

# Pearson LCCI

## Certificate in Meetings

### Level 3

Sample assessment material for first teaching  
September 2017  
**Time: 1 hour 20 minutes**

Paper Reference

**ASE3401**

Complete the details below in block capitals.

Candidate name

Centre Code

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Candidate Number

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Candidate ID Number

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Total Marks

**You do not need any other materials.**

### Instructions

- Use **black** ink or ball-point pen  
– pencil can only be used for graphs, charts, diagrams, etc.
- **Fill in the boxes** at the top of this page with your name, candidate number, centre code and your candidate ID number.
- Answer **all** questions.
- Answer the questions in the spaces provided  
– there may be more space than you need.

### Information

- The total mark for this paper is 100.
- There are 4 questions in this question paper.
- The marks for **each** question are shown in brackets  
– use this as a guide as to how much time to spend on each question.
- You may use an English or bilingual dictionary.

### Advice

- Read each question carefully before you start to answer it.
- Try to answer every question.
- Check your answers if you have time at the end.

Turn over ►

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2 (a) Explain how attitudes of participants in meetings can affect a meeting.

(5)

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(c) Explain the role of the chairperson during a brainstorming meeting.

(9)

Handwriting practice area consisting of 20 horizontal dotted lines for writing.

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(d) After a meeting has ended explain how the content of the meeting can be kept confidential.

(3)

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**(Total for Question 2 = 25 marks)**

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3 (a) Prepare some guidelines under the heading, 'Obtaining, preparing and producing papers for meetings.'

(12)

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(b) State the information which should be included in a notice of meeting.

(10)

Ruled area for writing the answer, consisting of multiple horizontal lines.

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(c) Describe **three** ways in which an agenda might be compiled.

(3)

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**(Total for Question 3 = 25 marks)**

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(b) Explain the standard requirements of a meeting venue.

(8)

Handwriting practice area consisting of 20 horizontal dotted lines for writing the answer.

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(c) Identify the reasons for holding meetings.

(7)

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**(Total for Question 4 = 25 marks)**

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**TOTAL FOR PAPER = 100 MARKS**

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