
Specialist Tutor's Instructions

To be handed to the Specialist Tutor before the date of the examination, together with the disk supplied. **No other part of the examination paper may be handed to the Specialist Tutor.**

- 1 In advance of the date of the examination, you are asked to create documents on the storage medium for the enclosed tasks. You can do this by using the disk supplied or by keying in the tasks.

You may use any acceptable font and a point size between 11 and 14 unless otherwise specified. However, you must use a page format which would result in a minimum left-hand margin of 2.5 cm (1"). With the exception of line endings, please follow the text **exactly** including 'deliberate mistakes' where indicated. However, at your discretion infill points/stop codes may be inserted in the standard document.

Check that the text matches the hard copy supplied. **All tasks must then be printed out.**

- 2 Copies of these documents should be created on the storage medium for the exclusive use of each individual candidate, and a suitable file name for each task must be allocated eg TASK 1, TASK 2 etc. File names should be recorded on paper.
- 3 **The Specialist Tutor's Instructions, disk, printout of tasks and list of file names must be sealed in an envelope and handed to the Examinations Officer for safe-keeping.**
- 4 The preparation of all examination material must be regarded as strictly confidential and should be carried out under the supervision of the Invigilator. No details of the content of the examination may be divulged, and the Specialist Tutor and Invigilator are asked to sign the Attestation Form to this effect.
- 5 All material must be erased from the system and storage medium at the end of the examination after the completion of all the required printing.

Specialist Teacher to input

Key in using a font size between 11 and 12 point for the whole document, and a ragged right-hand margin. The document should extend on to a second page without inserting additional line spaces or a hard page break.

'Deliberate' mistakes are circled and you must ensure that these errors are copied exactly.

Candidates will require access to a suitable graphic (such as from clipart) at least 2.5 cm x 2.5 cm (1" x 1"). Please inform candidates of the filename and location of this.

TASK 1

(Candidate's Name)

Flying with high standards

CHARTER FLIGHT COMPANY

leave 1 clear line space

Our company has been providing customers with outstanding service for more than 10 years. We are recognised world wide as a leader in charter flights both for passengers and cargo. As a result of our continued yearly growth our revenue now exceeds £30 million per year.

We have received an award for providing aircraft for charter and lease. This is in recognition of our outstanding levels of quality systems and customer service we offer to customers.

Our company believes we have the experience, the people and the resources to help your organisation gain the competitive edge. We plan, question and rigorously control every single stage of delivery so that your cargo reaches its desired destination on time, every time.

insert page break

AIR TRANSPORT INDUSTRY

The Air Transport Industry is the area of commerce where aircraft are employed to carry passengers, freight and mail. Air transport companies operate scheduled airlines and non-scheduled or charter services over local, national and international routes.

The aircraft operated by these companies range from small single-engine planes to large multi-jet transports.

The first air passenger services began in 1910 in Germany followed by the first scheduled aeroplane service to carry passengers in America in nineteen fourteen. Other countries including India, Europe and America were all making significant progress with the use of air transport throughout the years up to 1952. Intercontinental air transport became firmly established. Long-range four-engine transports with fully pressurised cabins and advanced instrumentation were increasingly able to avoid storms and turbulent winds. This helped considerably with passenger comfort and making operations more economical and consistent. New planes and jet airliners introduced with the De Havilland Comet replaced ocean liners as the primary mode of long-distance travel.

We specialise in leasing and chartering aircraft for passenger transport and air cargo transportation worldwide. Our company has a dedicated team of air industry experts and the very latest information technology in the business. This enables us to provide our customers with an unrivalled aircraft charter service.

Sample Paper

Specialist Teacher to input

Key in using a sans serif font and left and right margins of no more than 2.5 cm (1").
'Deliberate' mistakes are circled and you must ensure that these errors are copied exactly.
Please key in either with enter points or by inserting code symbols eg & or @ to indicate enter points.

TASK 2

(Candidate's Name)

Dear @

Thank you for your enquiry about the possibility of booking a charter flight for your @.

As you know, for parties of 25 or more we can organise group travel which will very much simplify your travel arrangements. We can arrange a pre-flight area exclusively for your group which will eliminate the need for lengthy check-in queues.

The following are some of the group charters we undertake on a regular basis -

Film and TV cast and crew
Produce launches
Financial roadshows
Orchestras and bands
Transporting ships' crews.

Specialist Teacher to input

Key in using a 12 point sans serif font and left and right margins of no more than 2.5 cm (1"). 'Deliberate' mistakes are circled and you must ensure that these errors are copied exactly.

TASK 3

(Candidate's Name)

WHY FLY WITH US?

Leave 3 line spaces

With European and International aircharter offices based in England, Russia and Belgium we can organise hundreds of charter flights every year matching the appropriate aircraft to our customer's cargo or passenger needs

Our aviation specialists are available 24 hours a day, 7 days a week. It is our job therefore to satisfy all your needs in every detail.

Safety

Safety are a prime concern both for the benefit to our customers as well as to our reputation. We require pilots to have an minimum of 4 000 – 5 000 hours and co-pilots 2500 hours.