

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

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.

Letters and memos must be produced on OCR supplied templates, either pre-printed or by use of a template.

Insert today's date on letters and memos unless otherwise instructed.

Carry out the routing of extra copies yourself.

You must carry out all of your own printing.

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

For some documents, you will be required to refer to the Candidate Information Sheets provided overleaf.

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 commencement of the examination.

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.

Credit

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

ADDITIONAL INFORMATION

Tests taken after 8 May 2009 using this question paper will not be accepted. Candidates should sit this paper only once.

QCA Accreditation Number: K/501/4221

H509 SPR09

This document consists of 4 printed pages and 0 blank pages

CANDIDATE INFORMATION SHEET

DOCUMENT 1

Included in dictation:

Yakov Benezra
Beachview
Solent Manor
Lilliput
Ethan Myers
Senior Negotiator
Julian Ashford

Reference:

EM/SE

Address:

2 Goldfinch Gardens
Stapehill
WIMBORNE
BH21 8TF

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

CANDIDATE INFORMATION SHEET**DOCUMENT 2**

Included in dictation:

Reference:

Address:

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

CANDIDATE INFORMATION SHEET**DOCUMENT 3**

Included in dictation:

Reference:

Address:

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