

**Word Processing Task – Menu for The Lady Sophie Restaurant****SCENARIO**

A friend, Alan Weeks, has established a marina, called Weeks Marina, on a local canal. Part of his income comes from a floating restaurant, The Lady Sophie. He has asked you to prepare a menu that will be used in the coming season.

**Total for this question: 10 marks**

Prepare a copy of the following menu from the information given. Use the centred style of presentation and divide up the different courses with appropriate symbols. Use the facilities of your computer package to enhance your work. Save your work to disk using the file name **LSMENU**. Print a hard copy of your work.

*(Insert the restaurant name here)*

*Dinner menu*

*Melon and Pineapple Cocktail*

*Orange Juice*

*Poached Salmon with Hollandaise Sauce*

*Roast Beef and Yorkshire Pudding*

*New Potatoes*

*Selection of Fresh Vegetables*

*Chocolate Profiteroles*

*Strawberries and Fresh Cream*

*Cheese and Biscuits*

*Coffee and Mints*

*NOTE: Add Tomato Juice as an option directly below Orange Juice*

**Word Processing Task – Menu – Mark Scheme**

	<b>Marks</b>
Print hard copy (1)	
Whole menu in centred style (1)	
	<b>2</b>
Name of restaurant correctly inserted (1)	
Use of capitals/other emphasis in heading (1)	
Insert 'Tomato Juice' correctly (1)	
Courses divided using appropriate symbols (1)	
Use of appropriate features to enhance display (2) (frames/clipart/font size/font style/underscore/caps/bold/italics etc)	
	<b>6</b>
<b>Accuracy</b>	
Award 2 if no accuracy errors	
Award 1 if 1 accuracy error	
Award 0 if more than 1 accuracy error	
	<b>2</b>
<b>TOTAL MARKS</b>	<b>10</b>