

Mark scheme

### Task 1 – Business letter

#### Layout:

Name and address of sender:	Natural Clothing Limited, Unit 5, Bramhall Industrial Estate, DARLINGTON, DL1 5PW, UK	(1)
Date:	of exam	(1)
Appropriate reference:	eg --/PA's initials or any reasonable reference	(1)
Name and address of recipient:	Ms C[ybil] Shum, The Bamboo Company, 54 Fengshou Road, Shijiazhuang City, Hebei Province, China	(1)
Salutation:	Dear Ms Shum/Cybil	(1)
Heading:	Bamboo material [or similar]	(1)
Complimentary close:	Yours sincerely	(1)
Name and/or designation of signatory:	Barbara Williams/Managing Director	(1)

8 marks divided by 2 = **4 marks**

#### Language Mechanics:

Grammar	(4)
Spelling and punctuation	(4)
Tone and fluency	(4)

**12 marks**

#### Content:

Do they supply dyed material [or similar]	(1)
Request prices, quantities they can supply, delivery charges and times [all]	(1)
Confirm material OK to wear in rain [or similar]	(1)
Ask for examples of clothing others already make	(1)

**4 marks**

**Total: 20 marks**

## Task 2 – Memo

### Layout:

Heading:	Memorandum	(1)
To:	Geraint Jones	(1)
Designation:	Head of Sales and Marketing	(1)
From:	Name of candidate	(1)
Designation:	PA [to Barbara Williams/Managing Director]	(1)
Date:	of exam	(1)
Reference:	Any appropriate reference	(1)
Suitable heading:	eg, Bamboo and hemp [or similar]	(1)

8 marks divided by 2 = **4 marks**

### Language Mechanics:

Grammar	(4)
Spelling and punctuation	(4)
Tone and fluency (max 1 mark if wrong sender)	(4)

**12 marks**

### Content:

Barbara Williams/MD wants to buy bamboo and hemp [or similar] <b>and</b> wants reply asap	(1)
Does Geraint think cotton will be replaced by bamboo and hemp?	(1)
Geraint to find out which chemicals we use for bleaching and dyeing	(1)
What percentage of the cotton we use is organic?	(1)

**4 marks**

**Total: 20 marks**

### Task 3 – Circular letter

#### Language Mechanics:

Grammar	(4)
Spelling and punctuation	(4)
Tone and fluency	(4)

**12 marks**

#### Content:

Company address: Natural Clothing Limited, Unit 5, Bramhall Industrial Estate, DARLINGTON, DL1 5PW, UK	(1)
Reference: CT2437	(1)
Request emailed quotation to Ms Williams <b>and</b> email address: bwilliams@naturalclothing.co.uk	(1)
Request confirmation products organic	(1)
10 rolls plain dyed 100% cotton	(1)
10 rolls Poplin shirting 100% cotton Jacquard	(1)
Weight 40m/m, roll width 48cm, roll length 150m for both (all)	(1)
Could we have same price if only order 5 rolls?	(1)

**8 marks**

**Total: 20 marks**

#### Task 4 – Article/Press release/Circular letter/Mailshot

MAXIMUM 200 WORDS

#### Language Mechanics:

Grammar	(4)
Spelling and punctuation	(4)
Tone and fluency	(4)

**12 marks**

#### Content:

Name of company ie Natural Clothing Limited	(1)
NC already only use natural products	(1)
Want to increase range to include bamboo and hemp	(1)
Bamboo and hemp anti-bacterial, biodegradable and soft [or similar]	(1)
Bamboo and hemp breathe easier and are cooler than cotton in warm weather [or similar]	(1)
Most organic cotton products are remarkably soft [or similar]	(1)
No chemicals, harsh dyes or toxic bleaches applied to organic cotton – makes the clothes safer [or similar]	(1)
Contact details: Unit 5, Bramhall Industrial Estate, DARLINGTON, DL1 5PW [UK] <b>and/or</b> Tel: +44 (0)1325 38866, Fax: +44(0) 1325 378 08	(1)

**8 marks**

**Total: 20 marks**

## Task 5 – Informal, informational report

MAXIMUM 200 WORDS

### Language Mechanics:

Grammar	(4)
Spelling and punctuation	(4)
Tone and fluency	(4)

**12 marks**

### Content:

Title/Introductory sentence mentioning sales <b>and</b> 12 month period <b>and</b> organic [all]	(1)
Baby clothes – increase	(1)
Children’s clothes – increase	(1)
Teenage clothes – the same	(1)
Women’s clothes – increase	(1)
Men’s clothes – the same	(1)
Last year less organic than not	(1)
This year more organic than not	(1)

**8 marks**

**Total: 20 marks**