
Anglia Examination Syndicate (England)

Marking Scheme - Business English Level 1 Summer 2002

Part 1

20 marks

2. Tony Green	1+1
3. 5 th / March	1+1
4. 8.35 [am]	2
5. sales	2
6. 31/B	1+1
7. third floor	1+1
8. left	2
9. 12.30	2
10. coffee	1+1
11. 457/458	1+1

Part 2

20 marks

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

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

Part 3

30 marks

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

- places are still available only for Oct-Jun part-time and Feb-Jun full-time course
- no closing date but courses fill up quickly
- cost of the course - £3000
- accommodation can be arranged only before Aug 31st

fax **may** include

- details of the type of accommodation available
- details of what time of day the courses take place
- the fact that there is a possible discount for fees
- the number of places left on each course

Sample answer for full marks: it is accurate, uses appropriate language, well-organised, and includes all the relevant information.

Fax
To: Francoise Buinieres
Fax no.: 0036 712 142
From: Grahame Paget
Fax no.: 00 44 1431 337 709

Date: 13 April 2002
No of sheets: 1

Dear Ms Buinieres

Thank you for your enquiry about our International Business English course starting in October. We do still have places available, but not on all courses. Our part-time course from October to June (mornings only) has three places left. There are no places left on the October to February full-time course, but there are five places left on the full-time course starting in February and ending in June. The full-time course is six hours a day, morning and evening. Please note that there are no closing dates for applications but that these courses fill up very quickly.

We can arrange accommodation for our students, but only if you apply before August 31st. After this, it is not usually possible.

The cost of the course is £3000, plus between £45 and £85 a week for accommodation. You may be eligible for a discount. If you need any further information please do not hesitate to contact me.

I look forward to hearing from you.

Yours sincerely

Grahame Paget

Part 4 **30 marks**

The email **must** include:

TO: Daniel Trent
SUBJECT: Floor tiles [export]

- floor tile colours (e.g. pink, black, cream, white)
- prices
- confirmation or otherwise of regular monthly deliveries
- an indication of method of payment e.g. cash, cheque, on delivery or by company account

Sample answer for full marks: accurate, clear, appropriate language and all the information asked for.

To:	Daniel Trent
Subject:	Floor Tiles [Export]
	<p>Thank you for your enquiry concerning our floor tiles. I can confirm that Pointcom could make a regular delivery of 500 tiles per month to your London showrooms. We accept a variety of methods of payment, but we would prefer you to start a company account.</p> <p>Our floor tiles are brown, white, black or blue. They are £12 for a pack of 30 tiles. A box of 300 is discounted at £110.</p> <p>We look forward to doing business with you.</p> <p>Helena Theodorou Sales Manager Pointcom plc</p>