Business Level 2 (Intermediate) **Sample 1** **Key and Mark Scheme**

Part 1 (20 marks) - 2 marks for each correct answer

1.	21 [the] High	6.	records
2.	MAT 15 W 36	7.	hour
3.	computers	8.	£20
4.	printers	9.	8113 9876
5.	frozen	10.	668

Part 2 (20 marks)

NB: TWO or ZERO marks for each answer

1.	A	6.	C
2.	C	7.	A
3.	A	8.	C
4.	C	9.	B
5.	B	10.	A

Part 3 (30 marks)

Email should include the following information in order to answer the enquiry fully:

To: Tina Forsyth	½
Subject: Leasing a retail unit at Wellington Way ***OR*** *similar*	½
An opening sentence thanking writer for the enquiry / email	**1**
Highest number of shoppers was 100,000 during the week ending 26/7/16.	**3**
All shops must open between 9am & 7pm M, T, W and Saturday and 9am to 9pm Thursday and Friday and 11am to 4pm on Sundays.	**3**
The rent depends on the size of the unit. Units start at 900 sq ft.	**2**
To find out if there is a unit available, complete the Vendor Interest form online. You will be invited to come to a meeting and have a tour of the retail park.	**3**
Leases range from 5 years to 20 years.	**3**
CCTV is present throughout the retail park. Also, there are 3 security guards patrolling during trading hours. Retailers pay for this as part of their rent.	**4**
Plus	
Style and register	**5**
Use of English (grammar/sentence construction)	**5**

Part 4 (30 marks)

Email should include the following information in order to answer the enquiry fully:

To: George Freshman / Wessex Insurance Co. Ltd.	**1**
Subject: Temporary Admin Staff **OR** *similar*	**1**
Opening sentence thanking write for their enquiry / email.	**2**
Either: Statement that 'yes' we can provide the staff required OR 'No' we can't supply the staff – with regret (I'm sorry / I'm afraid) ***NOTE**: if candidate chooses to say 'No', s/he will not be able to get full marks for this part of the exam.*	**4**
If 'Yes' *(above)* candidate should write confirmation that they have people with the skills required / can provide people to start in two weeks' time **OR** *similar piece of confirmation information*	**4**
Candidate should quote a reasonable all-inclusive price in pounds OR state that individual prices have to be given OR similar.	**6**
Candidate should suggest a suitable date and time to visit the writer.	**2**
Plus	
Style and register	**5**
Use of English (grammar/sentence construction)	**5**