

Answer all questions.

Question 1

Time: 30 minutes

Type the letter below on A4 paper, using fully blocked style, following all instructions. Use the following margins: 1.5" (3.81 cm) left; 1" (2.54 cm) right; 1" (2.54 cm) top and bottom. Appropriately place the address on the envelope provided.

Insert today's date

Ms Lurline Grey  
16 Hope Road  
Kingston 6, Jamaica

Dear Mrs Grey

I am <sup>very</sup> pleased to invite you to  
next (the) Records and Information  
Management Seminar to be held  
at the medallion hall, on  
Tuesday, September 12, 2005. This  
will be a very special  
occasion because our guest  
speaker, will be Ms Juliet  
Spencer, the President of the  
I. A. R. M. <sup>(in full)</sup> NP/ topics to be  
covered on the programme  
will be as follows:

International  
Association  
of Records  
Managers

Question 1 cont'd

at our next monthly meeting  
uc  
Heads of Department.

This memo is sent to Accounts Department  
Mrs Norma Johnson,  
from Sally James, Personnel Office  
Subject Attendance Report.

Total 21 marks

Question 1 cont'd

same time. Take this opportunity  
also to invite a prospective  
member.

Sincerely

Suzette Neff, Secretary

Capo. Kingston Chapter

Note: Use hanging paragraphs for  
inset.

(26 marks)

Question 2 (b)

Time: 30 minutes

Type the following two-page letter on A4 paper following all instructions. Use blocked style with the following margins: 1.5" (3.81 cm) left, 1" (2.54 cm) right, 1" (2.54 cm) top and bottom.

Use correct date and insert an appropriate logo in the letterhead.

Bloom's PLANT WORLD  
Shop #5, Tropical Plaza, Kingston 10,  
Jamaica.  
Tel. (876) 927-3479, 978-9854  
Fax. (876) 927-3001.

Dear Customer

Each year we show case our selection of exotic plants and flowers at our annual flower show. This year is no exception. With over 500 different species to delight our customers, it promises to be one of the largest flower shows created by Bloom's Plant World.

It will be held on Saturday, April 14, 2007, from 9:00 a.m. to 6:00 p.m. at the National Arena.

We give our <sup>all</sup> customers <sup>as is customary,</sup> ~~regular~~ the opportunity to benefit from our special discounts on the most popular items. This year, discounts are offered on items shown in the table below. Please make your

GO ON TO THE NEXT PAGE

Question 2 (b) cont'd

selections by placing ~~x~~ check<sup>ed</sup> marks in  
the <sup>selection</sup> last columns to the <sup>right</sup> of the Table  
and return it to us by March 15, 2007.

INSERT SPREADSHEET HERE

<sup>11<sup>th</sup></sup> We also enclose 12 flyers for ~~you~~ distribution  
to your friends and family. ~~Please to~~  
<sup>12<sup>th</sup></sup> bring your family and make this a family  
affair.

Come out early and make it a day to  
remember.

Refreshments will be <sup>on</sup> sale.

Sincerely

Georgia Bloom  
Manager.

Total 27 marks

Question 3

Time: 30 minutes

Type the following table in double line spacing on A4 paper using margins of 1" (2.54 cm) left, 1" (2.54 cm) right. Print all gridlines and use an appropriate font size.

Centre columnar headings and type in all caps.  
Jamaica Railway Corporation Centre and  
Passenger Details - June 13, 2007 CAPS.

Name	Address	Telephone	Destination
Sydney Williams	23 Plumhage Path Kingston 6	977-0978	Anchor
Stephen Boswell	16 Birch Way Kingston 6	977-4567	EWARTON Kingston Christiana
Shirley Holmes	89 Knate Road	946-0405	<del>Christiana</del>
Robert Edwards	33 Washington Road, Kingston 20	754-3498	Claremont
Marlene Smith	89 Branch Street Kingston 4	702-7665	Grape Hill
Kathy Brown	79 Callies Road Kingston 5	702-4457	Bluefields
Joan Ashwell	25 Path Way Kingston 13	977-3467	Mill Gully
Jason Creta	22 Spanish Way Kingston 20	978-3326	Richmond
Hopeton Elliston	24 Violet Avenue Kingston 6	946-0987	Moneague
Elese Williams	103 Lyon Drive Kingston 13	978-6511	Spaldings
Chelsea Spinner	77 <sup>6</sup> Barnett Lane Kingston 12	702-3321	Wellingtonfield
Angella White	56 Cornie Road Kingston 10	754-0567	Santa Cruz

NOTE Arrange names in alphabetic order.

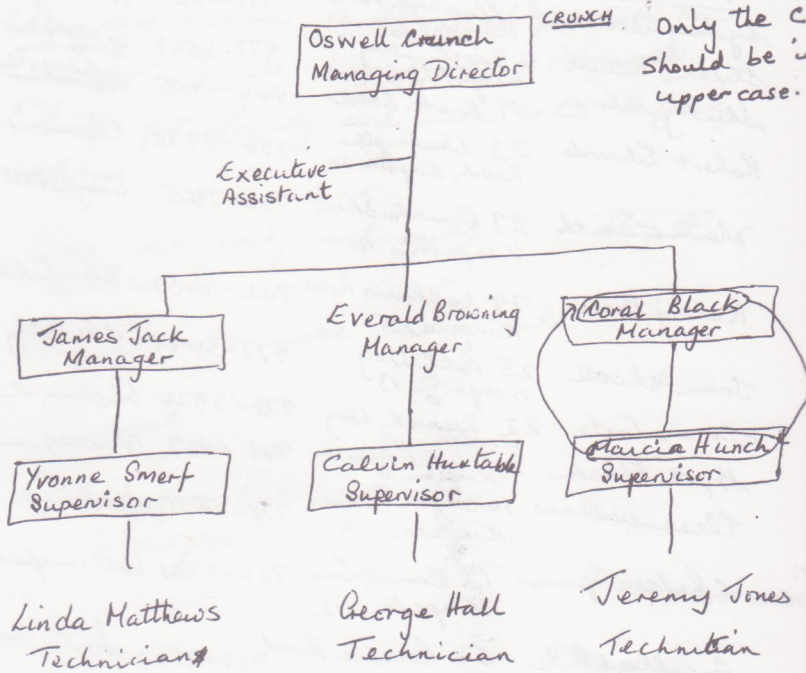
Total 26 marks

Question 4

Time: 25 minutes

Type the following organizational chart on A4 paper using landscape orientation and following all instructions. Use the following margins: 1.5" (3.81 cm) left; 1" (2.54 cm) right; 1" (2.54 cm) top and bottom.

*Caps and bold* ORGANIZATIONAL CHART  
HUN'S ELECTRONICS



Total 26 marks

END OF TEST

01251020/F 2007