

O Level Commercial Studies (7101)

When are the examinations available?

The syllabus is available for examination in November each year.

Are there any changes to the syllabus for 2005?

There are no changes to Paper 1 and Paper 2.

For Paper 3 and Paper 4 there are changes to the scheme of assessment. The current Typewriting Paper and current Word Processing Paper are being merged into a single Text Processing paper which can be taken on a typewriter or word processor. The paper will be 2 hours long.

Candidates will take either Paper 1 (Elements of Commerce) and Paper 2 (Arithmetic) or Paper 1 (Elements of Commerce) and Paper 3 (Text Processing).

How will the new component differ from the Typewriting component?

Task 3 used to be a letter. From 2005 candidates will produce a letter or memorandum (this is what is already required for the word processing paper).

Task 4 used to be copying typing a letter. From 2005 candidates are required to produce a letter, memo, notice of meeting, agenda, minutes of meeting or report (this is what is already required for the word processing paper).

How will the new component differ from the Word Processing component?

The only change to the Word Processing paper is that there is the addition of a speed test.

For Task 5 the students using a typewriter fill out a form; candidates using a word processor have a simple display exercise.

Why have you changed the syllabus?

The tasks for the Typewriting and Word Processing papers were very similar so a single Text Processing paper means that candidates from a centre using typewriters and word processors can be entered for a single option. This saves the teacher making a decision early on about whether their students will use a typewriter or word processor, increasing the flexibility to centres. We also hope that merging the papers makes the administration of the examination more straightforward for centres.

Is there a specific textbook for the syllabus?

No, but there are several textbooks on the resource list (in the syllabus) that you will find useful. However, we would encourage you to choose textbooks for class use which will be of interest to your students and will support your own teaching style. There is no specific requirement for you to use the textbooks on the resource list – they are just suggestions.

Can I take O level Commerce and O level Commercial Studies in the same examination session?

No. Because of the similarities in the syllabus content, candidates cannot take both syllabuses in the same examination session.

What support materials are available?

Syllabus

Question papers for the past two years
Reports on past examinations