

# Word Processing Techniques Intermediate

8975-23-023  
(IT-WPT 23)  
31076

This paper must be returned  
with the candidate's work.  
Failure to do so will result in  
delay in processing the  
candidates' scripts.



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## Specialist Teacher's Instructions

To be handed to the Specialist Teacher before the date of the examination, together with the disk supplied. **No other part of the examination paper may be handed to the Specialist Teacher.**

- 1 In advance of the date of the examination, you are asked to create documents on the storage medium for the enclosed tasks. You can do this by using the disk supplied or by keying in the tasks.

You may use any acceptable font and a point size between 11 and 14 unless otherwise specified. However, you must use a page format which would result in a minimum left-hand margin of 2.5 cm (1"). With the exception of line endings, please follow the text **exactly** including 'deliberate mistakes' where indicated. However, at your discretion infill points/stop codes may be inserted in the standard document.

Check that the text matches the hard copy supplied. **All tasks must then be printed out.**

- 2 Copies of these documents should be created on the storage medium for the exclusive use of each individual candidate, and a suitable file name for each task must be allocated eg TASK 1, TASK 2 etc. File names should be recorded on paper.
- 3 **The Specialist Teacher's Instructions, disk, printout of tasks and list of file names must be sealed in an envelope and returned to the Examinations Secretary for safe keeping.**
- 4 The preparation of all examination material must be regarded as strictly confidential and should be carried out under the supervision of the Invigilator. No details of the content of the examination may be divulged, and the Specialist Teacher and Invigilator are asked to sign the Attestation Form to this effect.
- 5 All material must be erased from the system and storage medium at the end of the examination after the completion of all the required printing.

**Specialist Teacher to input**

The following paragraphs need to be keyed in so that the candidates can recall them to produce standard letters. If your system has a library facility then they can be typed into this. If no such facility exists, please key them into separate files.

Please key in either with enter points or by inserting code symbols eg & or @ to indicate enter points. Do **not** key in the headings **STANDARD PARAGRAPH 1** etc.

TASK 1

(Candidate's Name)

**STANDARD PARAGRAPH 1**

Dear Client

Thank you for using Advance Hotel Bookings to book your hotel accommodation in @. We can confirm that a twin room has been provisionally booked for @ nights at the Hotel @.

**STANDARD PARAGRAPH 2**

Dear Client

Thank you for using Advance Hotel Bookings to book your hotel accommodation in @. Unfortunately, we were unable to make the booking you requested. However, we can confirm that we have a provisional booking for you for @ nights at the Hotel @ which offers similar facilities.

**STANDARD PARAGRAPH 3**

In order to confirm the booking, we require payment from you for the full amount of @ within the next 10 days.

**STANDARD PARAGRAPH 4**

We hope this booking is to your satisfaction and look forward to receiving your payment.

Yours faithfully

Laura Mitchell  
Manager

**Specialist Teacher to input**

Key in the following text using a serif font and a ragged right margin. 'Deliberate' mistakes are circled and you must ensure that these errors are copied exactly. Margins should **not** exceed 2.5 cm (1").

## TASK 2

(Candidate's Name)

Barcelona

City 

This vibrant Catalonian city is full of ancient buildings of outstanding architecture - from the ancient alleyways of the Gothic  area to the many decorative buildings, such as the famous cathedral.

People who like art and history will enjoy some of the city's 50 museums and galleries.

Families will enjoy visiting the  at the top of the hill. The view from the top is well worth the climb.

The main shopping street  full of large fashion stores, jewellers and  centres.

The Ramblas is the place to shop for souvenirs where you can also enjoy watching the street entertainers whilst you shop. For more select shops, try the narrow, ancient streets in and around the Gothic area. A large number of art shops are located close to the .

You are spoiled for choice of  to eat in Barcelona. The city is bursting with eating places on every corner and  are plenty of  restaurants in the  area. There are restaurants to suit all tastes. Barcelona is  compact city and is small enough to explore on foot. Most of the main sites are located in 3 main districts.

**Specialist Teacher to input**

Key in the following text using a 12 pt serif font and a ragged right margin. 'Deliberate' mistakes are circled and you must ensure that these errors are copied exactly. Margins should **not** exceed 2.5 cm (1").

## TASK 3

(Candidate's Name)

## BOOKINGS

leave 2 blank lines

These are the conditions of your contract with Advance Hotel Bookings. A contract is made when we confirm your hotel booking. The client accepts these conditions and is then responsible for paying for the accommodation.

We try to describe the hotels as accurately as possible. Even so, hoteliers can withdraw or change facilities and services after we have printed the details. We expect the hotels to inform us of any major changes and we will always tell you about any changes that have been made at the time you make your booking.