

**Part 1 (20 marks) - 2 marks for each correct answer**

- |                               |               |
|-------------------------------|---------------|
| 1. NOVAK                      | 6. fruit      |
| 2. 3 <sup>rd</sup> July / 3/7 | 7. vegetarian |
| 3. 20 / twenty                | 8. £455       |
| 4. D14                        | 9. 8263       |
| 5. 3pm / 3:00pm/three o'clock | 10. GQ569     |

**Part 2 (20 marks)**

**NB: TWO or ZERO marks for each answer**

- |      |       |
|------|-------|
| 1. B | 6. A  |
| 2. A | 7. A  |
| 3. C | 8. B  |
| 4. C | 9. C  |
| 5. B | 10. A |

**Part 3 (30 marks)**

*Email should include the following information to answer the enquiry fully:*

To: Theresa Pickering ½

Subject: Corporate membership OR similar ½

An opening sentence thanking writer for the enquiry / email 1

Confirmation there is corporate membership at £63 per single adult 3

Corporate membership does *not* offer family membership. 3

Corporate membership is Peak time which is between 06:00 and 22:00 3

Corporate members can use a Fit-For-All gym/pool nationwide. 3

Corporate members get 20% discount off all spa treatments 3

*Award another 3 points if candidate includes at least ONE of the following:* 3

membership includes access to a trainer

membership includes daily exercise classes

the gym provides towels / toiletries / hairdryers

all pools are single depth

member of staff always on duty during opening hours

**Plus**

Style and register 5

Use of English (grammar/sentence construction) 5

**Part 4 (30 marks)**

*Email should include the following information in order to answer the enquiry fully:*

To: Jose Manuel (Southbridge Hospital)	1
Subject: Nursing staff for emergency department / winter months <b>OR similar</b>	1
Opening sentence thanking write for their enquiry / email.	2
Candidate should state clearly if it is <b>possible to place an order in June</b> for nursing staff.	4
Candidate should state clearly <b>if there is a discount</b> / reduced price per nurse, for eight hours work <b>if the hospital books nurses in advance / in June.</b>	4
The candidate should give <b>an indication of the price</b> by either stating a percentage discount or a price per nurse, <b>OR similar</b>	4
Candidate should clearly <b>state a date and time</b> when they could meet to discuss the matter.	4
<b>Plus</b>	
Style and register	5
Use of English (grammar/sentence construction)	5