line spacing [1]
Acceptable side margins [1]
Heading in caps [1]
Accuracy [7]

[Total Marks: 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 correct speed of 30 wpm, losing all their accuracy marks.

2 A4 plain paper with suitable margins [1]
Main heads in bold, caps and centred [2]
New paragraph [1]
Insert (in full) and insert (s) improvements [1]
Do not rule tables × 2 [2]
Headings in bold (Table 1) [1]
Delete monthly and west [1]

Abbreviations
bn   (1st para customer feedback) [1]

shd (3rd para customer feedback) [1]

wl   (1st para In-house training) [1]

Correction signs
Transpose (Course and Departments) [1]
Underline Customer Feedback & In-house Training [1]
Correct spacing between all paragraphs [1]
Accuracy [5]

3 Headed paper used [1]
Consistent layout and spacing between parts of letter [1]
Open/closed punctuation [1]
Today's date in full [1]
Correct reference (any acceptable reference) [1]
Correct name and address of addressee [1]
Suitable salutation and correct corresponding close [2]
Enc [1]
Tone [2]
Punctuation [2]
Grammar [2]

Thank Mr Khan for his letter – correct date [2]
Committed to delivering high quality training courses [1]
Use the very best instructors [1]
Training products designed & developed to high standards [1]
Excellent discounts for multi bookings [1]
Enclose a timetable of courses for 2016 [1]

Buffet lunch and certificates included in price [1]
Brochure enclosed giving full details of courses and fees [1]
Accuracy [6]

4 Single line spacing [1]
Suitable margins [1]
Heading in caps [1]
Side headings underlined [1]
Consistent spacing before/after side headings [1]
Perforated line for signature [1]

Abbreviations
bn [1]

wl [1]

shd [1]

Correction signs
Insert (previous) [1]

Del **up** (Fire evacuation para) and **a** (First aid para) [1]

NP [1]

Do not sign minutes [1]

Accuracy [7]

Page 4	Mark Scheme	Syllabus	Paper
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5 (a) Form used [1]
Acceptable use of interliner throughout [1]
Suitable use of spacing and alignment throughout [1]

<u>Correct information</u>
Injured person [1]
Date of birth [1]
Home address [1]
Job Title [1]
Department [1]
Date and time of accident [1]
Where accident happened [1]
How did accident occur [1]
Details of injury [1]
Witness [1]
Reported by [1]
Accident recorded [1]
Do not sign or date the form [1]
Accuracy [4]

(b) Plain paper with suitable vertical placement [1]
Side margins acceptable [1]
Consistent spacing between columns [1]
Acceptable spacing between courses [1]
Heading in bold caps [2]
Move – first aid refresher [1]
Delete – Feb [1]
Footnotes (in headings × 1 and footnotes correct × 1) [2]
Do not penalise **accuracy** if candidates type footnotes as part of heading
Ruling as draft [2]
Accuracy [8]