

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

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

Scheme Code: **06976**

AUDIO-TRANSCRIPTION

Question Paper
Reference: **SPRING 09**

This question paper may be taken within these dates:
16 FEBRUARY 2009 – 8 MAY 2009

TIME: 1 HOUR 30 MINUTES

Recording Script – not for publication.

**Oxford, Cambridge and RSA Examinations Level 2 Text Processing
(Business Professional) Audio-Transcription. This is the dictation for the Spring 2009
examination in Level 2 Audio-Transcription.**

DOCUMENT 1

(Operator: this is a letter to Mr and Mrs Yakov Benezra. Please take two extra copies. The address is on the information sheet. Please type: Our ref EM/(oblique)SE)

(Please mark in closed capitals) AS REQUESTED

Dear Mr and Mrs Benezra

(Heading with initial capitals and underlined) Purpose Built Apartments

We have pleasure in detailing two apartments for sale. **(full stop)** Further properties are itemised on the enclosed leaflet. **(paragraph)**

Beachview is a spacious third floor apartment. **(full stop)** It is situated near the beach on the east cliff. **(full stop)** There are three bedrooms one of which is en suite plus a family bathroom. **(full stop)** The property stands in pleasant grounds **(Operator: correction)** gardens which are laid to lawn. **(full stop)** An underground garage space is available. **(paragraph)**

Solent Manor is a three bedroom garden apartment situated in close proximity to the town centre. **(full stop)** It comprises a large living room and fitted kitchen. **(full stop)** There is a shower room and separate bathroom. **(full stop)** The property is held on a nine hundred year lease with a share of the freehold. **(paragraph)**

I will inform our Lilliput office and let them know of your requirements. **(full stop)** Should you wish to view these properties please do not hesitate to contact us.

Yours sincerely

Ethan Myers
Senior Negotiator

(Enc)

(Operator: one copy is for Julian Ashford – indicate routing)

DOCUMENT 2

(Operator: this is an advertisement)

(Heading with block capitals) INDEPENDENT LIVING

We are a leading supplier of mobility products. **(full stop)** We have been in the mobility market for sixty years and pride ourselves on our customer service. **(full stop)** Our products are selected to improve your lifestyle giving you freedom and independence. **(paragraph)**

(Operator: please emphasise and centre the following sentence)

Listed are some of the items we supply: **(colon)**

(Operator: four numbered items follow)

One Adjustable beds and chairs. **(paragraph)**

Two Bath lifts and air cushions. **(paragraph)**

Three Electric and manual wheelchairs. **(paragraph)**

Four Electric scooters. **(paragraph)**

When you purchase a mobility aid such as an adjustable bed expert installers will convey the item to your home. **(full stop)** They will set it up and explain how the product works. **(paragraph)**

Our products are affordable and of high quality plus we have a large range of stock. **(full stop)** We gain our knowledge by listening to customers **(Operator: correction)** clients and promise that you will be supplied with the product that matches your specific needs. **(paragraph)**

If you require a particular item or have something in mind, **(comma)** phone or visit us at one of our many showrooms.

DOCUMENT 3

(Operator: this is an article. Please use double linespacing)

(Heading with block capitals) THE DIVERSITY OF WINE

Wine has a history dating back eight thousand years. **(full stop)** It is an alcoholic beverage made from grapes. **(full stop)** The natural chemical balance of grapes means that additional sugar is not needed. **(full stop)** Apples and berries can also be made into wine. **(full stop)**

(Operator: please leave a vertical space of at least 75 mm here)

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

Production is carried out by **(Operator: this information was given to you earlier)** which consumes the sugars found in the grapes. **(full stop)** This is converted into alcohol. **(full stop)** Several varieties of grapes and yeast are used depending on the type of wine produced. **(paragraph)**

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

Below are examples of the many types that can be purchased: **(colon)**

(Operator: a three column table with headings follows: Column 1 has a longest line of 15 characters, Column 2 has a longest line of 16 characters, Column 3 has a longest line of 14 characters. The three headings are as follows)

type	price per bottle	price per case
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(Operator: six lines of information follow)

Champagne	twenty pounds	one hundred pounds
dry white	five pounds	twenty five pounds
medium white	four pounds (Operator: one moment please)	twenty pounds
Red	eight pounds	forty pounds
sparkling white	four pounds	twenty pounds
sweet white	three pounds	fifteen pounds

(Operator: that is the end of the table)

Most wine is sold in green **(Operator: correction)** glass bottles and is sealed using a cork. **(full stop)** However a growing number of producers have begun to seal their product with screw caps or synthetic plastic corks. **(paragraph)**

Wine is a pure food product that is perishable. **(full stop)** If left exposed to cold or fluctuations in temperature it can spoil. **(full stop)** When properly stored it not only maintains its quality but can actually improve as it matures.

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