

# ANGLIA EXAMINATION SYNDICATE

## Intermediate Business Level 2 – Paper A – Key and mark scheme

### Part One

(20 Marks)

#### 2 marks each question

1. Jane Loxham (example)
2. Human Resources / HR
3. David Reeves
4. 456723
5. interview
6. single, non-smoking (*insist on both answers*)
7. 31st July
8. 1st August
9. parking (for his car)
10. ground floor room (only)
11. company account

### Part Two

(20 marks)

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

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

### Part Three

(30 marks)

- to: Ben Jacobson.....2
- from: Business Traveller's Club/ some fictitious name .....2
- two fax numbers .....2
- date: some time in second half of April.....2

#### Fax must include:

- the benefits offered by Gold card and not Bronze card:  
free access to 400 airport VIP lounges, 30% discount on car rentals,  
discounts at *Regal* meeting rooms. .... 8
- the cost of membership for Gold card  
and Bronze card for 1 year - Gold, \$399 Bronze, \$300 .....4
- maximum amount that members are covered for - \$2,000,000 .....4
- how many people belong to the club - 400,000.....4
- appropriate signing off.....2

**Fax *may* include**

- mention of other benefits for Gold card members

**Part Four**

**(30 marks)**

**Email must include:**

To: Gary Jewson.....	1
Subject: something to do with signs for a new factory .....	1
• price ranges for both interior and exterior signs .....	5
• explanation of a special offer for new customers .....	5
• whether they can provide a sign service for the delivery vehicles .....	5
• confirmation that the signs can be ready for 3 months time/ business launch .....	5
• invented date and time for visit .....	5
appropriate signing off .....	1
style.....	2