

Business Level 1

2013

Key and Mark Scheme

Part 1 (20 Marks)

2 marks each question

Lisa Vine (example)

1. Order
2. 12th August
3. 12
4. Wednesday
5. 11.30
6. manager
7. immediately
8. returns
9. 01434 862240
10. 8am - 5.30pm

Part 2 (20 marks)

2 marks for each correct answer, ticked, crossed, circled, underlined or whatever.

e.g. C **Yes, please (example).**

1. A You're welcome
2. C Yes, it is
3. A Of course
4. B Yes I have
5. A never mind
6. C Yes, it's great
7. A It's on the left
8. C Good idea
9. B One moment, please
10. A Not too bad

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Part 3 (30 marks)

Fax response should contain the following:

- To: Allen Stanford, Hitech Technology 1
- Fax no.: 00 39 712 142 667 1
- From: Sandown Green Exhibition Centre 1
- Fax no.: 00 44 1273 731 724 1
- Date: suitable / correct format dd.mm.(yy)yy, after 10/09/12 1
- Dear Mr Stanford / Dear Allen 2
- Subject: same words can be repeated or alternative appropriate words 2
- Sizes of stands available 3
- Costs for hiring stands per day 3
- Description of the easy location, close to London, bus/train links
Bus from Kingston every 15 mins. Trains from London every 20 mins 3
- Description of sandwiches, champagne receptions, 4 course meals, excellent menus 4
- Modern building with up to 420 units, can help with planning and running of exhibitions 3
- Grammar, layout and style 5

Part 4 (30 marks)

Email must include:

- To: Penny Smith 1
- Subject: Celebration Bears 1
- Thanks for the enquiry 2
- Prices of bears 4
- Information about display stand 5
- Information about visiting stores 5
- Information about changing the display 5
- Information about discounts 2
- Appropriate sign off from invented name / student's own name 1
- Style and layout 4