

Mark Scheme (Results)

Series 2 2014

Pearson LCCI Level 2

Text Production (ASE20078)

LCCI International Qualifications

LCCI International Qualifications are awarded by Pearson, the UK's largest awarding body. For further information visit our qualifications website at uk.pearson.com/LCCIinternational.

Pearson: helping people progress, everywhere

Pearson aspires to be the world's leading learning company. Our aim is to help everyone progress in their lives through education. We believe in every kind of learning, for all kinds of people, wherever they are in the world. We've been involved in education for over 150 years, and by working across 70 countries, in 100 languages, we have built an international reputation for our commitment to high standards and raising achievement through innovation in education. Find out more about how we can help you and your students at: www.pearson.com/uk

June 2014

All the material in this publication is copyright

© Pearson Education Ltd 2014

SISKIN PARKWAY GROUP

Siskin House Middlemarch Business Park COVENTRY CV3 4PE United Kingdom

Telephone +44 (0) 2476 516505 Website www.siskinparkway.com

NS/

3 April 2014

Mr and Mrs Peter Tavey
21 Foster Road
COVENTRY
CV2 1SJ

Dear Mr and Mrs Tavey

PELHAM COURT, RIDGEWAY ROAD, WARWICK

Early in 2013 you registered with us your interest in the above new development of 12 flats.

We encountered some difficulties with the local authority in securing planning permission for this development. However, our planning application was eventually approved late in 2013 and building work is now under way. Our sales office at the site is now open and our show home – a one-bedroomed flat – will be available for inspection from Easter this year. We should, therefore, like to invite you to view our show home.

The show home will be open daily from Friday 18 April from 9.00 am until 5.00 pm and our Sales Manager on site is Rose Mason. Please telephone Rose on 01926 678880 as soon as possible to make an appointment to inspect the show home and discuss your interest in the site.

As a special gift to you, if you visit over the Easter holiday period, we shall be pleased to present you with a luxury Easter egg to thank you for your interest. In the meantime, we enclose our information sheet giving further details of Pelham Court.

Yours sincerely

Noreen Sachs
SALES DIRECTOR

Enc

Copy: Rose Mason, Sales Manager, Pelham Court

Error tolerance: 12

SISKIN PARKWAY PROPERTIES – A COMPANY YOU CAN TRUST

PELHAM COURT, RIDGEWAY ROAD, WARWICK

Siskin Parkway Properties has been building luxury homes for approximately 40 years. Construction has now started on the building of 12 luxury flats at Pelham Court. One-bedroomed and two-bedroomed properties are available with prices as follows:

£235,000 for a one-bedroomed property

£295,000 for a two-bedroomed property

Properties are leasehold and offer the following features:

- 1 Luxury fitted kitchen with washing machine/dryer, fridge/freezer, dishwasher, cooker and cooker hood.
- 2 Luxury bathroom with bath and separate shower.
- 3 Balcony to the lounge.
- 4 Double bedrooms throughout with fitted wardrobes in the master bedroom.
- 5 Your colour choice of carpets in lounge, hallway and bedrooms. Your choice of floor and wall tiles in kitchen and bathroom.
- 6 One car parking space for one-bedroomed properties. Two car parking spaces for two-bedroomed properties. Visitor car parking.
- 7 Landscaped gardens around the development.

A maintenance charge will apply pro rata to the size of the property purchased. These charges have yet to be confirmed but will cover heating and lighting of communal areas, upkeep of gardens, external window cleaning and maintenance of internal communal areas and the exterior of the building.

For further details, please contact our Sales Manager, Rose Mason, on 01926 678880 or see our website: www.siskinparkwayproperties.com

NS/
3 April 2014

Error tolerance: 13

SISKIN PARKWAY PROPERTIES

requires a

Part-time Sales Assistant
(25 hours a week)

at their

Pelham Court, Ridgeway Road, Warwick site

Key activities include supporting the Sales Manager by:

- liaising with prospective purchasers in a professional manner
- effectively marketing and promoting properties for sale
- achieving sales targets
- liaising with solicitors
- completing property handovers
- providing monthly reports on progress
- maintaining accurate sales literature

Key applicant requirements include:

- property sales experience
- proven record on meeting sales targets
- computer literacy
- good communication skills
- excellent appearance

The successful applicant will be required to cover for the Sales Manager during her absence and will, in due course, be given the opportunity to relocate to the Hillyfields site in Leamington Spa.

Applications (CV and covering letter) to: Noreen Sachs, Sales Director, Siskin Parkway Properties, Siskin House, Middlemarch Business Park, Coventry CV3 4PE.

Closing date for applications: Friday 25 April 2014

Error tolerance: 12

MEMORANDUM

To Anton Petrovski, Human Resources Manager

From Noreen Sachs, Sales Director

Ref NS/

Date 3 April 2014

PART-TIME SALES ASSISTANT FOR PELHAM COURT SITE

Thank you for your email about this vacancy. I attach a copy of the advertisement I have prepared for the position. Please have it posted on our website as soon as possible because we are anxious to make an appointment quickly so that we have someone to act as Rose Mason's deputy. Place it in PROPERTY UK too if you think there is sufficient time.

I have not included any information about salary in the advertisement. I know you are in favour of an hourly rate for the person appointed but I should prefer a fixed salary with hourly payments for additional hours worked over and above the 25 hours I have quoted. We shall need to discuss and finalise this before we invite applicants for interview.

Enc

Error tolerance: 9

