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.

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
    1st paragraph   'been'
    2nd 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]

3   Head paper used
     Consistent layout and spacing between parts of letter
     Open/closed punctuation
     'Today's date' in full   [1]
     Correct reference   [1]
     Correct name and address of addressee   [2]
     Suitable salutation and corresponding complimentary close   [2]
     Signature block   [1]
     Enclosed wedding application form   [1]

     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
          1st paragraph 'year'
          2nd paragraph 'should'
          3rd 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]

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

<u>Correct information</u>
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   [1]
Headings in bold caps   [2]
Side margins acceptable   [1]
Consistent spacing between columns   [1]
Table headings single line spacing   [1]
Main table in double line spacing   [1]
Stet   [1]
NP   [1]
Retain abbreviations   [2]
No dittos   [1]
Rule as draft   [2]
Accuracy   [6]

[Total: 20]