# OCR
RECOGNISING ACHIEVEMENT

## OXFORD CAMBRIDGE AND RSA EXAMINATIONS

## LEVEL 2 TEXT PROCESSING
## (BUSINESS PROFESSIONAL)

Scheme Code: **06976**

### AUDIO-TRANSCRIPTION

Question Paper
Reference: **AUTUMN 09**

This question paper may only be taken within these dates:
**19 OCTOBER 2009 – 11 DECEMBER 2009**     **TIME: 1 HOUR 30 MINUTES**

### INSTRUCTIONS TO CANDIDATES

Please insert your Centre Number, the Scheme Code and the Question Paper reference on your Unit Submission Folder.

You may use either a typewriter or a word processor to complete this examination.

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

Complete all documents.

The letter and memo must be produced on the OCR supplied templates, either pre-printed or recalled on a word processor. You must not make any changes to the template headings.

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

Candidates using a word processor will be given the location of the template(s) by the Invigilator.

Carry out the printing and routing of all documents yourself, which must be supervised by an Invigilator.

Assemble your completed work in the order in which it is presented in this paper and cross through any work which you do not wish to be marked.

### INFORMATION FOR CANDIDATES

Candidate information is provided overleaf to assist with transcription.

The Invigilator will announce some additional information for one of the documents during the course of the examination.

If you are using a typewriter, you may use the memory facility available, but this must be cleared before the start of the examination.

Printing may be undertaken outside the examination time.

In the absence of specific instructions on style of presentation (eg underlining, capitalisation for headings and listed items), you may use your own discretion. Ruling of tabulated material is not required.

Any form of correcting material/mechanism may be used.

Extra copies may be produced as carbon copies, additional printouts, or photocopies.

No amendments may be made to the text after the 1 hour 30 minutes allowed for this examination other than to insert characters not available on the keyboard or printer, which must be supervised by the Invigilator.

### ADDITIONAL INFORMATION

Tests taken outside the specified dates 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.

QCA Accreditation Number: K/501/4221

**H509 AUT09**

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**CANDIDATE INFORMATION SHEET**

**DOCUMENT 1**

**Included in dictation:**

Stephen Jacobs
Retail Price Index
Elaine Anthony
Service Director
Grace Logan

**References:**

EA/BD

**Address:**

Poet's Cottage
4 Runneymede
DORCHESTER
DT2 4BH

**NB:  All other instructions (eg courtesy titles, headings, etc) will be given in the dictation.**

**CANDIDATE INFORMATION SHEET**

**DOCUMENT 2**

**Included in dictation:**

Kalvinder Dhillon
All Staff
Rupert Montford
Poole
Bournemouth

**References:**

KD/ME

**Address:**

**NB:  All other instructions (eg courtesy titles, headings, etc) will be given in the dictation.**

**CANDIDATE INFORMATION SHEET**

**DOCUMENT 3**

**Included in dictation:**

Hurstdene

**References:**

**Address:**

**NB:  All other instructions (eg courtesy titles, headings, etc) will be given in the dictation.**