

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