

**Business and Communication Systems
Practical Assessment
Term One**

Total for this paper 60 marks

You will be awarded marks for spelling, punctuation and grammar

Scenario

You are the secretary of Ashthorne Youth Club, Cotton Street, Manchester, M2 4RN. You are organising an outing to Bristol Zoo for Saturday, March 13.

You have telephoned the Atkins Coach Company, 17 Mayfield Way, Manchester, M6 7CR and received their price list. It will cost £325 for a 50-seater coach. Admission to the zoo is £6.80.

Task 1: Display

Total for this question: 16 marks

Create a notice announcing the trip to be placed on the youth club notice board. Include the following details:

- the date of the trip;
- the total cost per person (charge £6.50 for the coach plus the admission fee);
- departure time of 8.00am and return time as approximately 9.30pm;
- the coach will depart from the Club;
- anyone interested should contact you, the Secretary;
- a £5.00 deposit is required.

Give your notice a suitable heading.

Centre the information horizontally and put a plain border around the page.

Your notice should fill an A4 page.

Save as **NOTICE** and **print** a hard copy of your notice

Task 2: Business Letter

Total for this question: 17 marks

You are going to book a coach for 50 people to go on the trip. As the Secretary you must write a letter to Atkins Coach Company to book your coach. Use a fully blocked style with open punctuation. In the letter you must:

- advise the company of the collection time and date for the trip;
- tell them where you are travelling from and where to;
- inform them of the number of people going;
- advise them that you have enclosed a cheque for a deposit of £250;
- ask them to confirm the booking.

Save as **BOOKING** and **print** a hard copy of your letter

TURN TO THE NEXT PAGE

Task 3: Ticket

Total for this question: 10 marks

All those going on the trip are entitled to a free lunch at the burger bar.

Using the information below, create a ticket that can be used to claim the meal.

- Use the facilities of your software application to enhance the appearance.
- The ticket should measure no more than 10cm x 15cm.
- Add a border to your ticket.
- Save as **TICKET** and **print** a hard copy.

Ashthorne Youth Club

Sat, March 13 2004

*This ticket entitles you to a free lunch
at Bonanza Burger Bar Bristol Zoo*

You can have a

cheeseburger or hamburger with french fries

or chicken nuggets with french fries

With any of these you can have a drink of your choice

Task 4: Memorandum

Total for this question: 17 marks

For the purposes of insuring the club members on the trip you need some details about each person.

Write a memo to Priya Mistry, the Office Clerk, explaining this. Ask her to create a report, using the Members database, which must contain the following information for those going on the trip:

- Name;
- Address;
- Gender;
- Age.

This information is to be returned to you by Friday, 27 February.

Save as **MEMO** and **print** a hard copy.

END OF ASSESSMENT

Ashthorne Youth Club – Mark Scheme

Task 1: Display

Suitable (1) heading (1) with emphasis (1)	3
Date of the trip (1)	
Cost of coach (1), cost of entry (1), correct addition (1)	
Departure time (1), return time (1)	
Depart from the Club (1)	
Contact details – student name (1), the Secretary (1)	
£5.00 deposit (1)	10
Centre the information horizontally (1)	
Border around the page (1)	
Fill an A4 page – accept with no more than 5cm white space at the bottom (1)	3

Total marks 16

Task 2: Business Letter

Letter heading (left, right, centred) (1)	
Date (1)	
Addressee (1), Address (1)	
Salutation, Dear Sir (1)	
Close, Yours faithfully (1)	
Signatory, student name (1)	
Title, Secretary (not <u>The</u> Secretary) (1)	
Enc (1)	9
Collection time and date (1)	
Journey details from Ashthorne Youth Club (1) to Bristol Zoo (1)	
Number of people (1)	
Deposit enclosed £250 – must give amount (1)	
Request confirmation (1)	6

Quality of written communication	
1 mark: candidate uses reasonable standard of spelling, punctuation and grammar.	
2 marks: candidate uses good standard of spelling, punctuation and grammar and uses paragraphs.	2

Total marks 17

Task 3: Ticket

Size – 10cm x 15cm approx (1)	
Border (1)	2
Saturday (1)	
your (1)	
Accuracy of data entry (excluding above) (3)	
-1 for each error	5
Facilities of word processor used to enhance appearance (3)	
(bold, italics, underscore, font size or style, clipart, wordart)	3
	Total marks 10

Task 4: Memorandum

To Priya Mistry (1) Office Clerk (1)	
From [student name] (1) Secretary (1)	
(both of these names must be the same format)	
Date 13 or 14 January 2004 (any format) (1)	
Suitable (1) heading (1) emphasised (1)	8
Create a report (1)	
Use the Members database (1)	
Information required:	
Name (1), Address (1), Gender (1), Age (1)	
Returned by Feb 27 (1)	7
Quality of written communication	
1 mark: candidate uses reasonable standard of spelling, punctuation and grammar.	
2 marks: candidate uses good standard of spelling, punctuation and grammar and uses paragraphs.	2
	Total marks 17

Total marks for this assessment 60