

**OXFORD CAMBRIDGE AND RSA EXAMINATIONS**

**LEVEL 1 TEXT PROCESSING  
(BUSINESS PROFESSIONAL)**

**TEXT PRODUCTION – SCREEN READER**

Scheme Code: **00004**

Question Paper Reference: **SUMMER 09**

This question paper may be taken within these dates:  
**1 JUNE 2009 – 21 AUGUST 2009**

**TIME: 1 HOUR 50 MINUTES**

**INSTRUCTIONS TO CANDIDATES**

Please insert your Centre Number, the Scheme Code and the Question Paper Reference on your Unit Submission Folder. Your invigilator may help you with this.

A period of 1 hour 50 minutes is allowed for this examination and you may use a typewriter or a word processor.

The letter must be produced on OCR supplied letterhead template. The letterhead may be pre-printed for candidates using a typewriter.

Please insert your Name, Centre Number and Document Number on every page.

Any form of correcting material/mechanism may be used.

If you are using a word processor, save each document as a separate file ready for printing out later. You must carry out the printing yourself. Printing may be undertaken outside the 1 hour 50 minutes allowed for this examination but no amendments can be made to the text after that time has expired. Your invigilator will tell you the exact printing arrangements for your centre.

You should use a screen reader to proofread all your work. If you are using a typewriter you will require access to scanning facilities.

This tape contains the main text for Documents 1, 2 and 3.

A separate dictated Resource Sheet contains additional text for inclusion in one of the documents.

**Please make sure that you:**

Complete all three documents.

Insert today's date on the letter unless otherwise instructed.

Correct the errors of agreement and expand the specified abbreviations.

Make sure that you are familiar with these instructions as penalties may be incurred if they are not followed.

**ADDITIONAL INFORMATION**

Tests taken after 21 August 2009 using this question paper will not be accepted. Candidates should sit this paper only once.

**Credit**

Successful achievement of the live assessment for this unit will award you with 4 credits.

**The examination will now begin.**

QCA Accreditation Number: A/501/5812

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**H553 SUM09**  
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