

CAMBRIDGE INTERNATIONAL EXAMINATIONS
Joint Examination for the School Certificate
and General Certificate of Education Ordinary Level

COMMERCIAL STUDIES
PAPER 3 Typewriting

7101/3

OCTOBER/NOVEMBER SESSION 2002

2 hours

Additional materials:

A4 typing paper (9 sheets)

Cover sheet to indicate typewriter used – manual, electric, electronic

TIME 2 hours

INSTRUCTIONS TO CANDIDATES

Write your name, Centre number and candidate number in the spaces provided on the cover sheet.

Answer **all** questions.

Type your answers on the separate typing paper provided.

At the end of the examination, place your answers inside the cover sheet and fasten them securely together before handing them in.

INFORMATION FOR CANDIDATES

The number of marks is given in brackets [] at the end of each question or part question.

The insert is for use with Question 5. Two copies of this insert are enclosed.

You should read through the paper before answering the questions.

The businesses mentioned in the questions are entirely fictitious.

INSTRUCTIONS TO SUPERVISORS

The typed Accuracy Test (Question 1) must be attempted first and collected at the end of ten minutes.

This question paper consists of 7 printed pages, 1 blank page and 2 inserts.



- 1 Type the following passage in double line spacing.
Make your own line-endings.
You have 10 minutes for this Accuracy Test.

No correction of any kind is permitted. Any attempt at correction cancels your work. [10]

BRITISH WEATHER

The British are almost obsessed by the weather. The presumption that it always rains in Britain is well-known and British people are quite used to adapting to unseasonable weather patterns and are usually prepared for rain whatever the time of year. Indeed, the prevalence of rain during the summer months is, undoubtedly, the reason why England is referred to as 'a green and pleasant land'.

Not a year goes by without newspaper reports of freak weather conditions in some parts of Britain, or at some times of the year.

One August day in 2000 almost all types of seasonal weather were experienced in just one day. August weather in Britain is normally warm and sunny and this August had been no exception but freak storms on one day in late August meant parts of northern England and Wales experienced some highly bizarre scenes.

A severe hailstorm left the ground covered in hailstones some 30 cm deep. Torrential rain flooded many buildings and roads were impassable for a time. Some of these unusual scenes were captured on amateur video.

Electric storms damaged roofs. Four separate lightning strikes caused a power surge which damaged signalling on part of the railway network and caused severe delays to trains.

There were reports of tornadoes and water spouts in Northern Ireland and Wales. Yet a few miles away, especially on the south coast, people basked in warm sunshine.

Unseasonal weather patterns are reported from many parts of the world. Is global warming to blame?

- 2 Type the following tabulation in fully-blocked style.
Do not rule.

[28]

African Holidays Ltd → Caps

Favourite Destinations → Underscore

	<u>Location</u>	<u>Base</u>	<u>Type of Holiday</u>	<u>Accommodation</u>
	Kenya	Tsavo	Safari	Park/Game Lodges
	Uganda	Kampala	Walking	Hotel
trs/	Zimbabwe	Harare	Touring	Hotel (city centre)
	Ghana	Ashanti	Safari	Park/Game Lodges
v.c/	South africa	Johannesburg	Sight-seeing	Various
	Malawi	Kasungu	Safari	Park/Game Lodges

3 Using your own address, and today's date, compose and type a letter.

[30]

Address the letter to:

UK Holidays Ltd
46 Reading Street
LONDON
WC1 2XS

In your letter:

- Tell them you would like to visit England for 2 weeks' holiday in January 2003.
- Ask them to send you details of holidays offered by them.
- Explain that you would prefer to be based in London and would want to stay in a moderately priced hotel.
- Ask them to give you details of any guided tours of London they could arrange for you.
- Say that you would also like details of other places of interest outside London which you could visit.

- 4 Type the following letter on A4 paper in fully-blocked style.
Date the letter for today.
Make all the corrections indicated.

[22]

46 Normanby Road
London
NW1A 9DD

Dear Vanessa

What awful weather we had last summer! I have made up my mind not to take my summer holidays in the United Kingdom in future. I shall go abroad - ^{where} ~~somewhere~~ the weather is more predictable.

Would you consider joining me next summer? I am considering either an African holiday (possibly 'on safari') or a cruise. What do you think?

run on / I have some brochures from my local travel agent and there are some quite exciting holidays listed especially in Kenya and Uganda. Apparently the Rwenzori mountains and the Kabalega National Park are beautiful parts of Uganda and well worth a visit. I think it would be really exciting to see large animals close up. I am fascinated by lions ~~and tigers~~ and elephants but have, as yet, only seen

RWENZORI

fascinated

them in zoos and wildlife parks in England.

Alternatively, there are some very interesting cruises starting with the luxurious world cruise. I am sure we would not have enough time for that but we could consider two weeks cruising the Caribbean. Just imagine all that sun - not to mention the luxurious life on board a cruise ship.

N.P/ I can take two weeks' holiday at any time during July or August. When can you take your holidays?

Do say you will consider my suggestion. I shall look forward to your next letter.

Your friend

- 5 Complete the holiday booking form (Insert) with the details given below.

All work must be done on the typewriter.

[10]

Two copies of the form are provided to help you if you make a mistake.

Complete one form only.

Cross out any work you wish to be cancelled (not marked).

Remember to include the form in your folder for marking.

You are completing the form on behalf of the writer of the letter in Question 4 so you should **not** sign the form.

Use today's date.

The details to be inserted on the form are:

Name: Patricia Laidlaw

Address: As on letter (Question 4)

Telephone No: 020 796 46267

Holiday destination: UGANDA

Patricia and her friend Vanessa will be staying at the Metropolitan Hotel in Kasese and will require two single rooms.

The period and dates are two weeks from 11 to 25 August 2003.

They would like to hire a small saloon car and are enclosing a deposit of £100.