

# Audio Transcription Examination Intermediate 80

This paper must be returned with the candidate's work, otherwise the entry will be void and no result will be issued.



8952-31-031  
(TY-AUT 31)  
51028

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**Candidate's name** (Block letters please)

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**Centre no**

**Date**

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## Candidate's instruction sheet

- 1 The examination will consist of two passages of recorded dictation which will be **either** two business letters, **or** a business letter and a memorandum, a staff notice or a short business report. No carbon copies are required. Below these instructions you will find all the information you need for this examination.
- 2 You will be allowed four minutes to prepare your paper or screen by typing all the information given ready for the audio dictation from your machine. You may also set margin and tabulator stops if you need to do so.
- 3 The signal to begin will be given at the end of four minutes. You will then have twenty-eight minutes to complete the transcription of the two passages.
- 4 If you are using a typewriter type direct on to the paper provided. **No preliminary transcription is allowed.**
- 5 If you are using a word processor you must assign a name to the document and store it before the end of the examination. No further amendments may be made after that. Printing may be done after the examination has finished.
- 6 If you finish before the signal to stop is given, remain in your seat until the end, and check your work carefully.
- 7 Make sure that your name appears on each page, with this sheet on top.

## Supplementary information on the audio passages

### Passage 1

Letter of 203 words

To:

Mrs E Cole, 44 Spring Road, Oxford, OX4 7GB

Date:

Today's date

### Passage 2

Notice of 277 words

## **For examiner's use only**

Passage 1	Passage 2	Total