

**Pearson LCCI  
Level 2 Award in Text Production  
(QCF)**

**Model Answers**  
Series 2 2013 (ASE20078)

## **Level 2 Award in Text Production**

### **Series 2 2013**

#### **How to use this booklet**

Model Answers have been developed to offer additional information and guidance to Centres, teachers and candidates as they prepare for LCCI International Qualifications. The contents of this booklet are divided into 3 elements:

- (1) Questions – reproduced from the printed examination paper
- (2) Model Answers – summary of the main points that the Chief Examiner expected to see in the answers to each question in the examination paper, plus a fully worked example or sample answer (where applicable)
- (3) Helpful Hints – where appropriate, additional guidance relating to individual questions or to examination technique

Teachers and candidates should find this booklet an invaluable teaching tool and an aid to success.

Pearson provides Model Answers to help candidates gain a general understanding of the standard required. The general standard of model answers is one that would achieve a Distinction grade. Pearson accepts that candidates may offer other answers that could be equally valid.

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# SISKIN PARKWAY GROUP

Document 1

**Siskin House Middlemarch Business Park COVENTRY CV3 4PE United Kingdom**

Telephone +44 (0) 2476 516505 Website [www.siskinparkway.com](http://www.siskinparkway.com)

MP/

3 April 2013

Mrs Jane Frampton  
44 Norton Drive  
COVENTRY  
CV6 1RD

Dear Mrs Frampton

## **BIRTHDAY PARTY**

Thank you for your recent telephone message enquiring about a birthday party booking in April at the Siskin Play Centre for your son's seventh birthday. We are currently heavily booked but have had a party cancellation on Monday 15 April at 4.00 pm. If this date and time would suit you, perhaps you would contact me as soon as possible to confirm the number of children who will be attending and the age range of the children. My direct line telephone number is 02476 319245.

We enclose our latest information sheet which details the usual format of our children's parties and also covers our health and safety requirements. Parties are of 2½ hours' duration and each party is led by a party host. Your party host on 15 April would be Scott Wood. Scott will do everything possible to ensure that your party is a success and that the children have a very enjoyable time.

I look forward to hearing from you as soon as possible. On receipt of your confirmation, we shall require full payment for the event which is at the rate of £15 per child attending.

Yours sincerely

Marie Picton  
Centre Manager

Enc

Copy: Scott Wood, Party Host

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## *CHILDREN'S PARTIES AT SISKIN PLAY CENTRE*

Does the thought of your child's birthday party fill you with dread? Why not let us arrange it all for you at the Siskin Play Centre in Coventry? We have party hosts who will supervise the whole event for you and a catering team who will provide a party feast your little ones will love!

### **Our Party Format - £15 per child (*maximum 15 children*)**

For children aged between 6 and 10 years, we offer a 2½ hour party with exclusive access to our play centre for one hour before the party feast. We also provide:

- choice of menu
- fruit juice and water
- party invitations, paper hats and balloons
- birthday cake or you may bring your own
- party games
- goody bag for each child to take home
- free tea and coffee for parents/guardians

### **Health and Safety**

The following points summarise our policy:

- safety regulations in the play centre must be observed at all times
- children should wear clothing in the play centre which covers arms and legs
- shoes must be removed in the play centre so thick socks are recommended
- in the rare event of an accident, party hosts will consult with parents/guardians but all party hosts are qualified first-aiders

*WHY NOT GIVE US A CALL ON 0845 123 123 AND BOOK  
YOUR PARTY NOW!*

MP/  
3 April 2013

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**SISKIN PLAY CENTRE**

All Managers are invited to the monthly Management Meeting on Wednesday 17 April 2013 at 9.00 am\* in the Conference Room. Please advise as soon as possible if you are unable to attend.

**A G E N D A**

- 1 Apologies for absence
- 2 Minutes of the last meeting – Wednesday 20 March 2013
- 3 Matters arising
- 4 Vegetarian menus
- 5 Induction day for new supervisors/party hosts
- 6 Refurbishment of cloakrooms
- 7 Opening of new sites in Birmingham and Manchester
- 8 Any other business
- 9 Date of next meeting – Wednesday 15 May 2013

Marie Picton  
Centre Manager

***\* Please note that this meeting must finish by 10.00 am when we open for business.***

Circulation: All Managers

MP/  
3 April 2013

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## Document 4

### MEMORANDUM

To Anna Cheung, Human Resources Manager

From Marie Picton, Centre Manager

Ref MP/

Date 3 April 2013

### APPOINTMENT OF TEMPORARY SUPERVISOR/PARTY HOST

I have received a letter from university student, Stuart Fisher, confirming that he will take up this post on Monday 5 August 2013 for a period of 6 weeks. Assuming that Stuart proves to be satisfactory, I hope that we shall be able to re-employ him over the Christmas holiday period on a temporary basis for a further 4 weeks.

Stuart needs to gain his first-aid qualification before joining us and has confirmed that he is available for first-aid training at any time in July. Would you be good enough to arrange the necessary course for him and convey details of this to him. His home contact details are as follows:

21 Dudley Road  
LEICESTER  
LE2 4BY  
Telephone number: 0116 317 9329  
Email: stuartfisher1@tablenet.com

At the same time, could you also make arrangements for a staff car parking permit for him. Stuart is insured to drive his mother's car when he is at home from university. The vehicle is a Samson Rio, Registration Number MC60 UVY.

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**Pearson**

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