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Mark Scheme (Results)

Summer 1606

Pearson Edexcel International GCSE in ICT (4IT0)

Paper 2: Practical Paper

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General Marking Guidance

- All candidates must receive the same treatment. Examiners must mark the first candidate in exactly the same way as they mark the last.
- Mark schemes should be applied positively. Candidates must be rewarded for what they have shown they can do rather than penalised for omissions.
- Examiners should mark according to the mark scheme not according to their perception of where the grade boundaries may lie.
- There is no ceiling on achievement. All marks on the mark scheme should be used appropriately.
- All the marks on the mark scheme are designed to be awarded. Examiners should always award full marks if deserved, i.e. if the answer matches the mark scheme.
- Examiners should also be prepared to award zero marks if the candidate's response is not worthy of credit according to the mark scheme.
- Where some judgement is required, mark schemes will provide the principles by which marks will be awarded and exemplification may be limited.
- When examiners are in doubt regarding the application of the mark scheme to a candidate's response, the team leader must be consulted.
- Crossed out work should be marked UNLESS the candidate has replaced it with an alternative response.

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INTERNATIONAL GCSE ICT (4IT0/02) June 2016 Mark Scheme		
Task	**ANSWER**	Marks

ACTIVITY 1 – USING ART/GRAPHICS SOFTWARE

Task AG1

Terrier

Example logo

(a)	(i)	1	TERRIER pasted into word processing document	**1**
	(ii)	1	Use of photo rather than line art / clipart	**1**
		2	Unclear text on background	**1**
(b)		1	Logo includes clip art image of dog. Do not accept photographs	**1**
		2	'Terrier Holiday Rentals' included in logo. Suitable capitalisation. Correct spelling. With or without quotation marks.	**1**
		3	Suitable balance of image and text	**1**
		4	Object created would be suitable to use as a logo	**1**
(c)		1 2	Award 1 mark each up to a maximum of 2 for any comparative comments relating to: • use of better image / clip art for logo • better balance of text and image • more suitable font for text • improved colour scheme / limited range of colour	**2**
			Total for Task AG1	**9**

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INTERNATIONAL GCSE ICT (4IT0/02) June 2016 Mark Scheme		
Task	**ANSWER**	Marks

Task AG2				
Original			Edited	
(a)		1	Some cropping completed – image remains rectangular	**1**
		2	Attempt at cropping on all 4 sides	**1**
		3	Cropping close to top of either mountain peak and bottom and right of yellow board. Telegraph pole not visible	**1**
(b)		1	Text 'THR for terrific holidays' entered on yellow board. Suitable capitalisation. Correct spelling. With or without quotation marks.	**1**
		2	Text suitable size and font for the board and not truncated	**1**
			Total for Task AG2	**5**

TOTAL FOR ACTIVITY 1	**14**

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Task	ANSWER	Marks

ACTIVITY 2 – USING DATABASE SOFTWARE

Task DB1

ID	T	FIRST	LAST	STREET	TOWN	PC	MOBNO	G	BIRTHDATE
HAL35	Ms	Hettie	Alders	1 South Street	Rutherstown	AE3 6QG	07700 900041	F	26/03/1967
AAN91	Ms	Adele	Anderson	55 Edington Drive	Giffland	AG2 7RG	07700 900131	F	14/04/1993
EBA15	Dr	Ethel	Barrett	154 Garrett Hill	Rutherstown	AE3 9CN	07700 900784	M	08/03/1944
JBL99	Mr	James	Blenkinsop	59 Berry St	Clarkmunnock	AF4 4KC	07700 900711	M	04/03/1938
HBO96	Dr	Hester	Bolton	34 Mislate Rd	Giffland	AG2 7MH	07700 900425	F	17/03/1956
JBR45	Mr	James	Brean	59 Opera St	Rutherstown	AE3 9HR	07700 900162	M	17/03/1955
MBR14	Ms	Maria	Brett	16 Theatre Close	Rutherstown	AE3 2QI	07700 900352	F	24/03/1965
JDA23	Mr	Jonathon	Davis	144 Candid Street	Giffland	AG2 7MH	07700 900306	M	12/04/1990
JFI67	Mr	James	Finch	1 Southland Street	Clarkmunnock	AF4 9RE	07700 900167	M	02/03/1936
TJA42	Ms	Teresa	Jacobs	34 Mineland Rd	Rutherstown	AE3 6QG	07700 900665	F	04/04/1979
SKA96	Mr	Simon	Kandy	244 Hagarth Ave	Rutherstown	AE3 6QG	07700 900902	M	22/03/1962
SKH93	Dr	Serena	Khan	11 North Road	Clarkmunnock	AF4 3BU	07700 900768	F	24/03/1965
CKI94	Ms	Charlotte	Kirkwood	91 Capital Way	Rutherstown	AE3 8DP	07700 900522	F	27/02/1931
KLO77	Dr	Kerri	Locksley	16 Edgeware Drive	Clarkmunnock	AF4 4KC	07700 900811	F	28/02/1933
JLO52	Dr	Jo	Lockyer	43 Miner Rd	Rutherstown	AE3 9CN	07700 900566	F	06/03/1941
JMI33	Dr	Jonathon	Milwood	410 Redmond Rd	Clarkmunnock	AF4 3RI	07700 900900	M	10/04/1988
CPA98	Ms	Charlotte	Parker	16 Edgeham Hollow	Rutherstown	AE3 9HR	07700 900312	F	01/05/1951
JPE44	Mr	Jonathon	Peters	62 Moston Road	Rutherstown	AE3 8ER	07700 900871	M	01/03/1934
SRA26	Ms	Sally	Raynard	62 Massey Road	Rutherstown	AE3 9CN	07700 900208	F	05/04/1981
SRE16	Mr	Shaun	Renoir	154 Garfield Hill	Clarkmunnock	AF4 3RI	07700 900423	M	21/03/1961
JSA32	**Mr**	**James**	**Sandalwood**	**13 Staine Street**	**Clarkmunnock**	**AF4 9CN**	**07700 900123**	**M**	**11/03/1987**
PSM94	Mr	Pierre	Smith	410 Old Highland Rd	Clarkmunnock	AF4 3RI	07700 900424	M	02/05/1951
SSM42	Dr	Samuel	Smythe	22 Avda Grove	Giffland	AG2 7MH	07700 900012	M	25/03/1966

(a)		1 2	JSA32, Mr, James, Sandalwood, 13 Staine Street, Clarkmunnock, AF4 9CN, 07700 900123, M, 11/03/1987	**2**

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Task			ANSWER	Marks
			Award 2 marks if all 10 fields entered with no data entry errors and data formatted consistently with other records Award 1 mark if 9 fields entered without data entry errors and data formatted in those 9 fields consistently with other records	
(b)		1	Table sorted in ascending order of LASTNAME	**1**
		2	10 fields and 23 records printed without truncation	**1**
			Total for Task DB1	**4**

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INTERNATIONAL GCSE ICT (4IT0/02)
June 2016 Mark Scheme

Task	ANSWER	Marks

Task DB2

DB2a

ID	T	FIRST	LAST	STREET	TOWN	PC	MOBNO	G	BIRTH
JBL99	Mr	James	Blenkinsop	59 Berry St	Clarkmunnock	AF4 4KC	07700 900711	M	04/03/1938
JFI67	Mr	James	Finch	1 Southland Street	Clarkmunnock	AF4 9RE	07700 900167	M	02/03/1936
EBA15	Dr	Ethel	Barrett	154 Garrett Hill	Rutherstown	AE3 9CN	07700 900784	M	08/03/1944
CKI94	Ms	Charlotte	Kirkwood	91 Capital Way	Rutherstown	AE3 8DP	07700 900522	F	27/02/1931
JLO52	Dr	Jo	Lockyer	43 Miner Rd	Rutherstown	AE3 9CN	07700 900566	F	06/03/1941
KLO77	Dr	Kerri	Locksley	16 Edgeware Drive	Clarkmunnock	AF4 4KC	07700 900811	F	28/02/1933
JPE44	Mr	Jonathon	Peters	62 Moston Road	Rutherstown	AE3 8ER	07700 900871	M	01/03/1934

(a)		12	Award 2 marks for correct 7 records (BIRTHDATE before 1 May 1951) with all 10 fields present only Award 1 mark for 8 records (correct 7 records plus Charlotte Parker) with all 10 fields present OR Correct 7 records with only 9 fields or 1 extra field present	**2**

DB2b

COTTAGENAME	SLEEPS	STARRATING	DAILYRATE
Sealyham	9	4	£150.00
Scottish	8	5	£200.00
Kerry Blue	8	4	£150.00
Cairn	9	5	£200.00
Boston	8	4	£150.00

(b)		123	Award 3 marks for correct 5 records (will have 8 or 9 SLEEPS and STARRATING of 4 or 5) Award 2 marks for 6 records (8 or 9 SLEEPS and STARRATING of 3, 4 or 5) (includes Dandie Dinmont) Award 1 mark for: Correct 10 records for 4 bedrooms (SLEEPS will be 8 or 9 and STARRATINGS will also include values 1, 2 and 3) (includes Dandie Dinmont, Cesky, Irish, Norfolk and Border) OR Correct 8 records with STARRATING of 4 or 5 (Includes Airedale, Wire fox and Jack Russell)	**3**
		45	Award 2 marks for COTTAGENAME, SLEEPS, STARRATING and DAILYRATE fields only in correct order Award 1 mark for COTTAGENAME, SLEEPS, STARRATING and DAILYRATE fields only in any order OR COTTAGENAME, SLEEPS, STARRATING and DAILYRATE fields in correct order but additional field (BEDROOMS) present within list	**2**

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Task	**ANSWER**	Marks

Total for Task DB2	**7**

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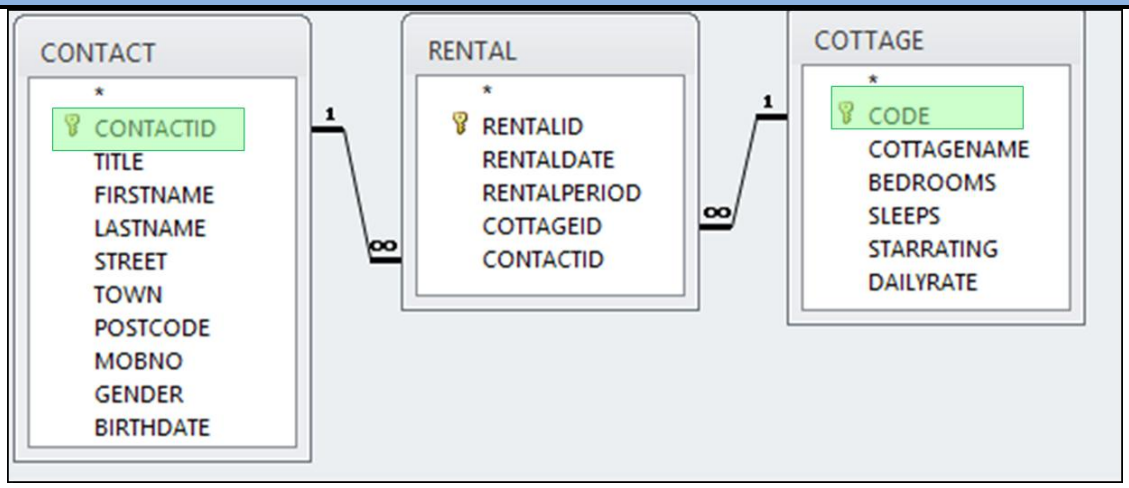
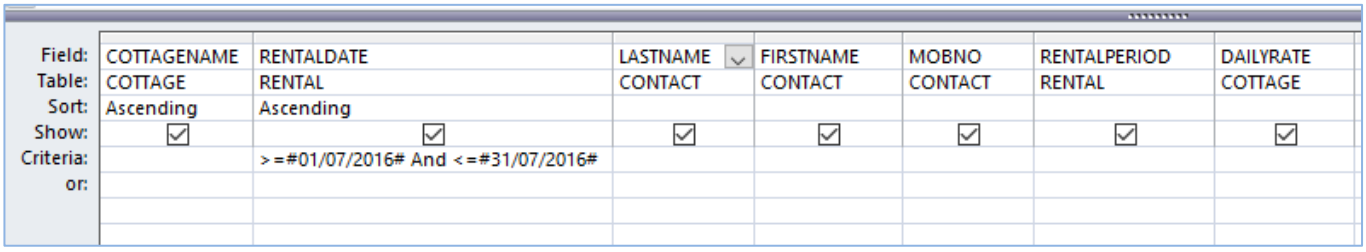
Task	ANSWER	Marks

Task DB3



(a)	(i)	1	CONTACTID (CONTACT table) or CODE (COTTAGE table) identified as primary key	**1**
	(ii)	1 2	Award 1 mark each up to a maximum of 2 for an explanation involving: • Each cottage is unique • Each cottage will be used for many rentals • Cannot rent out cottages that do not exist (in the database)	**2**



Field:	COTTAGENAME	RENTALDATE	LASTNAME	FIRSTNAME	MOBNO	RENTALPERIOD	DAILYRATE
Table:	COTTAGE	RENTAL	CONTACT	CONTACT	CONTACT	RENTAL	COTTAGE
Sort:	Ascending	Ascending					
Show:	☑	☑	☑	☑	☑	☑	☑
Criteria:		>=#01/07/2016# And <=#31/07/2016#					
or:							

(b)		1	Query design view shown – includes evidence of the use of at least 2 tables and the criteria area	**1**
		2	RENTALDATE criteria includes at least one of >=1 July 2016 or <=31 July 2016 or equivalent. Allow any date format. Can be awarded from a results view with only dates in July.	**1**
		3	RENTALDATE criteria is shown correctly as >=1 July 2016 **AND** <=31 July 2016 or equivalent. Allow any date format. Award mark points 2 and 3 for correct use of 'Between' (Between #01/07/2016# And #31/07/2016#)	**1**
		4	Only COTTAGENAME, RENTALDATE, LASTNAME, FIRSTNAME, MOBNO, RENTALPERIOD and DAILYRATE indicated as being shown in results	**1**
		5 6	Award 2 marks if design shows results will be sorted in ascending order of RENTALDATE within ascending order of COTTAGENAME Award 1 mark if design shows results will be sorted: in ascending order of RENTALDATE OR in ascending order of COTTAGENAME OR in order of RENTALDATE within order of COTTAGENAME	**2**
			Total for Task DB3	**9**

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INTERNATIONAL GCSE ICT (4IT0/02) June 2016 Mark Scheme		
Task	**ANSWER**	Marks

Task DB4 – Must be a database *report* to gain credit

Rentals during July 2016

COTTAGE NAME	RENTAL DATE	LAST NAME	MOBILE NUMBER	DAILY RATE
Australian	17/07/2016	Raynard	07700 900208	£25.00
Bull	03/07/2016	Peters	07700 900871	£55.00
Cairn	10/07/2016	Bolton	07700 900425	£200.00
Cairn	31/07/2016	Brett	07700 900352	£200.00
Irish	03/07/2016	Alders	07700 900041	£50.00
Japanese	03/07/2016	Davis	07700 900306	£40.00
Japanese	31/07/2016	Milwood	07700 900900	£40.00
Kerry Blue	10/07/2016	Brean	07700 900162	£150.00
Norwich	17/07/2016	Brean	07700 900162	£90.00
Scottish	31/07/2016	Barrett	07700 900784	£200.00
Sealyham	24/07/2016	Anderson	07700 900131	£150.00
Skye	31/07/2016	Khan	07700 900768	£75.00
Staffordshire	03/07/2016	Blenkinsop	07700 900711	£75.00
Welsh	03/07/2016	Raynard	07700 900208	£25.00
Wire Fox	03/07/2016	Locksley	07700 900811	£50.00
Wire Fox	24/07/2016	Davis	07700 900306	£50.00
Yorkshire	24/07/2016	Kirkwood	07700 900522	£15.00

Exam date Page 1 of 1

		1	Suitable title includes 'rent(als)' and 'July (2016)'	**1**
		2	Only fields COTTAGENAME, RENTALDATE, LASTNAME, MOBNO and DAILYRATE on report	**1**
		3	Field headings COTTAGENAME, RENTALDATE, LASTNAME, MOBNO and DAILYRATE all customised consistently and appropriately	**1**
		4	Fields listed in correct order as shown in Mark Point 3 Ignore additional fields.	**1**
		5	Correct 17 records only. Do not allow follow through	**1**
		6	Report is on one side of A4 landscape AND columns spaced suitably with no truncation of data	**1**
			Total for Task DB4	**6**

TOTAL FOR ACTIVITY 2	**26**

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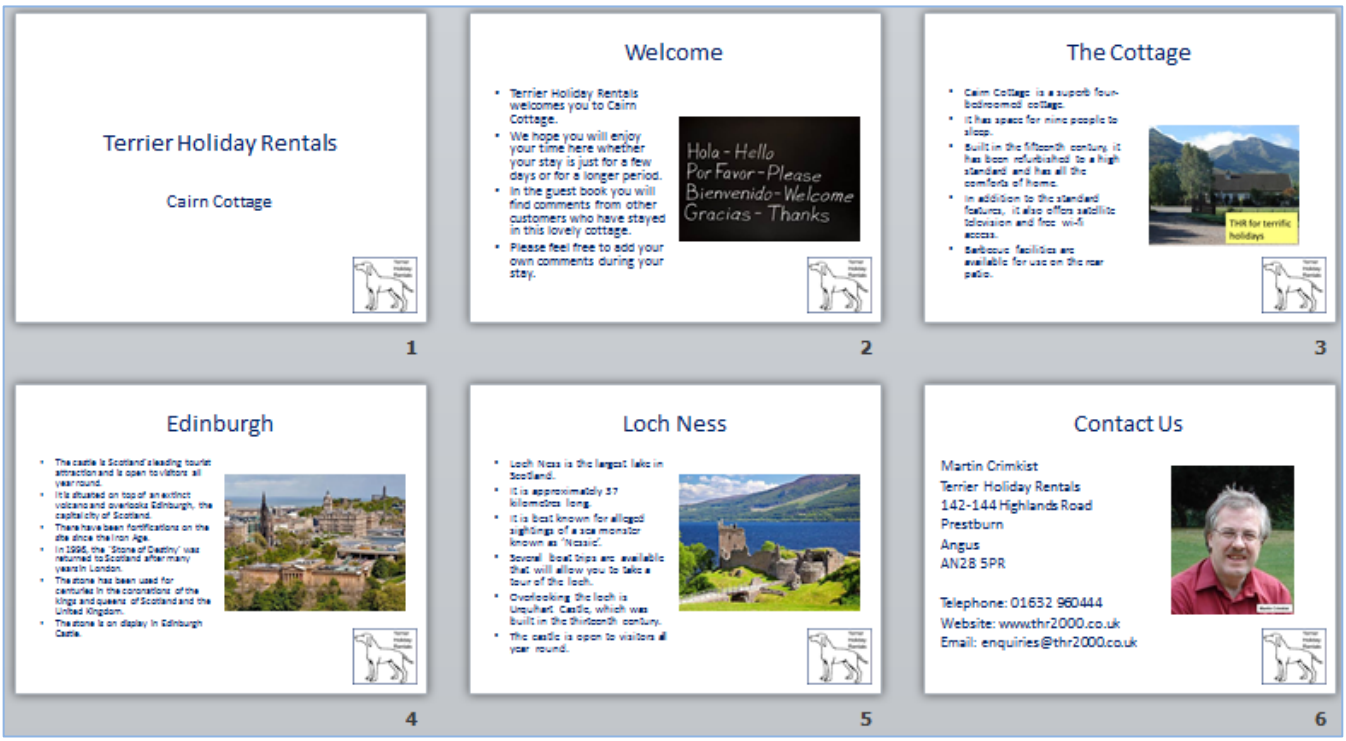
Task	**ANSWER**	Marks

ACTIVITY 3 – USING PRESENTATION SOFTWARE

Task PS1 Must have at least 4 slides for marking points 4 & 5



(a)	(i)	1	Title slide has company name and cottage name – correct spelling and suitable capitals	**1**
		2 3	Award 2 marks for slides 2 to 6 having a suitable title and relevant text in order given (welcome, cottage, attraction name 1, attraction name 2, contact) Award 1 mark for: at least 3 slides with suitable title and relevant text OR slides 2 to 6 having a suitable title in the order given OR relevant text selected for slides 2 to 6 in order given	**2**
		4	Text edited correctly on slides to make it suitable for use in presentation eg phrases/bullets rather than long paragraphs	**1**
		5	All text dark (blue) and formatted consistently on slides – eg consistent font style throughout, consistent font style and size for titles, each slide has consistent font size, appropriate use of bullets	**1**
		6	Logo present on at least 4 slides	**1**
		7	Logo consistently sized and placed in bottom right corner on all 6 slides. No distortion	**1**
		8	HOLIDAY image on suitable slide (ie not on Edinburgh or Loch Ness)	**1**
		9	One different suitable image from IMAGES folder on at least 3 slides (accept HOUSE instead of HOLIDAY)	**1**
		10	All 6 slides match the design and images suitable size No overlap or distortion of images	**1**
	(ii)	1	Slides printed as 'handouts' 2 to a page. Accept 1 sheet with 2 slides. Do not accept screenshots	**1**

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Task	**ANSWER**	Marks

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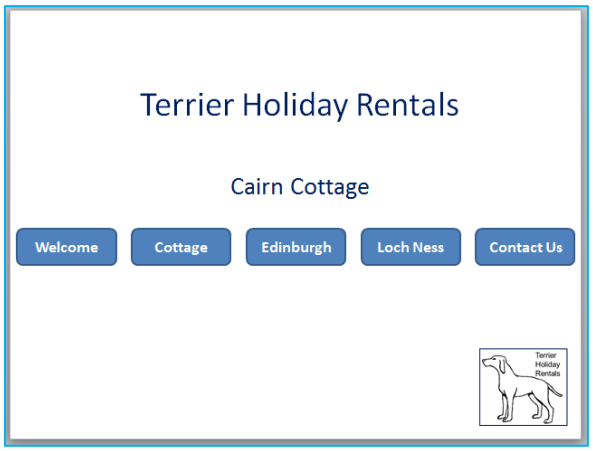
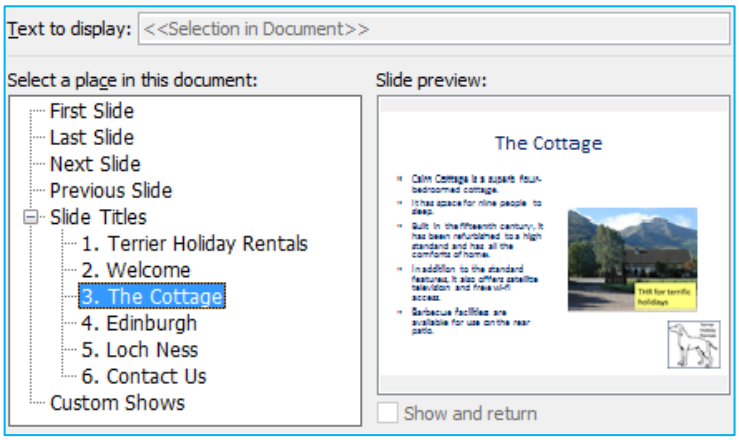
Task	ANSWER	Marks

(b)		1	One formatting feature identified on any slide – eg bullet, font enhancements (bold or italics), borders, use of master slide	**1**
		2	Explanation of how identified feature improves slide – eg makes title/important information stand out	**1**





(c)	(i)	1	Screen shot of title slide displays at least one hyperlink (to another slide) – eg button or underlined text	**1**
		2	Screen shot displays 5 identifiable hyperlinks to other slides	**1**
	(ii)	1	Screen shot displays dialog box of hyperlink set up	**1**
		2	Dialog box shows link to slide within the presentation – not to a separate file	**1**
			Total for Task PS1	**17**

TOTAL FOR ACTIVITY 3	**17**

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Task	ANSWER	Marks

ACTIVITY 4 – USING SPREADSHEET SOFTWARE

Task SS1

	A	B	C	D
1	**Cottage**	**Bedrooms**	**Star Rating**	**Daily Rate**
2	Border	4	2	£100
3	Boston	4	4	£150
4	Cairn	4	5	£200
5	Cesky	4	1	£75
6	Dandie Dinmont	4	3	£130
7	Irish	4	1	£50
8	Kerry Blue	4	4	£150
9	Norfolk	4	2	£100
10	Scottish	4	5	£200
11	Sealyham	4	4	£150
12	Bedlington	3	3	£75
13	Bull	3	2	£55
14	Skye	3	3	£75
15	**Wheaten**	**3**	**4**	**£95**
16	Airedale	2	4	£100
17	Japanese	2	1	£40
18	Lakeland	2	2	£75
19	Manchester	2	1	£50
20	Norwich	2	3	£90
21	Staffordshire	2	2	£75
22	Welsh	2	1	£25
23	Australian	1	3	£25
24	Jack Russell	1	4	£50
25	Patterdale	1	2	£15
26	Wire Fox	1	4	£50
27	Yorkshire	1	2	£15

(a)		1 2	Award 2 marks for correct data entry Wheaten, 3, 4, 95 Award 1 mark for data entry with one error Allow follow through if no data integrity in sort	**2**
(b)		1 2 3	Must have data integrity for any marks. Award 3 marks for Columns A to D sorted in ascending order of column A within descending order of column B Award 2 marks for Columns A to D sorted in ascending order of column A within ascending order of column B OR Columns A to D sorted in descending order of column A within descending order of column B Award 1 mark for Column B sorted in descending order OR Column A sorted in ascending order	**3**
(c)	(i)	1	Column D only formatted to display currency symbol and no decimal places	**1**
	(ii)	1	Truncation removed from column A and row 1	**1**
		2	Borders and/or shading and/or font enhancements used appropriately and consistently so that worksheet is well presented	**1**
			Total for Task SS1	**8**

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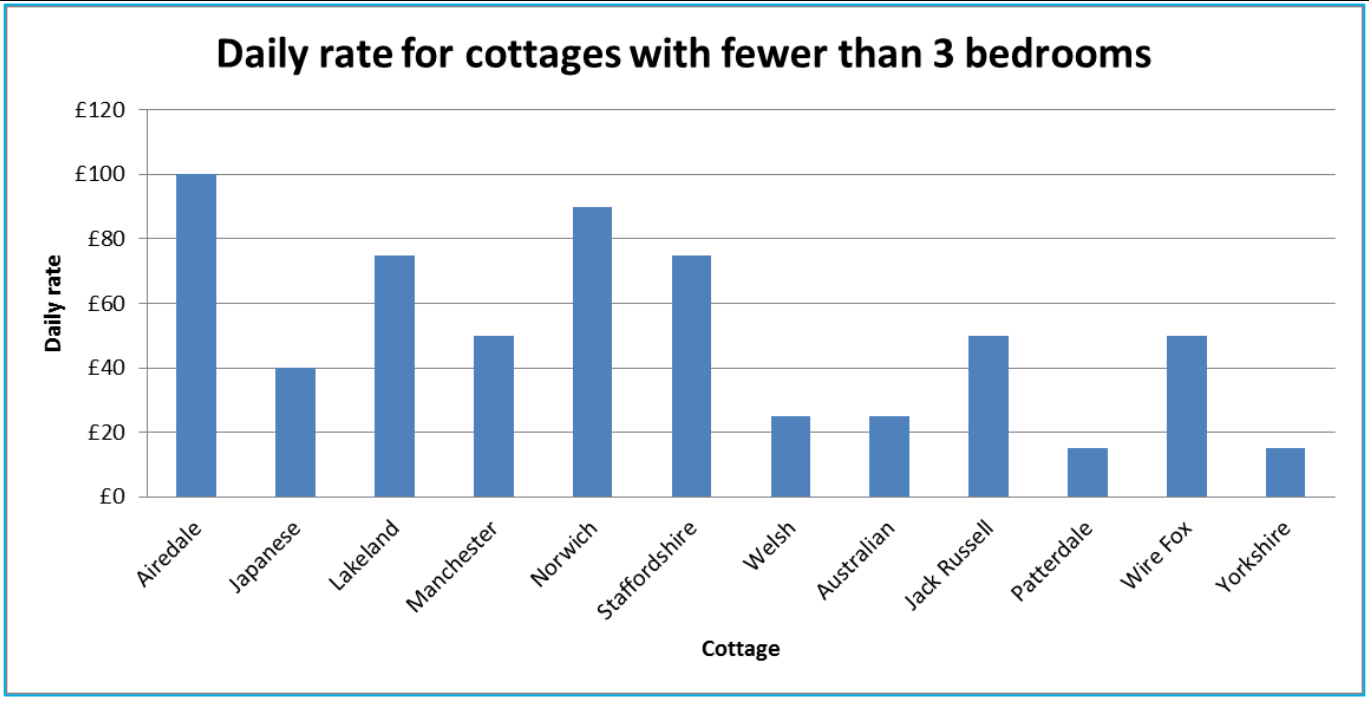
Task	ANSWER	Marks

Task SS2



		1	Bar or column chart with data from DETAILS worksheet	**1**
		2	Correct data for chart – names of cottages with fewer than 3 bedrooms (12 data points) and daily rate (currency values) only	**1**
		3	Suitable title and axis labels	**1**
		4	No truncation of cottage names	**1**
		5	Chart is fit for purpose. All mark points 1 to 4 **and** consistent, suitable capitalisation, no spelling errors in titles and labels, no unnecessary information eg data labels, legend, data table	**1**
			Total for Task SS2	**5**

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Task	ANSWER	Marks

Task SS3 (allow follow through if rows/columns added or deleted)

	A	B	C	D	E
4					
5	**Cottage**	**Daily Rate**	**Days Rented**	**Income**	**Percentage Used**
6	Airedale	100	182	=B6*C6	=C6/$D$3%
7	Australian	25	231	=B7*C7	=C7/$D$3%
8	Bedlington	75	217	=B8*C8	=C8/$D$3%
9	Border	100	84	=B9*C9	=C9/$D$3%
10	Boston	150	147	=B10*C10	=C10/$D$3%
11	Bull	55	126	=B11*C11	=C11/$D$3%
12	Cairn	200	224	=B12*C12	=C12/$D$3%
13	Cesky	75	98	=B13*C13	=C13/$D$3%
14	Dandie Dinmont	130	77	=B14*C14	=C14/$D$3%
15	Irish	50	105	=B15*C15	=C15/$D$3%
16	Jack Russell	50	245	=B16*C16	=C16/$D$3%
17	Japanese	40	161	=B17*C17	=C17/$D$3%
18	Kerry Blue	150	70	=B18*C18	=C18/$D$3%
19	Lakeland	75	119	=B19*C19	=C19/$D$3%
20	Manchester	50	203	=B20*C20	=C20/$D$3%
21	Norfolk	100	252	=B21*C21	=C21/$D$3%
22	Norwich	90	91	=B22*C22	=C22/$D$3%
23	Patterdale	15	140	=B23*C23	=C23/$D$3%
24	Scottish	200	91	=B24*C24	=C24/$D$3%
25	Sealyham	150	210	=B25*C25	=C25/$D$3%
26	Skye	75	112	=B26*C26	=C26/$D$3%
27	Staffordshire	75	133	=B27*C27	=C27/$D$3%
28	Welsh	25	238	=B28*C28	=C28/$D$3%
29	Wire Fox	50	154	=B29*C29	=C29/$D$3%
30	Yorkshire	15	63	=B30*C30	=C30/$D$3%
31					
32	**Total**			**=SUM(D6:D30)**	

(a)	(i)	1 2	Award 2 marks for =B6*C6 OR =PRODUCT(B6:C6) OR =PRODUCT(B6,C6) in cell D6 Award 1 mark for =SUM(B6*C6) or similar OR value of 18200 in cell D6 if no formula view	**2**
		3	Formula in D6 replicated to D7:D30 – must be formula view	**1**
	(ii)	1 2	Award 2 marks for =SUM(D6:D30) in cell D32 Award 1 mark for =SUM(D6:D30) in other cell OR =SUM(D6:D31) in cell D32	**2**
(b)		1 2	Award 2 marks for =C6/$D$3% OR =C6/$D$3*100 in E6 Award 1 mark for =C6/D3% OR =C6/D3*100 OR =SUM(C6/$D$3*100) OR =C6/$D$3 OR 52 (if no formula view) in E6 The first $ is optional in the formulae	**2**
		3	Formula replicated in cells E6:E30 Must have absolute cell references for D3	**1**
			Total for Task SS3	**8**

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Task	ANSWER	Marks

Task **SS4 (allow follow through if rows/columns added or deleted). Must be formula view.**

	F	G	H
5	**Revised Daily Rate**	**Revised Days Rented**	**Revised Income**
6	=IF(E6<40,B6-2,B6)	=IF(E6<40,C6+5,C6)	=F6*G6
7	=IF(E7<40,B7-2,B7)	=IF(E7<40,C7+5,C7)	=F7*G7
8	=IF(E8<40,B8-2,B8)	=IF(E8<40,C8+5,C8)	=F8*G8
9	=IF(E9<40,B9-2,B9)	=IF(E9<40,C9+5,C9)	=F9*G9
10	=IF(E10<40,B10-2,B10)	=IF(E10<40,C10+5,C10)	=F10*G10
11	=IF(E11<40,B11-2,B11)	=IF(E11<40,C11+5,C11)	=F11*G11
12	=IF(E12<40,B12-2,B12)	=IF(E12<40,C12+5,C12)	=F12*G12
13	=IF(E13<40,B13-2,B13)	=IF(E13<40,C13+5,C13)	=F13*G13
14	=IF(E14<40,B14-2,B14)	=IF(E14<40,C14+5,C14)	=F14*G14
15	=IF(E15<40,B15-2,B15)	=IF(E15<40,C15+5,C15)	=F15*G15
16	=IF(E16<40,B16-2,B16)	=IF(E16<40,C16+5,C16)	=F16*G16
17	=IF(E17<40,B17-2,B17)	=IF(E17<40,C17+5,C17)	=F17*G17
18	=IF(E18<40,B18-2,B18)	=IF(E18<40,C18+5,C18)	=F18*G18
19	=IF(E19<40,B19-2,B19)	=IF(E19<40,C19+5,C19)	=F19*G19
20	=IF(E20<40,B20-2,B20)	=IF(E20<40,C20+5,C20)	=F20*G20
21	=IF(E21<40,B21-2,B21)	=IF(E21<40,C21+5,C21)	=F21*G21
22	=IF(E22<40,B22-2,B22)	=IF(E22<40,C22+5,C22)	=F22*G22
23	=IF(E23<40,B23-2,B23)	=IF(E23<40,C23+5,C23)	=F23*G23
24	=IF(E24<40,B24-2,B24)	=IF(E24<40,C24+5,C24)	=F24*G24
25	=IF(E25<40,B25-2,B25)	=IF(E25<40,C25+5,C25)	=F25*G25
26	=IF(E26<40,B26-2,B26)	=IF(E26<40,C26+5,C26)	=F26*G26
27	=IF(E27<40,B27-2,B27)	=IF(E27<40,C27+5,C27)	=F27*G27
28	=IF(E28<40,B28-2,B28)	=IF(E28<40,C28+5,C28)	=F28*G28
29	=IF(E29<40,B29-2,B29)	=IF(E29<40,C29+5,C29)	=F29*G29
30	=IF(E30<40,B30-2,B30)	=IF(E30<40,C30+5,C30)	=F30*G30
31			
32			**=SUM(H6:H30)**

	(a)	1 2	Award 2 marks for =IF(E6<40,B6-2,B6) in F6 Award 1 mark for attempt at IF statement – minimum =IF(E6 Allow follow through if % not calculated in SS3b (if formula in E6 is =C6*D3 then =IF(E6<40%, B6-2,B6) is OK for 2)	**2**
	(b)	1 2	Award 2 marks for =IF(E6<40,C6+5,C6) in G6 Award 1 mark for =IF(E6<40 Allow follow through if % not calculated in SS3b	**2**
	(c)	1	=F6*G6 in H6	**1**
		2	Replication of formulae from F6:H30	**1**
	(d)	1	=SUM(H6:H30) in H32	**1**
			Total for Task SS4	**7**

TOTAL FOR ACTIVITY 4	**28**

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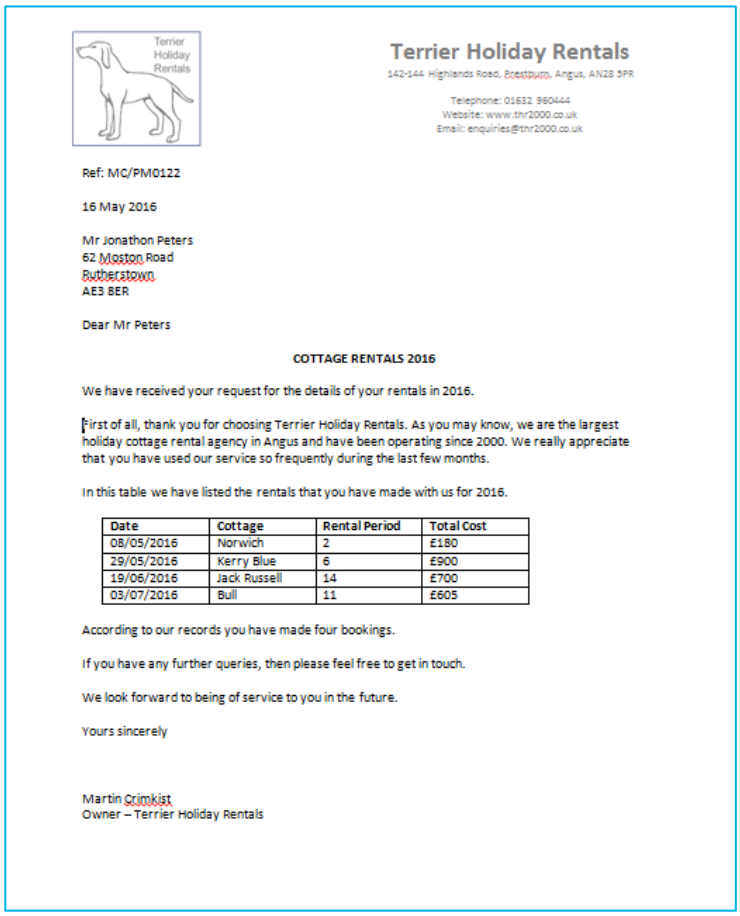
Task	ANSWER	Marks

ACTIVITY 5 – USING DTP/WORD PROCESSING SOFTWARE

Task WP1



Terrier Holiday Rentals

142-144 Highlands Road, Prestburn, Angus, AN2B 3PR

Telephone: 01632 960444
Website: www.thr2000.co.uk
Email: enquiries@thr2000.co.uk

Ref: MC/PM0122

16 May 2016

Mr Jonathon Peters
62 Moston Road
Rutherstown
AE3 8ER

Dear Mr Peters

COTTAGE RENTALS 2016

We have received your request for the details of your rentals in 2016.

First of all, thank you for choosing Terrier Holiday Rentals. As you may know, we are the largest holiday cottage rental agency in Angus and have been operating since 2000. We really appreciate that you have used our service so frequently during the last few months.

In this table we have listed the rentals that you have made with us for 2016.

Date	Cottage	Rental Period	Total Cost
08/05/2016	Norwich	2	£180
29/05/2016	Kerry Blue	6	£900
19/06/2016	Jack Russell	14	£700
03/07/2016	Bull	11	£605

According to our records you have made four bookings.

If you have any further queries, then please feel free to get in touch.

We look forward to being of service to you in the future.

Yours sincerely

Martin Crimkist
Owner – Terrier Holiday Rentals

(a)		1	Logo inserted in document, top or bottom and suitable alignment Ignore truncation by page border.	**1**
		2	All 5 contact details included. (company name, address, telephone, web address and email)	**1**
		3	Contact details suitably formatted and located without truncation	**1**
		4	Letterhead is fit for purpose (must have mark points 1 to 3) and is appropriate size for document (no more than 5 cm of document)	**1**
(b)		1	Text from DRAFT included	**1**
		2	Address details included and located in top left corner or bottom left corner of letter	**1**
		3	Address details include Name, Address, Town & Postcode only (without labels)	**1**
		4	Rental details inserted between paragraphs 2 and 3 or between paragraphs 3 and 4	**1**
		5	At least 3 of salutation, subject line, date and close inserted in appropriate locations	**1**
		6	Consistent and appropriate font used for all letter content (other than letterhead) including table. Ignore any signature font if present	**1**
		7	Letter is fit for purpose – all of mark points 1 to 6 **and** no spelling errors, consistent layout, fits on 1 page, and appropriate salutation	**1**

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Task	ANSWER	Marks

(c)		1 2	Award 1 mark each up to a maximum of 2 for identification of any of: • salutation • subject line • date • reference • complimentary close	**2**
		3 4	Award 1 mark each up to a maximum of 2 for explanation of purpose of identified convention • salutation - (courtesy) indicating to whom letter is written • subject line - inform about content of letter • date - identify when letter was written • reference - identify letter for filing purposes • complimentary close - (courtesy) indicating who wrote the letter	**2**
			Total for Task WP1	**15**

TOTAL FOR ACTIVITY 5	**15**