

**Part 1 (20 marks) - 2 marks for each correct answer**

- |                                                  |                                              |
|--------------------------------------------------|----------------------------------------------|
| 1. Wicklow                                       | 6. 230                                       |
| 2. WM8012                                        | 7. Thursday or Tomorrow                      |
| 3. Wednesday 15 <sup>th</sup> April or Weds 15/4 | 8. 07:30 or 7.30 am                          |
| 4. 50                                            | 9. Friday 17 <sup>th</sup> April or Fri 17/4 |
| 5. 200                                           | 10. Account or Hotel account                 |

**Part 2 (20 marks)**

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

**Part 3 (30 marks)**

*Email should include the following information in order to answer the enquiry fully:*

- |                                                                                                                                                                 |     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| To: David Fairhead                                                                                                                                              | 1/2 |
| Subject: Open Day for Funding Bids <b>OR similar</b>                                                                                                            | 1/2 |
| Date for Open Day is 15/6/15 at The Plaza in Newbridge                                                                                                          | 2   |
| Meeting starts at 10:00am and finishes at 3:30pm                                                                                                                | 2   |
| Closing date for applications is 30 <sup>th</sup> May 2015                                                                                                      | 4   |
| There is no charge for attending the meeting <b>OR similar</b>                                                                                                  | 3   |
| Only two people from one / each group can attend <b>OR similar</b>                                                                                              | 4   |
| There will be workshops in the afternoon. A member of staff from the Local Council will help groups with their applications and presentations <b>OR similar</b> | 4   |

**Plus**

- |                                                |   |
|------------------------------------------------|---|
| Style and register                             | 5 |
| Use of English (grammar/sentence construction) | 5 |

**Part 4 (30 marks)**

*Email should include the following information in order to answer the enquiry fully:*

To: Barbara Harrow 1

Subject: Handbook printing 1

Confirmation that 200 copies of the hand book can be re-printed by the end of June. 4

Confirmation that the new cover can be emailed 6

OR *a reasonable suggestion for how the new cover can be sent to the printer. PLUS*

Candidate should give a date that would be reasonable in relation to the end of June.

Candidate should quote a price that reflects the required quantity plus the change to the cover. For example, a reasonable price would be between £1250 and £1350. 8

**NB:** *If the candidate chooses to say that the re-run of the handbook **cannot** be done, a clear apology plus reasons should be given. For this a maximum of 6 points for content is to be awarded.*

**Plus**

Style and register 5

Use of English(grammar/sentence construction) 5