

Specialist Teacher's instructions

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

- 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 Teacher's instructions, disk, printout of tasks and list of file names must be sealed in an envelope and returned to the Examinations Secretary 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 Teacher 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. Use the tab key to position the insertion points.

TASK 2

(Candidate's Name)

BOOKING CONFIRMATION

Thank you for applying for a place on our Yoga for Stress course. We can confirm that a place has been reserved for you, details as follows:

Class Venue (1)

Day (2)

Time (3)

Level (4)

Name (5)

Address (6)

Contact Number (7)

Cost (8)

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 3

(Candidate's Name)

WHAT IS STRESS?

Stress is not always a bad thing as a certain amount gives us a challenge and excitement.

How ever, there is a point when stress becomes unhealthy and it is not always easy to tell when that point has been reached.

Our body responds to stress by working harder to cope until eventually it becomes totally fatigued.

When stress overloads the system this can cause tense muscles, rapid breathing and increased heart rates. If these symptoms are ignored, long-term stress can result. In such cases many more serious problems can occur such as high blood pressure and heart disease. So while the word "stressed" is used often, it is not a condition to be taken lightly.

Stress has many causes and what makes one person feelstressed may make another feel pleasantly stimulated.

However, there are certain factors that will cause stress to everyone: the death of a close family member, moving house or starting a new job. These events have always been with us, but increasingly, we are also having to cope with noisy roads, traffic jams and rush hour commuting.

leave 4 line spaces

Regional Co-ordinator
Debbie Fields

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 4

(Candidate's Name)

Yoga for Stress

Its no secret that the presures of modern living can cause stress. As stress levels rise, some people pay a visit to their doctor. Yet yoga, which is available to everyone, provides a natural solution and a long-term approach to deeling with challenges in life that can cause stress.

○The popularity of yoga has soared in recent years because people is seeking healthier and more long lasting solutions to stress.

Yoga is not mere exercise. Hatha yoga involves a series of postures that build and tone the muscles. These postures are called asanas. It is a practice that you can continue throughout your life – regardless of age. Everyone benefits from it.

The introductory course runs for 10 weeks.