

**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**

**RECORDING SCRIPT – NOT FOR PUBLICATION**

**Oxford, Cambridge and RSA Examinations Level 2 Text Processing (Business Professional).**

**This is the dictation for the Autumn 2009 examination for Level 2 Audio-Transcription.**

**DOCUMENT 1**

**(Operator: this is a letter to Mr Stephen Jacobs. Please take two extra copies. The address is on the information sheet. Please type: Our ref EA/(oblique)BD)**

**(Please mark in closed capitals) URGENT AND CONFIDENTIAL**

Dear Mr Jacobs

**(Heading with initial capitals and underlined)** Reward Mortgage Plan

When you took out your mortgage with us you chose to have a bonus on an increasing basis. **(full stop)** This links the benefit to the Retail Price Index allowing the value to be protected against the effects of inflation. **(full stop)** The reward amount and premium decrease **(Operator: correction)** increase each year. **(full stop)** These new amounts are shown on the enclosed document. **(full stop)** The other benefits in your plan remain unaffected by this increase. **(paragraph)**

The new total premium will be fifty-two pounds. **(full stop)** Your direct debit will be amended to collect this new amount on the last working day of next month. **(paragraph)**

Your plan can be altered to take account of changes in your circumstances. **(full stop)** For example you may add or remove benefits if you need different types of cover. **(paragraph)**

Please retain this letter with your policy documents. **(full stop)** If you would like any further information please contact our client service administrator or phone our head office.

Yours sincerely

Elaine Anthony  
Service Director

(enc)

**(Operator: one copy is for Grace Logan – indicate routing)**

## DOCUMENT 2

**(Operator: this is a memo from Kalvinder Dhillon to All Staff). Please use reference KD/(oblique)ME)**

**(Heading with closed capitals and centred) COMPANY EXPANSION**

I am pleased to inform you that as from next month Rupert Montford is joining our staff. **(full stop)** He has much experience as a business tax partner. **(full stop)** He will head the tax advisory team and be in charge of the following: **(colon)**

**(Operator: four numbered items follow)**

- One Companies purchasing their own shares **(new line)**
- Two Maximising tax allowances on property sales and purchases **(new line)**
- Three Buying and selling of companies **(new line)**
- Four Merging of partnerships into limited companies **(Operator: that is the end of numbered items)**

Our objective **(Operator: correction)** aim is to provide a complete financial service to our clients. **(full stop)** This includes guidance on investment and pensions through to financial planning. **(full stop)** A new aspect I am thinking about for the future is a share valuation service. **(paragraph)**

**(Operator: please emphasise the following paragraph)**

Our size and independence allow us to keep overhead costs to a minimum. **(full stop)** This means our fees are competitive when compared with a smaller practice. **(paragraph)**

I have chosen not to open an office in Poole but to extend our branch here in Bournemouth.

**DOCUMENT 3**

**(Operator: this is a report. Please use double linespacing)**

**(Heading in closed capitals)** HURSTDENE BOWLS CLUB TOURNAMENT

Entries for the bowls club tournament this year are excellent. **(full stop)** The closing date for entries was extended by three months and this has been a great help. **(full stop)** The table below shows the number of entries this year and percentage increase over last year.

**(full stop)**

**(Operator: a three column table with headings follows: Column 1 has a longest line of 14 characters, Column 2 has a longest line of 17 characters, Column 3 has a longest line of 19 characters. The three headings are as follows)**

Competition	Entries this year	Percentage increase
-------------	-------------------	---------------------

**(Operator: six lines of information follow)**

mixed pairs	eighty five	thirteen
pairs ladies	twenty seven	<b>(Operator: one moment please)</b> four
pairs men	one hundred and forty two	eleven
singles ladies	forty nine	ten
singles men	two hundred and fifty one	seventeen
triples men	seventy nine	twelve

**(Operator: that is the end of the table)**

**(Operator: please leave a vertical space of at least 50 mm here)**

It was very pleasing to note **(Operator: this information was given to you earlier)** who have entered this year. **(paragraph)**

**(Operator: please change to single linespacing for the following paragraph)**

The club is fully committed to improving the condition of the bowling green. **(full stop)**

However this has proved rather difficult due to the severe weather. **(full stop)** Nevertheless once the weather has improved the bowling green will be cut daily to keep it in first class order. **(paragraph)**

**(Operator: that is the end of the paragraph in single linespacing)**

Once again I must ask players to remember the importance of the role of the marker. **(full stop)** If we do not have people to mark the doubles **(Operator: correction)** singles tournament then there will not be a competition. **(paragraph)**

The tournament last year was a great success. **(full stop)** I hope that this year the event can continue to improve and grow.

**That is the end of the dictation for the Level 2 Text Processing  
(Business Professional) Autumn 2009 examination in Audio-Transcription.**