

**MARK SCHEME for the October/November 2011 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.

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

Cambridge is publishing the mark schemes for the October/November 2011 question papers for most IGCSE, GCE Advanced Level and Advanced Subsidiary Level syllabuses and some Ordinary Level syllabuses.

| | | |
|--------|-------------------------------------|----------|
| Page 2 | Mark Scheme: Teachers' version | Syllabus |
| | GCE O LEVEL – October/November 2011 | 7101 |

- 1 Double line spacing
- Acceptable side margins
- Heading in capitals
- Accuracy

[Total: 10]

Accuracy

Deduct 1 mark per error to maximum 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]
- Main heading in capitals [1]
- Sub-headings underscored [1]
- Minimum 1 clear line space after heading [1]

Abbreviations

- 1st para wl [1]
- 3rd para w [1]
- 4th para yr [1]

Correction signs

- 2nd para insert (river) delete (sideways) [2]
- 4th para stet (glide) [1]
- Last para emphasise [1]

- Do not rule tabulation [1]
- Accuracy [8]

[Total: 20]

| | | |
|--------|-------------------------------------|----------|
| Page 3 | Mark Scheme: Teachers' version | Syllabus |
| | GCE O LEVEL – October/November 2011 | 7101 |

| | | | |
|----------|--|-----|-----|
| 3 | Headed paper used | | |
| | Consistent layout and spacing between parts of letter | | |
| | Open/closed punctuation | | |
| | Today's date in full | | |
| | Correct reference | | [1] |
| | Correct addressees | | [1] |
| | Suitable salutation and corresponding complimentary close | | [2] |
| | Signature block | | [1] |
| | <u>Composition</u> | | |
| | Tone | (2) | |
| | Punctuation | (2) | |
| | Grammar | (2) | [6] |
| | <u>Content</u> | | |
| | Thanks parents/guardians for completed consent and medical forms | | [1] |
| | Informed that son/daughter has gained place | | [1] |
| | Further details – departure/return travel company | | [1] |
| | Travel company has issued payment schedule | | [1] |
| | Deposit of £100 due by Friday 25 November 2011 | | [1] |
| | Final balance to be paid by 27 April 2012 | | [1] |
| | Issued with payment card | | [1] |
| | Will write again – contact school if any queries | | [1] |
| | Accuracy | | [7] |

[Total: 30]

| | | | |
|----------|---------------------------------------|--|-----|
| 4 | (a) Memo/Memorandum at top | | [1] |
| | Format From, To etc. | | [1] |
| | Correct information for From, To etc. | | [1] |
| | Heading correctly placed | | [1] |
| | Org | | [1] |
| | Close up | | [1] |
| | Run on | | [1] |
| | Accuracy | | [3] |

[Total: 10]

| | | | |
|------------|-----------------------------------|--|-----|
| (b) | Four lines of heading in capitals | | [1] |
| | Agenda in spaced capitals | | [1] |
| | Items in double line spacing | | [1] |
| | Lower case | | [1] |
| | Accuracy | | [6] |

[Total: 10]

| | | |
|---------------|--|-----------------|
| Page 4 | Mark Scheme: Teachers' version | Syllabus |
| | GCE O LEVEL – October/November 2011 | 7101 |

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

Student's details

- Surname/forename
 Male deleted
 Class/class tutor
 DOB/AGE
 Tel No
 Nationality
 Address/Postcode [7]

Contact details

- Name of parent/guardian
 Relation
 Daytime Tel
 Evening Tel
 Emergency Tel [5]

- No signature/date [1]
 Options correctly deleted [1]
 Accuracy [2]

[Total: 20]

- (b) Plain paper with vertical placement [1]
 Headings in capitals [1]
 Side margins acceptable [1]
 Consistent spacing between columns [1]
 Consistent spacing between items [1]
 Stet (students) [1]
 Transpose [1]
 Policy (uc) [1]
 Insert (point) [1]
 Footnote in body and correct spacing [2]
 Rule as draft [2]
 Accuracy [7]

[Total: 20]