

ANGLIA EXAMINATION SYNDICATE

Practical Business Level 1 – Paper A – Key and Markscheme

Part One

(20 marks)

2 marks each question (2 – 11, 1 is given as an example)

1. **(example)**
2. Sue Banks 1+1 (accept any reasonable spelling variation)
3. 11.30 etc
4. (a) minibus
5. 10th June
6. £95
7. half price
8. office
9. 7 days
10. 819 795
11. M135671

Part 2

(20 marks)

2 marks each question (2 – 11, 1 is given as an example)

1. **C example**
2. B
3. C
4. A
5. C
6. A
7. A
8. B
9. B
10. C
11. A

Part Three

(30 marks)

For full marks the fax **must** include:

- To: Klaus Frei 1
- From: Manager of Queen's head 1
- two plausible fax numbers 1
- Date: any date at the beginning - mid May 1
- No of sheets: 1 1
- job title: junior receptionist 5
- rate of pay for a 19-year old: £5.60 per hour 5
- if employed, you can live in or out - choice is yours 5
- hours of work: full time, 6am - 2pm or 2pm – 10pm 5
- don't need any qualifications, but previous experience is an advantage 5

Part Four

(30 marks)

The email **must** include:

- To: Barbara Yates 3
- Subject: anything plausible about renting hot drinks machines / requests four info 3
- how much to rent three drinks machines for 1 year 6
- which hot drinks the machine provides/sells 4
- how often the machines are filled 4
- earliest dates for delivery 3
- signed 3

+ 4 for style