HOW TO PASS FUNCTIONAL SKILLS MATHS LEVEL 1 AND LEVEL 2

Everything you need to help your students gain a pass at Functional Skills Maths Level 1 and Level 2. Written by Barry Gear, a Functional Skills Maths Chief Examiner and teacher, these resources are perfect for ensuring your students are Functional Skills exam ready.

Each photocopiable workbook contain teacher’s notes, examiner’s tips and six engaging projects as well as project source material and question papers on CDROM.

The projects in these books are designed to be generic – so it won’t matter which exam board you use. Tasks offer both teachers and students practice across different assessment types used in the Functional Skills Maths tests across all awarding bodies.

“This is a very easy to use book that has proved to be invaluable for both teacher and student. The tasks form an essential part of my students’ preparation for the tests – the hints and tips alone have been the difference between a pass and a fail for some of my students. But more than that, these books have helped boost student confidence and self-belief. They’ll be great for the Functional Skills aspects of GCSEs too.”

Sue Raven, Deputy Head Teacher, Cottenham Village College, Cambridge

How to pass Functional Skills Maths Level 1

How to pass Functional Skills Maths Level 2

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</table>
How to pass
Functional Skills Maths

« Level 1 »

Barry Gear
Project 5.
Five-a-side football tournament

Barry has entered a team for a five-a-side charity football tournament.

Resources:
Entrance fees
List of teams entered
Results of league games

Questions

Mark scheme
Project 5.
Five-a-side football tournament

Project 5: Five-a-side football tournament – Resources

> Entrance fees

Charity Five-a-side tournament

Tournament format:
Each player pays £2 entry fee.
Each team must consist of 6 (five players plus one substitute who can play at any time).
Each match will last 10 minutes.
Matches start at 09:00 Saturday morning.
1st round is a league where each team plays all other teams.

> List of teams entered

<table>
<thead>
<tr>
<th>Group 1</th>
<th>Group 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill’s Bangers</td>
<td>Barry’s Baddies</td>
</tr>
<tr>
<td>Nathan’s Numpties</td>
<td>Dave’s Devils</td>
</tr>
<tr>
<td>Sue’s Shooters</td>
<td>Trevor’s Terrors</td>
</tr>
<tr>
<td>Charlie’s Angels</td>
<td>Jack’s Sparrows</td>
</tr>
</tbody>
</table>

> Results of league games

<table>
<thead>
<tr>
<th>Group 1</th>
<th></th>
<th>Group 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill’s Bangers</td>
<td>4 – 0</td>
<td>Nathan’s Numpties</td>
</tr>
<tr>
<td>Sue’s Shooters</td>
<td>7 – 1</td>
<td>Charlie’s Angels</td>
</tr>
<tr>
<td>Bill’s Bangers</td>
<td>1 – 0</td>
<td>Sue’s Shooters</td>
</tr>
<tr>
<td>Nathan’s Numpties</td>
<td>1 – 1</td>
<td>Charlie’s Angels</td>
</tr>
<tr>
<td>Charlie’s Angels</td>
<td>3 – 3</td>
<td>Bill’s Bangers</td>
</tr>
<tr>
<td>Sue’s Shooters</td>
<td>9 – 0</td>
<td>Nathan’s Numpties</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Trevor’s Terrors</td>
<td>1 – 2</td>
</tr>
<tr>
<td>Dave’s Devils</td>
<td>1 – 3</td>
</tr>
<tr>
<td>Barry’s Baddies</td>
<td>2 – 2</td>
</tr>
<tr>
<td>Jack’s Sparrows</td>
<td>4 – 3</td>
</tr>
<tr>
<td>Barry’s Baddies</td>
<td>1 – 0</td>
</tr>
<tr>
<td>Trevor’s Terrors</td>
<td>1 – 1</td>
</tr>
</tbody>
</table>
Barry has entered a team for a five-a-side charity football tournament. His team has played the first six matches which are against the other teams in his group. The other group has also played all its matches. Two top teams in each group go forward into the knock-out stage. Barry wants to work out if his team has finished first or second and which other teams will go through to the knockout rounds. Teams score 2 points for a win, 1 point for a draw and no points for a loss.

1. Complete the tables below to work out who finished where. (10 marks)

<table>
<thead>
<tr>
<th>Position</th>
<th>Group 1</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position</th>
<th>Group 2</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
All the league games were played before a break for lunch.
Each game was 10 minutes long.
There was a 5 minute gap before the next game started.
All the games were played on the same pitch.

2. (a) At what time would the 1 hour lunch break have started? (8 marks)

After the hour for lunch, the team top of group A played the team second in group B.
The team top of group B played the team second in group A.
The losers of these games played each other to see who came third and fourth.
The winners of these two games played each other to see who came first and second.
As soon as the last game had finished the presentation took place.
2. (b) What time did the presentation start? (5 marks)
Project 5.
Five-a-side football tournament

Every team uses all six players during the tournament.

3. (a) How many players took part altogether? (2 marks) 

3. (b) How much money would have been raised from the players’ entry fees? (2 marks)

---

Jayne organised juice drinks for the players. She correctly estimated each player would have two plastic cups of juice drink per game.

4. (a) How many cups of juice drink would Jayne have made for the two teams playing in one of the games? (3 marks)

4. (b) How many cups were drank by all the players during the whole tournament? (3 marks)
Project 5.
Five-a-side football tournament

Each cup held 200ml of the drink.

1000ml = 1litre

4. (c) How many litres of drink did Jayne use for the whole tournament? (4 marks)

To make the juice drink Jayne bought concentrated juice that she diluted with water in the ratio of 1:4

4. (d) How many 200ml cups of drink could Jayne make from 1 litre of concentrated juice? (5 marks)

Jayne bought 16 litres of the concentrated juice to last the whole tournament.

4. (e) Did she have enough or did she run out? Make sure you justify your answer with calculations to show why. (3 marks)

5. Which team do you think won the tournament? Give a reason for your decision. (2 marks)
<table>
<thead>
<tr>
<th>Questions</th>
<th>Maximum marks</th>
<th>Award marks as follows:</th>
<th>Process</th>
</tr>
</thead>
</table>
| 1.                                | Completed tables | 10  
**Group 1:**  
1 mark for – Bill’s Bangers = 2 + 2 + 1 = 5 points  
1 mark for – Nathan’s Numpties = 1  
1 mark for – Sue’s Shooters = 2 + 2 = 4  
1 mark for – Charlie’s Angels = 1 + 1 = 2  
1 mark for – Correct order in table: |         |  
|                                   |               | 1 | Bill’s Bangers      | R       |
|                                   |               | 2 | Sue’s Shooters      | R       |
|                                   |               | 3 | Charlie’s Angels    | R       |
|                                   |               | 4 | Nathan’s Numpties   | I       |
| 2.(a)                             | Calculating time of lunch hour | 8  
1 mark for – Recognising 12 games played  
1 mark for – Each game = 10 minutes + 5 minutes = 15 minutes  
1 mark for – 15 minutes x 12 games  
1 mark for – = 180 minutes  
1 mark for – = 3 hours  
1 mark for – 9:00 + 3 = 12:00  
1 mark for – Last game – 5 minutes  
1 mark for – Last game finishes at 11:55  
Alternative methods should be accredited accordingly |         |  
<p>|                                   |               | 1 | Barry’s Baddies      | R       |
|                                   |               | 2 | Jack’s Sparrows      | A       |
|                                   |               | 3 | Dave’s Devils        | I       |
|                                   |               | 4 | Trevor’s Terrors     | R       |</p>
<table>
<thead>
<tr>
<th>Questions</th>
<th>Maximum marks</th>
<th>Award marks as follows:</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.(b)</td>
<td>5</td>
<td>1 mark for – ‘11:55’ + 1 hour = 12:55 (allow follow through with their time from 2.(a)) 1 mark for – 4 games played = 1 hour 1 mark for – 12:55 + 1 = 13:55 1 mark for – -5 minutes 1 mark for – Presentation should start at 13:50</td>
<td>R</td>
</tr>
<tr>
<td>3.(a)</td>
<td>2</td>
<td>1 mark for – 6 (per team) x 8 (teams) 1 mark for – = 48</td>
<td>R</td>
</tr>
<tr>
<td>3.(b)</td>
<td>2</td>
<td>1 mark for – ‘48’ x £2 1 mark for – £96</td>
<td>R</td>
</tr>
<tr>
<td>4.(a)</td>
<td>3</td>
<td>1 mark for – 1 game = 12 players 1 mark for – 12 x 2 cups 1 mark for – = 24 cups</td>
<td>R</td>
</tr>
<tr>
<td>4.(b)</td>
<td>3</td>
<td>1 mark for – 16 games altogether 1 mark for – 16 x ‘24’ allow follow through from above 1 mark for – = 384 cups</td>
<td>R</td>
</tr>
<tr>
<td>4.(c)</td>
<td>4</td>
<td>1 mark for – ‘384’ x 200ml 1 mark for – = 76800ml 1 mark for – ÷ 1000 1 mark for – = 76.8 litres</td>
<td>R</td>
</tr>
<tr>
<td>4.(d)</td>
<td>5</td>
<td>1 mark for – 1:4 = 5 parts 1 mark for – 200ml ÷ 5 parts = 1 mark for – 40ml 1 mark for – 1000ml (1 litre) ÷ 40 1 mark for – = 25 cups per litre</td>
<td>R</td>
</tr>
<tr>
<td>4.(e)</td>
<td>3</td>
<td>1 mark for – Cups in 16 litres = 16 x 25 = 400 1 mark for – Comparison with 4.(b) = ‘384’ 1 mark for – Yes, had 16 cups over – or correct interpretation of their results</td>
<td>R</td>
</tr>
<tr>
<td>5.</td>
<td>2</td>
<td>1 mark for – One of their top 4 teams from Question 1. 1 mark for – Reason given, for example: most goals scored or best goal difference or most games won.</td>
<td>I</td>
</tr>
</tbody>
</table>

**TOTAL 47**
How to pass

Functional Skills Maths

« Level 2 »

Barry Gear
Project 1.
Redecorating a room

Billy is thinking about redecorating his living room.

Resources:
Plan of Billy’s room

Questions

Mark scheme
Project 1: Redecorating a room – Resources

Plan of Billy’s room

Wallpaper on all of these walls

Patio Doors:
2m high

Window:
1.5m high

Door: 2m high

Scale:
1 square = 2 feet (60cm)

Ready Pasted Wallpaper
Standard Length 10.05m
Standard Width 0.53m
£38.99 per roll

1 litre of paint will cover 8m² depending on wall finish.

1 litre
£4.55

2.5 litres
£8.88

5 litres
£15.25

10 litres
£27.49
Project 1: Redecorating a room – Questions

Billy is thinking about redecorating his living room. He has drawn up a plan of the room and gathered some prices.

Billy is going to redecorate his living room walls.
He has decided to paint three walls and wallpaper the fourth wall.
He has drawn a plan of the room and collected some information on paint and wallpaper costs.

The wallpaper has to be hung vertically and must not overlap.
The roll of paper from ceiling to floor must be one single piece, no joins.
A single piece can go around corners.
The room is 2.4m from floor to ceiling.

1. (a) What is the total length of wall, in metres, that Billy is going to cover with wallpaper? The top wall on the plan. (2 marks)

1. (b) How many lengths, to fit from floor to ceiling, can Billy cut from 1 roll of wallpaper? (3 marks)

1. (c) How many complete rolls of wallpaper will Billy need to buy? (4 marks)
Project 1.
Redecorating a room

Now Billy has to work out how much paint to buy.

2. (a) Calculate the total area of the walls that Billy will be painting. (10 marks)

2. (b) How much paint will Billy need for one coat of paint? Show how you could check your calculation. (3 marks)
Project 1.
Redecorating a room

Billy has been told that he will need two coats of paint.

2. (c) Show the cheapest way he could buy the paint he needs for both coats. Make sure you justify your answer. (5 marks)

To finish the room Billy is going to fit some coving to the whole perimeter of the room.

Coving fits between the ceiling and the wall as a feature and to neaten up the join. It is used around the whole of the ceiling.

It comes in 2.2m lengths and can be bought as a single length or in a pack of four.

The prices are single £7.99
Four pack £24.99
A pot of adhesive will be £11.98

3. What is the cheapest way for Billy to buy the adhesive and coving he needs for his room? (5 marks)

4. Billy wanted to keep within a budget of £250 for the whole job. How close is he? (3 marks)
<table>
<thead>
<tr>
<th>Questions</th>
<th>Maximum marks</th>
<th>Award marks as follows:</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.(a)</td>
<td>Length of wall</td>
<td>2</td>
<td>1 mark for – Correct count of squares and use of scale 12 x 0.6 (m) 1 mark for – Correct answer 7.2 (m)</td>
</tr>
<tr>
<td>1.(b)</td>
<td>Drops from 1 roll</td>
<td>3</td>
<td>1 mark for – Dividing length of roll by height of room – 10.05 (m) ÷ 2.4 (m) 1 mark for – Correct answer – 4.1875 1 mark for – Rounding down to integer – 4 lengths</td>
</tr>
<tr>
<td>1.(c)</td>
<td>Amount of rolls</td>
<td>4</td>
<td>1 mark for – ‘Their’ length of wall divided by width of roll – 7.2 (m) ÷ 0.53 = 13.58 – F/T (allow follow through) 1 mark for – Rounding up to integer – 4 lengths 1 mark for – Dividing ‘their’ lengths needed by lengths in roll – 14 ÷ 4 = 3.5 – F/T 1 mark for – Rounding up to integer – 4 rolls</td>
</tr>
</tbody>
</table>

Project 1: Redecorating a room – Mark scheme
### Project 1.

#### Redecorating a room

<table>
<thead>
<tr>
<th>2.(a)</th>
<th>Area of painted walls</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 mark for – Method to find area of left wall – 9 x 0.6 x 2.4 = 12.96 (m²)</td>
<td>R</td>
</tr>
<tr>
<td></td>
<td>1 mark for – Method to find area of patio doors – 3 x 0.6 x 2 = 3.6 (m²)</td>
<td>R</td>
</tr>
<tr>
<td></td>
<td>1 mark for – Wall minus patio doors – 12.96 – 3.6 = 9.36 (m²) - F/T</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>1 mark for – Method to find area of right wall – 7 x 0.6 x 2.4 = 10.08 (m²)</td>
<td>R</td>
</tr>
<tr>
<td></td>
<td>1 mark for – Method to find area of window – 4 x 0.6 x 1.4 = 3.36 (m²)</td>
<td>R</td>
</tr>
<tr>
<td></td>
<td>1 mark for – Wall minus window – 10.08 – 3.36 = 6.72 (m²) - F/T</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>1 mark for – Method to find area of bottom wall – 12 x 0.6 x 2.4 = 17.28 (m²)</td>
<td>R</td>
</tr>
<tr>
<td></td>
<td>1 mark for – Method to find area of door – 2.5 x 0.6 x 2 = 3.00 (m²)</td>
<td>R</td>
</tr>
<tr>
<td></td>
<td>1 mark for – Wall minus door – 17.28 – 3.00 = 14.28 (m²) - F/T</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>1 mark for – Three walls totalled – 9.36 + 6.72 + 14.28 = 30.36 m² – F/T</td>
<td>I</td>
</tr>
<tr>
<td></td>
<td>Or 1 mark for – Method to find area of all walls – 28 x 0.6 x 2.4</td>
<td>R</td>
</tr>
<tr>
<td></td>
<td>1 mark for – Correct answer = 40.32 (m²)</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>1 mark for – Method to find area of patio doors – 3 x 0.6 x 2</td>
<td>R</td>
</tr>
<tr>
<td></td>
<td>1 mark for – Correct answer = 3.6 (m²)</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>1 mark for – Method to find area of window – 4 x 0.6 x 1.4</td>
<td>R</td>
</tr>
<tr>
<td></td>
<td>1 mark for – Correct answer = 3.36 (m²)</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>1 mark for – Method to find area of door – 2.5 x 0.6 x 2</td>
<td>R</td>
</tr>
<tr>
<td></td>
<td>1 mark for – Correct answer = 3.00 (m²)</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>1 mark for – All walls minus patio windows, window and door – 40.32 – 3.6 – 3.36 – 3.00 = 30.36 m² – F/T</td>
<td>R</td>
</tr>
<tr>
<td></td>
<td>1 mark for – Correct answer = 30.36 m² – F/T</td>
<td>I</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2.(b)</th>
<th>Amount of paint</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 mark for – ‘Their’ area of wall divided by coverage – 30.36 ÷ 8</td>
<td>R</td>
</tr>
<tr>
<td></td>
<td>1 mark for – Answer = 3.795... litres (accept rounding to 4)</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>1 mark for – Check. Reverse calculation – 3.795 x 8 or estimation – 4 x 8 or any valid check. Do not accept comments such as “checked with calculator” or “did it again”.</td>
<td>A</td>
</tr>
</tbody>
</table>
## Project 1.
Redecorating a room

### Questions

<table>
<thead>
<tr>
<th>Process</th>
<th>Award mark for:</th>
<th>Maximum marks</th>
<th>Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 mark for – Double litres from 2(b) – 3.795 x 2 = 7.59 (accept 8 litres)</td>
<td>R</td>
<td>5</td>
<td>2(c)</td>
</tr>
<tr>
<td>1 mark for – Possible combinations identified – 5+1+1+1 or 5+2.5+1</td>
<td>A</td>
<td>1 mark for – Cost of their combination identified – £27.49 10 litre tub</td>
<td>3</td>
</tr>
<tr>
<td>1 mark for – Any reasonable justification for choice – e.g. ‘cheapest of three even though more than required”</td>
<td>R</td>
<td>1 mark for – Finding perimeter of the room – 40 x 0.6 = 24 (m)</td>
<td>3.1</td>
</tr>
<tr>
<td>1 mark for – Finding lengths required – 24 ÷ 2.2 = 10.909 = 11 lengths</td>
<td>A</td>
<td>2 packs + 3 singles £73.95 or 3 packs £74.97 or 2 packs + 3 singles as it is cheaper”</td>
<td>3.2</td>
</tr>
<tr>
<td>1 mark for – Justifying choice of option – “3 packs as it will allow for wastage” or “2 packs + 3 singles as it is cheaper”</td>
<td>R</td>
<td>1 mark for – Cost of ‘their’ rolls x 38.99 – 4 x 38.99 = £155.96</td>
<td>3.3</td>
</tr>
<tr>
<td>1 mark for – Correct total of coving + adhesive – £86.95 or 73.95 + 11.98 = £85.93</td>
<td>A</td>
<td>1 mark for – Comment to compare their total with £250 budget</td>
<td>3.4</td>
</tr>
</tbody>
</table>

| TOTAL 35 | | | |
Everything you need to help your students gain a pass at Functional Skills English Level 1 and Level 2. Written by Michelle Lawson, a Functional Skills English Principal Examiner and teacher, these resources are perfect for ensuring your students are fully prepared for their Functional English tests.

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The projects in these books are designed to be generic – so it won’t matter which exam board you use. Tasks offer both teachers and students practice across different assessment types used in the Functional Skills English tests across all awarding bodies.

“These books have been extremely helpful in giving my students a realistic expectation of what to expect when taking the papers. In fact, since using the resources our pass rates have clearly improved. I would commend them to anyone preparing students for Functional Skills. They are called How to Pass Functional Skills English – and they do exactly what they say.”

Penny Martin, Head of Key Stage 4, The Lilford Centre, Wigan
Project 5.
Buying a used car

You are thinking about buying a small car.

Reading text 1:
a page from the DirectGov website

Reading text 2:
a page from the Parkers car reviews website
Second-hand car warning: know your rights

Consumers are paying an average of £425 each to fix faults with second-hand cars that are the dealer’s responsibility to correct. A study by the Office of Fair Trading (OFT) also found that many dealers are using illegal disclaimers like 'No Refund'. Make sure you know your rights when buying a second-hand car.

Second-hand car dealer market

An OFT study has found that the £24 billion second-hand car dealer market is often not working well for consumers. The report found that most used car faults come to light in the first three months after purchase, suggesting many second-hand cars sold are not of satisfactory quality. In this situation it is the dealer’s responsibility to fix the problem.

Despite this, nearly 30 per cent of buyers surveyed who contacted their dealer about a problem said they did not have problems resolved.

Your consumer rights when buying a car

Buying a car - your rights

Consumers who have this problem spend an estimated £425 each, or £85 million per year in maximum, fixing unresolved faults that are the dealer’s responsibility to correct.

The report also found that:
- many dealers are illegally falsifying a vehicle’s mileage (clocking)
- some dealers are pretending to be private sellers in order to avoid their legal responsibilities to consumers
- one in eleven car dealers use illegal disclaimers about the car's history and condition, such as that a car is 'sold as seen' or 'No Refund'
- many dealers fail to disclose what mechanical and other pre-sale checks they have carried out

While the OFT believes that current laws are strong enough, more needs to be done to make sure:
- dealers are aware of the law
- consumers are aware of their rights
- dealers who fail to comply face a real threat of prosecution.

Project 5.
Buying a used car

Project 1 Text 2

Car Reviews
Ford Ka (96-08)

Summary ★★★☆☆
The Ford Ka may not be the newest small car on the market but it still has plenty to offer. Cheap to buy and run, its once unusual styling has stood the test of time well and it’s great fun to drive - especially the peppy SportKa version. It’s fairly spacious too given its small dimensions but the cabin is starting to look dated, especially with large amounts of exposed metal on show. The 1.3-litre engine in the standard Ka is fine around town but noisy at higher speeds and the Ford lacks the refinement of newer small hatchbacks.

Reliability ★★★☆☆
It’s been around for a while now and the Ka has generally been mechanically reliable with problems usually confined to minor niggles. Repairs are reasonably cheap, while parts are readily available and straightforward to fit.

Performance ★★★☆☆
Only one engine is available in the standard Ka – a peppy 1.3-litre unit. It’s great around town and for nipping in and out of traffic. It’s fairly noisy at higher revs though and the drone can become tiring on motorway journeys.

Comfort ★★★☆☆
Lengthy journeys can feel a little confined, especially for rear occupants, although the driver and front passenger are given a little more legroom and overall comfort levels aren’t too bad. Two small children may fit into the rear seats quite comfortably, but adults will find it a bit of a squeeze.

Practicality ★★★☆☆
The boot will just about squeeze the weekly shopping in and the back seat folds for extra practicality. The three-door design can be a little awkward to climb in and out of but this car is designed to be compact, so don’t be surprised at the cosy interior. The Ka can handle the occasional lengthy motorway voyage, but it wasn’t designed to clock up ultra-high mileages and is far happier pottering around town.

Still looks good, cheap to run, nimble around town, fun to drive.
Limited rear space, dated interior, lacks refinement, noisy on the motorway.

Adapted with permission from www.parkers.co.uk
Project 5. Buying a used car

Project 5 Reading questions

> Text 1

1. What is the main purpose of this text? (1)
   a) To persuade the reader not to buy a used car
   b) To show how some dealers illegally falsify car mileage
   c) To inform and advise the reader about faulty used cars
   d) To advise dealers on how they could be prosecuted

2. How much in total do buyers spend per year fixing faults that are the dealer’s responsibility? (1)

3. Why might a car dealer pretend to be a private seller? (1)

4. a. Does the OFT think that the laws should be changed? (1)

4. b. Give two suggestions that the OFT believe would improve the situation. (2)

4. c. Choose one of these suggestions and explain whether you think it would work. (1)

5. You are about to buy a car and would like to find out your consumer rights. What should you do?

> Text 2

6. What is the main purpose of this text? (1)
Project 5.
Buying a used car

7. Give two reasons why you might buy a Ka if you are looking for a car that scores well in terms of reliability and repairs. (2)

8. Out of the four areas of Reliability, Performance, Comfort and Practicality, which does the review rate most and least highly? (2)
   Most highly:
   Least highly:

9. A friend who is a market trader needs a car to carry their stock around. Would you recommend the Ka from this review? Give a reason to support your decision. (2)

10. A family with teenagers who do a lot of long distance journeys are looking for a car. Would you recommend the Ford Ka? Give two reasons why or why not. (2)

11. List four features of Text 2 that are used to present information. (4)

12. Would you consider buying a Ka after reading this text? Give at least two reasons to support your answer. (2)
Project 5 writing tasks

> Writing task 1 (20 marks)

You bought a Ford Ka from a local garage for £995. At the time of the sale you were told that the car was ‘sold as seen’ and that there could be ‘no refund’ if you were unhappy with the car.

In the two months since you bought the car, it has broken down four times. The last time, a recovery service came to help you and they informed you that the car has a serious fault that will cost around £400 to put right. They also suggested that the car should not have been sold to you with any of these faults, and that you have the right to demand that the dealer fixes it.

Use a separate piece of paper to write a letter to the manager of the garage, Mr Bill Todd, at Todd’s Top Vehicles, Benton Lane, Lowham LW23 1SS. You might find Text 1 helpful.

You should include:
- details of the car you bought
- why you are unhappy
- your rights
- what you want the garage to do

Project 5 Writing task 2 (20 marks)

After receiving no reply from your letter to the garage, you find out that the garage has closed down. A friend who works for the local newspaper is interested in your story and has asked you to write an article to keep the public informed. He suggested you include:
- the importance of taking a faulty car straight back to the garage
- the high number of unsatisfactory cars sold each year
- the costs of repairs paid by car buyers when it’s the dealer’s responsibility
- where the public can find more information about their rights

You can use Text 1 for information. Use a separate piece of paper to write the article.
Project 5 extension tasks

> Independent research task

Buying a small car

- Firstly, decide on your ideal car – you can select one or two different models.
- Secondly, use an internet car review site such as Parkers (www.parkers.co.uk) to read reviews of your chosen car/s. Decide what’s important to you – performance, reliability, etc.
- Thirdly, research local dealers for suitable models for sale, preferably under £1500.
- When you have done your research, write the results as a report.

You should include:

- a clear introduction that states what you have set out to do
- your choice of car – this should summarise the reviews of the two car models you chose, and give your final choice of which one seems the best overall
- your findings – these will be details of models for sale locally. Include two or three models, with details of price, location, car features and age
- your conclusion should focus on which car seems the best overall, and your recommendations can include details of models for sale locally.

> Ideas for speaking, listening and communication tasks

Discussion

Using your research and any relevant experience, discuss the different cars that you have researched and the local sales outlets, and make a group decision on which car and outlet might be the most reliable to buy a car from (informal, unfamiliar context).
Project 2.
Organising a fashion show

Your local college has been asked to help organise a fashion show to raise money for charity.

Reading text 1:
a letter from a charity director to the college fashion department

Reading text 2:
an advert for a function room at a local hotel

Reading text 3:
an advert for an inn/hotel

Reading text 4:
an email from the head of the fashion department to the charity director
Dear Mr Moore

I’m writing on behalf of Moulton Street Shelter, a local charity of which I am a director. Our volunteers help run temporary accommodation for homeless people, and we’re well known for the evening soup kitchen that we run during the winter months.

As a charity we’re always looking for innovative ways to raise money in order to continue our work. I’m aware that the college currently has some particularly talented students in the fashion department, and I wondered if you would be interested in helping to organise a fashion show? This would involve organising samples of student work, volunteer models (from willing students!) and generally helping out with the event.

I have a couple of possible venues in mind. Layton Hall Hotel has a suitable event room with a large stage that could be used as a catwalk, and The Seven Stars at Thorpe Street has a surprisingly large function room, although there is no stage. We’re hoping that one of these venues will support the event by reducing or waiving the rental fee.

I do understand if you feel that you can’t spare sufficient time to help us. However, the benefits are sure to outweigh the effort involved. It would be excellent publicity for your department and for the college in general, as well as being a tremendous showcase for your talented students. Most of all it would help to support our work with the homeless. In anticipation of a positive response, I would like to give you a call next week to discuss the next steps.

Yours sincerely

Sophie Saunders
Director, Moulton Street Shelter
Layton Hall Hotel

THE EVENT ROOM

Layton Hall Hotel’s Event Room is available for hire from 0800 – midnight, seven days a week. With its clean, contemporary décor, The Event Room is suitable for a variety of events and has limitless opportunities for you to be creative with the surroundings. Luxury washrooms are close by and free wifi is available throughout.

Comprising 45 square metres plus stage, the Event Room can comfortably seat 150 dinner-style, or up to 220 theatre-style facing the stage. Fully air conditioned and with an array of stage lighting, the Event Room is the first choice in Lowham for any kind of music, theatre or stage performance.

Layton Hall Hotel is three miles from the centre of Lowham and we have ample free parking.

The Event Room is available on an hourly rate at £25 per hour; daily rate (0800 to 1700) at £195; evening rate (1800 to midnight) at £125.

To discuss your forthcoming event at Layton Hall Hotel, please call the Booking Manager on 01234 77665 or email bookings@laytonhh.biz
The Seven Stars

Tradition, comfort and hospitality in the heart of Lowham

Dating back to the 17th century, the former coaching house of The Seven Stars combines traditional atmosphere with modern comfort in the heart of the market town of Lowham. Why not enjoy lunch in our panelled bar, or in the comfortable Bowery Restaurant, open from 11.30am to 2.30pm? Evening meals are served daily from 6 - 9pm.

Needing accommodation? The Seven Stars also boasts five comfortable double rooms, all ensuite with satellite TV channels, direct dial telephones and tea/coffee facilities. Every room has sweeping views over Lowham town centre. From £25 per person per night.

Do you require a room for a wedding or event? Our spacious function room is available for hire and can comfortably seat up to 200 for parties, etc. With rates from £65 for an evening, why book anywhere else?

Please note that The Seven Stars has limited free car parking. However, Lowham Central public car park is a mere 50 metres away (chargeable by the hour).
Dear Sophie,

It was really good to meet you last Tuesday. I must say that I’m very excited about this fashion show, and our students are really pleased to have this opportunity to present their work to the public, as well as support Moulton Street Shelter.

Further to your request for details, I’m pleased to tell you that seven students (five female, two male) have so far confirmed that they will model on the night. We already have four fashion students working on a ‘collection’ for modelling, and they will all have items for sale on the night:

- Ali Smith: specialises in women’s clothing
- Jack Williams: hand-printed unisex t-shirts and hoodies
- Rasme Dulal: colourful one-off women’s bags, made from recycled fabrics
- Carrie-Anne Skinner: evening wear for young women (prom dresses, etc)

As requested I’ve investigated the two venues for suitability. The function room at The Seven Stars is, how shall I say, very ‘traditional’, and while it’s certainly spacious enough for us to place the seating down either side of a ‘catwalk’ aisle, the décor is a bit out of keeping with a contemporary fashion show. The staff are friendly though and they agreed to give us the room for free. On the other hand, the Event Room at Layton Hall Hotel is superb, with a really modern feel to it, and it has a stage. They’ve agreed to reduce the hire fee to just £50. What do you think?

We’ll also need to talk about the next steps in publicising the show. Any ideas?

Looking forward to meeting up again soon,

Bob Moore
Head of Fashion
Dept of Creative Industries
Lowham College
### Project 2 Reading questions

#### > Text 1

1. What is the main purpose of Text 1? (1)

2. Summarise the ways in which the proposed fashion show will be beneficial, according to Sophie. (3)

3. Identify two services provided for the homeless by Moulton Street Shelter. (2)

4. Explain why Bob Moore might find it difficult to say no to Sophie’s request. (2)

#### > Texts 2 and 3

5. Identify which of the statements below are factual and which are opinions about the Event Room. Place a tick in the relevant box. (4)

<table>
<thead>
<tr>
<th>Factual</th>
<th>Opinion</th>
</tr>
</thead>
<tbody>
<tr>
<td>It can comfortably seat 150 dinner-style.</td>
<td></td>
</tr>
<tr>
<td>It is the first choice in Lowham for any kind of music, theatre or stage performance.</td>
<td></td>
</tr>
<tr>
<td>It has limitless opportunities for you to be creative with the surroundings.</td>
<td></td>
</tr>
<tr>
<td>Free wifi is available throughout.</td>
<td></td>
</tr>
</tbody>
</table>
Project 2.
Organising a fashion show

6. Explain three ways in which the Seven Stars text is persuasive. (3)

7. A student friend is planning a large birthday celebration in Lowham. Based on the information in text 2, which venue would you recommend? Support your answer with two reasons. (2)

8. What is the name of the ‘worthy charity’ referred to in the first paragraph? (1)

9. Explain Bob’s main objection to using the Seven Stars for the fashion show. (1)

10. Which of the two venues does Bob seem to favour most? How do you know this? (2)

11. If you were Bob Moore, which of the two venues would you choose? Compare the suitability of each venue and give two reasons to support your decision. (2)
Project 2.
Organising a fashion show

12. Give two ways in which this event could be publicised. (2)

13. You would like to buy gifts from the fashion show. Which designers would be most suitable for:
   a) a present for a male student cousin
   b) a female friend who appreciates environmentally friendly items? (2)

Project 2 Writing task 1 (20 marks)
Look back at the reading texts for this project. You are a student at Lowham College and you have volunteered to help with organising the fashion show. Bob Moore has asked you to email Layton Hall Hotel to book the Event Room.

In your email you should include:
• full details of the event itself and what seating layout is required
• the date and the time (Wednesday April 3rd, 6pm until 10pm)
• a reminder that they’ve agreed to reduce the hire fee as the purpose is to raise funds for charity
Project 2 Writing task 2 (20 marks)

The local newspaper is interested in the charity fashion show and has invited someone from the college to write an article. Bob Moore has asked you to write an informative article about the forthcoming show, including details of the cost (£5 adults, £3 students), the confirmed designers and also the charity that will benefit from the event. The article should also be persuasive as you want as many of the public to attend as possible.
Project 2 extension tasks

> Independent research task

Your college/workplace has decided to organise a fundraising event although you do not yet have a particular charity in mind. Your role is to research local charities and pick out two or three charities that you feel it would be worthwhile supporting.

Use whatever resources you think would be appropriate (telephone directories, the internet) to research local charities. These might include animal charities, homeless support, hospice, etc.

When you have found two or three charities, write up your results into a report. Make sure that you explain the task in your introduction and give full details of your findings. The conclusion should make a clear recommendation for which ONE of the charities you think should benefit from your fundraising event.

> Ideas for speaking, listening and communication tasks

Individual presentations

Using your research from the task above, give a persuasive presentation on your chosen local charity, giving detailed reasons as to why you think it is the most deserving of support.

Discussion

After the presentations, in a small group discuss the relative worthiness of each charity. Make a shortlist of two to three charities and then make a final group decision to select one.
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Level 1 and Level 2

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2. Specific guidance on how to demonstrate competence, complete with extensive examiner’s tips.

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To order call: 0800 389 7129
or buy online at: www.axiseducation.co.uk.
Project 6.
Pet rescue centre

Sanjit manages a pet rescue centre.

Resources:
- Caring for rabbits text – on CDROM
- Pets for adoption data – on CDROM
- Rabbit care costs data – on CDROM

Questions

Mark scheme
Sanjit is the manager of a pet rescue centre. You need to do the following tasks for him.

Sanjit has provided you with the following data files:
- caring for rabbits text
- pets for adoption data
- rabbit care costs data

**Project 6 Task 1 (4 marks)**
Sanjit needs an image to use in an information sheet about rabbit care.
Use the internet to find an image of a rabbit in a hutch.
Save a copy of the image you have found.

**Evidence needed**
- A screen print showing the search you did.
- A printout or screen print showing the image you found.

**Project 6 Task 2 (4 marks)**

a) Prepare an email to Sanjit to send him the image you found in Task 1.

Sanjit’s email address is: sanjit@petrescue.coz

You just have to prepare the email, you do not need to send it.

**Evidence needed**
- A printout or screen print of the email you prepared.

b) Give one way that Sanjit can protect his computer from viruses when using the internet and email.
Project 6 Task 3 (17 marks)
Sanjit needs an information sheet that he can give to people about how to care for rabbits. He has given you a file containing the text for the information sheet. The information sheet should include:
- the text provided in the file
- the image you found in Task 1
- the list of equipment shown below:

- indoor or outdoor hutch
- food bowl
- water bottle or bowl
- brush

Check your information sheet to make sure it is formatted appropriately and free from errors.

Evidence needed
A printout of your information sheet.

Project 6 Task 4 (11 marks)
Sanjit has provided a file that contains rabbit care costs. He needs you to add a new item to the data. Add the details of the item shown below.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vaccinations</td>
<td>£45.00</td>
</tr>
</tbody>
</table>

Enter a suitable formula to calculate the cost per week for each item.

(Cost per week for each item is the cost per year for the item divided by 52)

Enter a suitable formula to calculate the total cost per week.
Format the data appropriately.
Make sure the information is clear and easy to read.

Evidence needed
A printout of the rabbit care costs including the information you have added.
A printout showing how you used ICT to do your calculations (e.g. a formula printout).
Project 6 Task 5 (11 marks)

a) Sanjit has provided a file that contains the pets for adoption data. He needs you to make some changes to the data.

Delete the record for the rabbit called Benji.

Change the description for the cat called Smoky to short hair cross.

Change the age of the dog called Marley to 2.

Print a copy of the pets for adoption data showing the amendments.

b) Sanjit needs a list that shows only the rabbits for adoption.

He only wants you to include the description, age and pet name.

Produce the list for Sanjit

Evidence needed
A printout of the pets for adoption data showing the amendments.
A printout of the list you produced.

Project 6 Task 2 (4 marks)

Organise the files you have created about the pet rescue centre into a folder so they can be found easily.

Evidence needed
Screen print(s) showing the folder and files you have created.
## Project 6: Pet rescue centre – Mark scheme

<table>
<thead>
<tr>
<th>Award mark for</th>
<th>Task</th>
<th>Coverage &amp; Range</th>
<th>Total mark</th>
<th>Maximum mark</th>
<th>1.5.1</th>
<th>1.6.1</th>
<th>1.9.1</th>
<th>1.9.1</th>
<th>1.4.2</th>
</tr>
</thead>
<tbody>
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<td></td>
<td>1a</td>
<td>All appropriate key words in search criteria – 3 marks OR Some appropriate key words in search criteria – 2 marks only OR Appropriate website found – 1 mark only</td>
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<td>3</td>
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<td></td>
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<td>Email correctly addressed to <a href="mailto:sanjit@petrescue.coz">sanjit@petrescue.coz</a> – 1 mark</td>
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<td></td>
<td>Subject line is appropriate e.g. picture of rabbit in hutch – 1 mark</td>
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<td>Image has been included in some format e.g. attachment, in body of email – 1 mark</td>
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<td>2b</td>
<td>One mark from:</td>
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<td>- use/run/install anti-virus software</td>
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<td>- do not open attachments from unknown email addresses</td>
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<td>Total mark</td>
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<td>3</td>
<td>Appropriate software selected for producing an information sheet (evidence from file type shown in Task 6 printout) – 1 mark</td>
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<td></td>
<td>Evidence of planning how to use ICT to create information sheet (combination of <em>caring for rabbits</em> text, any image, any evidence of equipment list) – 1 mark</td>
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<td>1.2.1</td>
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<td>All <em>caring for rabbits</em> text appears in document – 1 mark</td>
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<td>1.2.1</td>
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<td></td>
<td>All equipment list entered – ignore accuracy – 1 mark</td>
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<td>All equipment list data in appropriate location (i.e. at end of Essential Equipment section) – 1 mark</td>
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<td>Equipment list data presented clearly (i.e. each item on a separate line) – 1 mark</td>
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<td>Equipment list data has been entered accurately – 1 mark</td>
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<td>1.10.2</td>
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<td>Image from Task 1 inserted – 1 mark</td>
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<td>Logo in appropriate location (does not obscure or split text inappropriately) and has been sized appropriately – 1 mark</td>
<td>2</td>
<td></td>
<td>1.7.1</td>
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<td></td>
<td>Appropriate title entered for information sheet (e.g. Caring for rabbits, Rabbit care information) – 1 mark</td>
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<td>1.10.1</td>
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<tr>
<td></td>
<td>Title entered is spelled accurately (case consistent, minimum of sentence case) (only if new title entered) – 1 mark</td>
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<td>All information is within consistent page margins – 1 mark</td>
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<tr>
<td></td>
<td>Document is balanced (white space, line spacing, relative sizes of text and image) – 1 mark</td>
<td>2</td>
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| 3 (cont) | Information sheet title emphasised (e.g. larger font than other text, bold) – 1 mark  
Sub headings emphasised consistently – 1 mark  
Body text size suitable for information sheet and easy to read – 1 mark  
Text in information sheet fills the page – 1 mark | 4            |            | 1.11.1          |
| 4    | Evidence of adding any new data OR calculating a new value – 1 mark                                                                                                                                         | 1            |            | 1.2.1            |
|      | Evidence of using ICT for calculations (e.g. formula printout) – 1 mark                                                                                                                                       | 1            |            | 1.1.1            |
|      | Details for vaccinations have been added (ignore accuracy) – 1 mark                                                                                                                                         | 1            |            | 1.8.1            |
|      | Vaccination details have been entered accurately – 1 mark                                                                                                                                                | 1            |            | 1.10.2           |
|      | Correct formula entered for any item for cost per week (e.g. B4/52) – 1 mark  
Formula replicated for all other items – 1 mark | 2            | 11         | 1.8.1           |
|      | Correct formula entered for total cost per week (e.g. =SUM(C4:C9) or =C4+C4+C6+C7+C8+C9) – 1 mark  
Efficient use of software SUM function used – 1 mark | 2            |            | 1.8.1            |
|      | Appropriate labels entered for all new values (e.g. Cost per week and Total cost per week) – 1 mark  
All labels are spelled accurately – 1 mark  
All values formatted to £ and 2 decimal places – 1 mark | 3            |            | 1.10.1           |
### Project 6.
#### Pet rescue centre

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<td>5a</td>
<td>Any evidence of sorting or filtering Pets for adoption data</td>
<td>1.8.4</td>
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<td></td>
<td>Record for Benji deleted (not if blank row left in data set) – 1 mark</td>
<td>1.8.4</td>
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<td></td>
<td>Description for Smoky changed to short hair cross – 1 mark</td>
<td>1.7.1</td>
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<td>Age for Marley changed to 2 – 1 mark</td>
<td>1.10.1</td>
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<td>List showing rabbits only (allow follow through if Benji not deleted) – 2 marks</td>
<td>1.10.1</td>
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<td></td>
<td>List showing all data sorted by animal type – 1 mark only</td>
<td>1.3.1</td>
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<td>5b</td>
<td>List contains fields for description, age and name only – 2 marks</td>
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<td>List contains required fields and additional fields – 1 mark only</td>
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<td>All data in list is fully displayed</td>
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<td>List produced has an appropriate title that explains contents (e.g. rabbits for adoption) – 1 mark</td>
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<td>Any title entered is spelled accurately and case consistent – 1 mark</td>
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<td>6</td>
<td>New folder created – 1 mark</td>
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<td>Folder has meaningful name (e.g. pet rescue centre) – 1 mark</td>
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<td>At least one file from pet rescue centre task inside folder – 1 mark</td>
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Project 2.
Travel agent

Nathan is a sales manager for Bluford Travel.

Resources:
- Bali holiday price data – on CDROM
- Bali leaflet text – on CDROM
- Images – on CDROM
- Resource document – average temperature in Bali

Questions

Mark scheme
Nathan is a sales manager for Bluford Travel. You need to do the following tasks for him.

Nathan has provided you with the following data files:
- bali holiday prices data
- bali leaflet text
- images

Project 2 Task 1 (4 marks)
Nathan needs you to find some information about Bali.

Use the internet to find a tourist map of the island of Bali. Your map should clearly show the location of the capital city Denpasar.

Save a copy of the information you have found.

Evidence needed
Screen print showing the search you did.
Printout or screen print showing the information you found.

Project 2 Task 2 (8 marks)
Nathan has provided a note of the average temperatures in different areas of Bali. You can find this in your resource document.

Nathan needs a chart that compares the average temperature in Kintamani with the average temperature in Kuta for the months of May to September.

Create the chart.

Evidence needed
A printout of the chart you created.
Project 2
Travel agent

Project 2 Task 3 (11 marks)

Nathan has given you a file containing the Bali holiday prices data. He needs you to calculate the adult package price for all the hotels listed. The adult package price is the hotel price plus the adult flight price.

He also needs you to calculate the child package price. The child package price is the hotel price multiplied by 75% with the child flight price added to the result.

Sort the data in order of Rating.

Nathan needs a list showing the new values you calculated. Your list should show only the Hotel, Rating, Adult Package Price and Child Package Price.

Evidence needed
A printout showing how you used ICT to do your calculations (e.g. a formula printout).
A printout of the list showing the new values you calculated.

Project 2 Task 4 (19 marks)

Nathan needs a leaflet about visiting Bali. He has provided a file containing the Bali leaflet text.

The leaflet should include:
- the text provided in a file
- at least two appropriate images from those provided
- the map you found in Task 1
- the chart you created in Task 2
- the list you produced in Task 3.

The leaflet should fit on two sides of A4.

Produce the leaflet.

Evidence needed
A printout of the leaflet you produced.
Project 2 Task 5 (5 marks)

Nathan wants you to email him the file containing the leaflet about visiting Bali. He also wants Geraldine and Alun copied into the email.

nathanm@blufordtravel.coz
geraldinew@blufordtravel.coz
alunk@blufordtravel.coz

You just have to prepare the email. You do not have to send it.

Evidence needed
Printout or screen print showing the email you have prepared.

Project 2 Task 6 (3 marks)

Organise the files you have created for the Bali leaflet into a folder so they can be found easily.

Evidence needed
Screen print(s) showing the folder and files you have created.
Resource document

Average temperatures in Bali (°C)

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<th>Jan</th>
<th>Feb</th>
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<td>1</td>
<td>All appropriate key words in search criteria (e.g. tourist map Bali) – 3 marks OR Some appropriate key words in search criteria (Bali map) – 2 marks only OR Appropriate website found – 1 mark only</td>
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<td>Map of Bali island found with location of Denpasar clearly indicated – 1 mark</td>
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<td>Data selected, entered and chart produced (chart displaying subset of data – ignore accuracy) – 1 mark</td>
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<td>Correct data selected (i.e. Kintamani and Kuta, May to September temperatures only) (ignore accuracy) – 2 marks OR Correct data selected and additional data (ignore accuracy) – 1 mark only</td>
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<td>Data entered is accurate (follow through selection) – 1 mark</td>
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<td>Any type of comparative bar or line chart used – 1 mark</td>
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<td>Chart title entered (within chart area) and is meaningful (e.g. Average Temperatures in Bali) – 1 mark</td>
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<td>All required axes labels, titles, legend (if appropriate) have been added and are meaningful (must be an indication of °C in some way) – 1 mark</td>
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<td>Any titles, labels, legend added are spelt accurately – 1 mark</td>
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<td>Appropriate software selected (evidence of new values calculated, screen print of using spreadsheet software) – 1 mark</td>
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<td>New value calculated (ignore accuracy) – 1 mark</td>
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<td>Absolute cell references or named cells used for flight costs (ignore accuracy) – 1 mark</td>
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<td>Effective formula used to calculate adult package price (e.g. =C3+$B$10, =C3+1205) – 1 mark</td>
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<td>Effective formula used to calculate child package price (e.g. =(C3<em>75%)+$B$11, =(C3</em>75%)+980) – 2 marks</td>
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<td>OR Formula entered contains one error (e.g. parenthesis, value, operator) – 1 mark only</td>
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<td>Evidence of replication for all formulae entered – 1 mark</td>
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<td>All monetary values have been formatted to currency and 2 decimal places (allow 0 decimal places for Hotel Price and Flight Price) – 1 mark</td>
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<td>List has been sorted by Rating – 1 mark</td>
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<td>List contains Hotel, Rating, Adult Package Price, Child Package Price fields only – 1 mark</td>
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<td>List includes field headings to explain data – 1 mark</td>
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<td>Appropriate software selected to produce leaflet (word processing, desk top publishing) – 1 mark</td>
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<td>Leaflet fits on 2 sides of A4 (A5 folded leaflet, A4 two sides) – 1 mark</td>
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<td>All bali leaflet text inserted without omission or addition – 1 mark</td>
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<td>Map found in Task 1 inserted – 1 mark</td>
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<td>Chart created in Task 2 inserted – 1 mark</td>
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<td>List produced in Task 3 inserted – 1 mark</td>
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<td>Two images from those provided inserted – 1 mark</td>
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<td>Map inserted in appropriate location (immediately above or below first paragraph of text) or if folded leaflet may be with title on front page – 1 mark</td>
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<td>Source of map/diagram has been acknowledged – 1 mark</td>
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<td>Images selected are appropriate (i.e. not image 3 or image 5) – 1 mark</td>
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| 4    | Headsings have been consistently emphasised (different from body text) – 1 mark  
All body text provided is formatted consistently and clearly legible – 1 mark  
All information on slides is balanced (e.g. screen prints cropped, alignment of information, size/proportions of chart) – 1 mark  
All information is within consistent page margins – 1 mark  
Appropriate and accurate title given to newsletter (e.g. Visiting Bali, A Holiday in Bali) – 1 mark  
Title has been emphasised (e.g. larger than body/heading text, bold, border) – 1 mark | 6            |            | 2.10.1           |
| 5    | Email correctly addressed to nathanm@blufordtravel.coz – 1 mark  
Geraldine and Alun included in email as cc: and correctly addressed geraldinew@blufordtravel.coz and alunk@blufordtravel.coz – 1 mark  
Subject line is appropriate (e.g. bali leaflet) – 1 mark  
Leaflet attached to email (accept compressed folder attached) – 1 mark  
Appropriate message included for business email (not Hi, Hey), spelling and grammar correct – 1 mark | 1            | 5          | 2.8.1            |
| 6    | New folder created with appropriate folder name (e.g. Bali leaflet) – 1 mark  
All files for tasks attempted have been placed in folder – 1 mark  
All file names (for tasks attempted) are meaningful and file type is appropriate (e.g. average temperatures chart.xls, package prices.xls, bali leaflet.doc) – 1 mark | 3            | 3          | 2.3.1            |