

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, replacing the bracketed numbers/characters.

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 the following text using a ragged right margin. 'Deliberate' mistakes are circled and you must ensure that these errors are copied exactly. Use a 12 point sans serif font for the entire text.

TASK 2

(Candidate's Name)

Our Markets

The home improvement and home building markets are the largest users of the products. Commercial applications include industrial, retail and repair public sector, maintenance and new build projects.

Mitchells produce concrete, clay and natural stone landscape, garden and patio products for commercial use.

Mitchells customers are the large builders merchant groups, in dependent builders merchants, gardencentres, contractors and local authorities.

Products are distributed from a national network of manufacturing and service centres either to customers' depots or, at their request, direct to site.

Please do not hesitate to contact us and speak to a member of our friendly team.

leave 2 linespaces

CONSUMER/TECHNICAL ADVICE

Telephone: 0870 120 7474 office hours, 8 am – 8 pm, 7 days

E-mail: advice@mitchells.com

CUSTOMER INFORMATION

Telephone: 0870 411 2233 office hours, Monday to Friday

E-mail: customer@mitchells.com

Mitchells have a number of recognised quality standards which ensure customer satisfaction.

Specialist Teacher to input

Key in the following text using a ragged right margin. Use the tab key to position the insertion points.

TASK 3

(Candidate's Name)

MITCHELLS BROCHURE REQUEST FORM

NAME (1)

ADDRESS (2)

TELEPHONE (3)

FAX (4)

E-MAIL (5)

BROCHURES* (6)

(7)

(8)

* Please note customers are only able to request a maximum of 3 brochures when telephoning. All our brochures can be downloaded from our web site www.mitchells.com (free of charge).

Specialist Teacher to input

Key in the following text using a ragged right margin. 'Deliberate' mistakes are circled and you must ensure that these errors are copied exactly.

TASK 4

(Candidate's Name)

A SELECTION OF OUR PRODUCTS

Block Paving

Mitchells helps you to create a beautiful entrance to your home with a range of block paving products and accessories in a variety of colours, textures and finishes. Mitchells block paving range includes both traditional and contemporary products to suit your home and lifestyle. This range includes

Volcano – a new and unique distinctive surface finish.

Natural stone – providing a completely natural look to your outdoor area.

Clay paving – rich colour and rustic texture creates a quality finish to paths.

Paving

Mitchells paving range includes contemporary and traditional designs, all created to bring that look of individuality to your home and garden. Change your garden into a unique outdoor "Living Room" and build a seamless link between home and garden. There is a host of exciting materials that will help you to enjoy outdoor living almost all year round. Mitchells is proud of their extensive range of high quality products.

This range includes:

Regent - an attractive riven finish and lightly textured surface.