Mark Scheme (Results)

Summer 2018

Pearson Edexcel International GCSE

In Information and Communication Technology (4IT0) Paper 2

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General Marking Guidance

- All candidates must receive the same treatment. Examiners must mark the first candidate in exactly the same way as they mark the last.
- Mark schemes should be applied positively. Candidates must be rewarded for what they have shown they can do rather than penalised for omissions.
- Examiners should mark according to the mark scheme not according to their perception of where the grade boundaries may lie.
- There is no ceiling on achievement. All marks on the mark scheme should be used appropriately.
- All the marks on the mark scheme are designed to be awarded. Examiners should always award full marks if deserved, i.e. if the answer matches the mark scheme. Examiners should also be prepared to award zero marks if the candidate's response is not worthy of credit according to the mark scheme.
- Where some judgement is required, mark schemes will provide the principles by which marks will be awarded and exemplification may be limited.
- When examiners are in doubt regarding the application of the mark scheme to a candidate's response, the team leader must be consulted.
- Crossed out work should be marked UNLESS the candidate has replaced it with an alternative response.

ACTIVITY 1 – USING ART/IMAGING SOFTWARE			
TASK AG1			
Example response			
(a)	1	Suitable image (RACQUET or PLAYER) from **IMAGES** folder selected	**1**
	2	Text **CBL-2018** as given added to image	**1**
	3	Suitable balance of text and image for logo	**1**
(b)	1 2 3	**Award 1 mark** each up to a maximum of 3 for any of: • a line drawing/ clipart /non-photographic image used • balance of text and image • limited range of colour/simple design • usable on many different materials/documents • memorable design / relevant to organisation	**3**
		Total for Task AG1	**6**

TASK AG1			
Example response Original (with guide) Edited image			
(a)	1	Some cropping – image remains rectangular	**1**
	2	Attempt at cropping on all four sides	**1**
	3	Cropping close to top of heads and near waistline at bottom Cropping removes all of the woman on the left and the couple on the right	**1**
(b)	1	Attempt to remove window from wall	**1**
	2	Removal of window blends in with wall and does not obscure people	**1**
(c)	1 2	An explanation such as**:** reduces file size (1) results in faster download/upload of image on web (1)	**2**
		Total for Task AG2	**7**
		TOTAL FOR ACTIVITY 1	**13**

ACTIVITY 2 – USING DATABASE SOFTWARE

TASK DB1

Example response

PLAYER_ID	FIRSTNAME	LASTNAME	GENDER	DOB	PHONE	EMAIL	TEAMCODE
137AB	Anna	BANCROFT	F	28/06/1986	020 915 1573	anba@mailme.org.ie	FF
129CB	Christopher	BANCROFT	M	27/08/2000	020 912 6419	chrib@cruabad.org.ie	FF
168FB	Felicity	BRANDWARD	F	14/05/1993	020 912 7046	felbr@cruabad.org.ie	CC
171MB	Maria	BRETT	F	12/03/1997	020 916 5888	mariabrett@contact.org.ie	CC
158CC	Connor	CARTER	M	04/12/1987	020 911 6258	conc@emailme.org.ie	EE
146RC	Rhonda	CASEY	F	04/08/2000	020 913 7594	rhoca@emailme.org.ie	CC
151SC	Sarah	CHUNG	F	18/05/1986	020 914 1977	sarch@contact.org.ie	EE
169MD	Matt	DENNIS	M	07/01/1986	020 914 7818	mattde@cruabad.org.ie	BB
130ED	Emma	DONNEGAN-CROSS	F	01/04/2002	020 916 9014	emdo@home.org.ie	AA
154NE	Nicholas	EDWINSON	M	21/12/1988	020 918 5975	ned@home.org.ie	BB
157BF	Blake	FANFAYNER	M	01/01/2000	020 914 5350	blakfa@emailme.org.ie	DD
163EF	Elizabeth	FINCH-WILLIAMS	F	04/09/2000	020 913 2134	elifi@cruabad.org.ie	NA
126JG	James	GILROY	M	24/10/1990	020 917 8213	jag@cruabad.org.ie	AA
165EG	Emma	GOLD	F	06/03/1986	020 917 6442	emmgo@contact.org.ie	BB
147DH	David	HAWK	M	26/05/1994	020 911 1028	davih@contact.org.ie	CC
140MH	Mingmei	HULIAN	F	23/06/1985	020 911 7888	minhu@mailme.org.ie	CC
133AK	Andrew	KELSON	M	15/10/1993	020 916 9502	andke@cruabad.org.ie	FF
167JL	Jill	LOCKYER	F	28/09/1994	020 916 9230	jlo@home.org.ie	EE
153MM	Matthew	MURRAY	M	10/01/1999	020 918 3023	matm@emailme.org.ie	BB
155NP	Noah	PARKER-SMITHSON	M	13/11/1994	020 916 8134	npa@cruabad.org.ie	AA
144PR	Philip	RAZWANA	M	13/01/1985	020 916 8183	pr@cruabad.org.ie	NA
135SR	Simon	RAZWANA	M	25/02/1997	020 918 8440	simora@mailme.org.ie	FF
143AS	Amarjit	SINGH	M	11/11/1996	020 915 6858	ams@cruabad.org.ie	EE
159CS	Claire	SINGH	F	14/03/1999	020 916 7170	clas@cruabad.org.ie	DD
125TS	Tony	SKULLY	M	04/06/1991	020 914 1945	ts@contact.org.ie	DD
162SS	Stuart	SPEARS	M	04/09/1991	020 915 9862	sts@contact.org.ie	NA
141JS	Julie	STEVENSON	F	15/11/1997	020 911 1817	jst@cruabad.org.ie	FF
148PS	Pierre	STEVENSON	M	23/04/1989	020 917 5920	ps@mailme.org.ie	CC
127SS	Sofia	SVENSSON	F	31/05/1992	020 913 9614	sofs@cruabad.org.ie	DD
134BW	Briony	WARTON	F	21/02/1998	020 917 2000	briwar@home.co.ie	DD
123SW	Sammi	WESTON	F	20/02/1988	020 916 2018	samw@cruabad.org.ie	AA
131MY	Martha	YO	F	19/01/1991	020 916 2644	my@emailme.org.ie	BB
138SY	Sara	YO	F	08/03/1991	020 919 4030	sary@home.org.ie	AA
150IZ	Isaac	ZALIC	M	04/07/1992	020 915 7214	isaaz@cruabad.org.ie	EE

(a)	1 2	**Award 2 marks** for: Maria, BRETT, F, 12/03/1997, 020 916 5888 and mariabrett@contact.org.ie entered with no data entry errors and format consistent with other records (check especially capitalisation, phone and date formats) Award 1 mark for entry with only one typing or formatting error	**2**
	3	**PLAYER_ ID** entered as **171MB** and **TEAMCODE** entered as **CC**	**1**
(b)	1 2	Award 2 marks for **PLAYER** table sorted in alphabetical order of **FIRSTNAME** within alphabetical order of **LASTNAME** (check BANCROFT, RAZWANA, SINGH and YO) Award 1 mark for **PLAYER** table sorted in alphabetical order of **LASTNAME**	**2**
(c) (i)	1 2	An explanation such as: • allows leading zero (1) truncated if number format (1) • allows non-numeric characters (1) allows for spaces and or brackets or symbols such + (1) Allow 'not used for calculations' for 1 mark	**2**
(c) (ii)	1 2	An explanation such as: • date of birth is a constant (1) database doesn't need frequent updates • allows club to set alerts on database (1) to celebrate (1) • allows additional identification (1) maybe two people with same name (1)	**2**
		Total for Task DB1	**9**

TASK DB2

Example response

DB2a

PLAYER_ID	FIRSTNAME	LASTNAME	GENDER	DOB	PHONE	EMAIL	TEAMCODE
157BF	Blake	FANFAYNER	M	01/01/2000	020 914 5350	blakfa@emailme.org.ie	DD
159CS	Claire	SINGH	F	14/03/1999	020 916 7170	clas@cruabad.org.ie	DD
125TS	Tony	SKULLY	M	04/06/1991	020 914 1945	ts@contact.org.ie	DD
127SS	Sofia	SVENSSON	F	31/05/1992	020 913 9614	sofs@cruabad.org.ie	DD
134BW	Briony	WARTON	F	21/02/1998	020 917 2000	briwar@home.co.ie	DD

DB2b

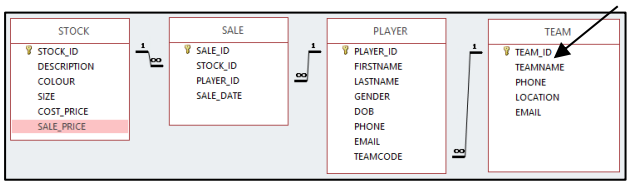
LASTNAME	FIRSTNAME	EMAIL	DOB
BANCROFT	Christopher	chrib@cruabad.org.ie	27/08/2000
DONNEGAN-CROSS	Emma	emdo@home.org.ie	01/04/2002
CASEY	Rhonda	rhoca@emailme.org.ie	04/08/2000
FANFAYNER	Blake	blakfa@emailme.org.ie	01/01/2000
FINCH-WILLIAMS	Elizabeth	elifi@cruabad.org.ie	04/09/2000

(a)	1	Correct 5 records listed WARTON, SKULLY, SVENSSON, FANFAYNER, SINGH (any order, minimum **FIRSTNAME** and **LASTNAME**)	**1**
	2	All 8 fields **only** printed	**1**
(b)	1 2	**Award 2 marks** for correct 5 records listed (BANCROFT, DONNEGAN-CROSS, CASEY, FANFAYNER, FINCH-WILLIAMS any order) **Award 1 mark** for 4 records only (missing FANFAYNER) **OR** 1 record (FANFAYNER) only	**2**
	3	Only **LASTNAME**, **FIRSTNAME**, **EMAIL**, **DOB** in this order Ignore truncation	**1**
		Total for Task DB2	**5**

TASK DB3

Example response

DB2a



DB2b

TEAMNAME	LASTNAME	FIRSTNAME	EMAIL	SALE_DATE	COLOUR	GENDER	SIZE
Athnid Allstars	PARKER-SMITHSON	Noah	npa@cruabad.org.ie	06/04/2018	GREEN	M	LARGE
Brosna Bears	MURRAY	Matthew	matm@emailme.org.ie	15/01/2018	RED	M	LARGE
Erry Eagles	CARTER	Connor	conc@emailme.org.ie	25/03/2018	BLUE	M	LARGE
Erry Eagles	ZALIC	Isaac	isaaz@cruabad.org.ie	04/01/2018	RED	M	LARGE
Fantane Firestorm	BANCROFT	Christopher	chrib@cruabad.org.ie	16/03/2018	GREEN	M	LARGE

(a)(i)	1	Screen shot of relationship diagram – all 3 relationships shown	**1**
(a)(ii)	1	**TEAM_ID** in **TEAM** table identified	**1**
(a)(iii)	1 2	An explanation such as • each team is unique (1) many players in a team (1)	**2**
(b)	1	List contains only male players Minimum **GENDER** and at least one of **TEAMNAME**, **SALE_DATE**, **COLOUR** or **SIZE**	**1**
	2	List contains only large shirts Minimum **SIZE** and at least one of **TEAMNAME**, **SALE_DATE**, **FIRSTNAME**, **LASTNAME**, **EMAIL** or **GENDER**	**1**
	3	List sorted in order of **LASTNAME** within order of **TEAMNAME**	**1**
	4	Only fields **TEAMNAME**, **LASTNAME**, **FIRSTNAME**, **EMAIL**, **SALE_DATE**, **COLOUR**, **GENDER**, **SIZE** present Ignore order	**1**
		Total for Task DB3	**8**

TASK DB4

Example response

Male players buying a large shirt

FIRST NAME	LAST NAME	EMAIL	SALE DATE
Noah	PARKER-SMITHSON	npa@cruabad.org.ie	06/04/2018
Matthew	MURRAY	matm@emailme.org.ie	15/01/2018
Connor	CARTER	conc@emailme.org.ie	25/03/2018
Isaac	ZALIC	isaaz@cruabad.org.ie	04/01/2018
Christopher	BANCROFT	chrib@cruabad.org.ie	16/03/2018

	1	Suitable title includes 'male' and 'large shirt'	**1**
	2	Only fields **FIRSTNAME**, **LASTNAME**, **EMAIL**, **SALE_DATE** on report in order shown	**1**
	3	Field headings customised appropriately and consistently	**1**
	4	Correct 5 records only in a **database report** (PARKER-SMITHSON, MURRAY, CARTER, ZALIC, BANCROFT) Allow follow through for incorrect search in DB3	**1**
	5	**Database report** printed on one side of A4, **portrait** with columns spaced appropriately and no truncation of data. Suitable capitalisation and correct spelling of title	**1**
		Total for Task DB4	**5**
		TOTAL FOR ACTIVITY 2	**27**

ACTIVITY 3 – USING WEB AUTHORING SOFTWARE

TASK WA1

Example response

(a)	1	Logo present on at least one page	**1**
	2	Cruachan Badminton League on at least one page – ignore spelling and capitals	**1**
	3	Indication of links to home page and other teams on at least one page. Accept Home, Athnid and Brosna not linked	**1**
	4	The appropriate team name on at least one page (ignore spelling and capitalisation)	**1**
	5	All appropriate text from **WEBPAGES** on all four pages	**1**
	6	Appropriate photograph on **DOVEA**, **ERRY** and **FANTANE** pages. Images may be repeated and may include GROUP	**1**
	7	Cropped image from **Task AG2a** on **CLICKA** page	**1**
	8	All four pages have all required items (Logo, Title, all (at least 6) links, Team name, Team Text and image). Ignore layout	**1**
(b)	1	All pages have layout of items consistent with pages shown in **Figure 1** – ignore text alignment	**1**
	2	Appropriate and consistent sans serif font and style used across all pages (min two pages) and sizes consistent on each page	**1**
	3	Appropriate and consistent image sizes on all pages with no distortion or truncation (min two pages)	**1**
	4	All pages have dark (blue) text on pale (yellow) background	**1**
	5	All text correct spelling, capitalisation of team names in links and grammar	**1**
(c)(i)	1	Formatting technique identified on or near a screen shot. E.g. emphasised text (bold) for headings, use of template	**1**
(c)(ii)	1	Valid reason given for using the technique	**1**
		Total for Task WA1	**15**

TASK WA2			
Example response `<p class=MsoNormal style='margin-bottom:0cm;margin-bottom:.0001pt;line-height:normal'><span style='color:#002060'><a href="DOVEA.htm"><span style='color:#002060'>Dovea Dragons</span></a><o:p></o:p></span></p>`			
	1	Screen shot shows source code with at least one hyperlink present	**1**
	2	Either only **DOVEA** link present or **DOVEA** link highlighted in submitted code	**1**
		Total for Task WA2	**2**
		TOTAL FOR ACTIVITY 3	**17**

ACTIVITY 4 – USING SPREADSHEET SOFTWARE

TASK SS1

Example response

	D	E	F
1	SOLD	PROFIT	PRE-TAX PRICE
2	1	=C2*C16%	=C2+E2
3	2	=C3*C16%	=C3+E3
4	2	=C4*C16%	=C4+E4
5	4	=C5*C16%	=C5+E5
6	2	=C6*C16%	=C6+E6
7	7	=C7*C16%	=C7+E7
8	4	=C8*C16%	=C8+E8
9	5	=C9*C16%	=C9+E9
10	2	=C10*C16%	=C10+E10
11	4	=C11*C16%	=C11+E11
12			
13	=SUM(D2:D11)		

(a)	1 2	**Award 2 marks** for **=SUM(D2:D11)** in **D13** **Award 1 mark** for **=SUM(D2:D12)** in **D13** OR **=D2+D3+D4+…**in cell **D13** OR **=SUM(D2:D11)** in cell other than **D13** OR **33** in **D13** in data view Allow follow through for insertion / deletion of rows	**2**
(b)(i)	1 2	**Award 2 marks** for **=C2*C16%** OR **=C2*C$16%** OR **=C2*C16%** in **E2** **Award 1 mark** for OR **=C2*($)C$16** in **E2** OR using SUM with correct formula in **E2** OR correct formula in cell other than **E2** Accept '/100' in place of '%' **OR change the value in C16 to 15% or 0.15** Allow follow through for insertion / deletion of rows	**2**
(b)(ii)	1	**=C2+E2** in **F2** Do not accept use of SUM function Allow follow through for insertion / deletion of rows	**1**
(b)(iii)	1	Column **F** replicated Allow follow through for incorrect formula	**1**
	2	Column **E** replicated Allow follow through for incorrect formula Must have absolute row reference or consistent named cell or value (15%) in formula	**1**
		Total for Task SS1	**7**

TASK SS2

Example response

	G	H
1	TAX	PRICE AFTER TAX
2	=F2*C17%	=F2+G2
3	=F3*C17%	=F3+G3
4	=F4*C17%	=F4+G4
5	=F5*C17%	=F5+G5
6	=F6*C17%	=F6+G6
7	=F7*C17%	=F7+G7
8	=F8*C17%	=F8+G8
9	=F9*C17%	=F9+G9
10	=F10*C17%	=F10+G10
11	=F11*C17%	=F11+G11

(a)	1 2	**Award 2 marks** for **=F2*C17%** OR **=F2*C$17%** OR **=F2*C17%** in **G2** **Award 1 mark** for OR **=F2*($)C($)17** in **G2** OR using SUM with correct formula in **G2** OR correct formula in cell other than **G2** Accept '/100' in place of '%' **OR change value in 17 to 20% or 0.20** Allow follow through for insertion / deletion of rows	**2**
(b)	1	**= F2+G2** in **H2** or in next column to calculation in (a)	**1**
(c)	1	Replication of columns **G** and **H** Allow follow through for incorrect formula/columns Must have absolute row reference in formula in column **G**	**1**
		Total for Task SS2	**4**

TASK SS3

Example response

F	G	H	I
PRE-TAX PRICE	TAX	PRICE AFTER TAX	TOTAL PROFIT
=C2+E2	=F2*C17%	=F2+G2	=E2*D2
=C3+E3	=F3*C17%	=F3+G3	=E3*D3
=C4+E4	=F4*C17%	=F4+G4	=E4*D4
=C5+E5	=F5*C17%	=F5+G5	=E5*D5
=C6+E6	=F6*C17%	=F6+G6	=E6*D6
=C7+E7	=F7*C17%	=F7+G7	=E7*D7
=C8+E8	=F8*C17%	=F8+G8	=E8*D8
=C9+E9	=F9*C17%	=F9+G9	=E9*D9
=C10+E10	=F10*C17%	=F10+G10	=E10*D10
=C11+E11	=F11*C17%	=F11+G11	=E11*D11
			=SUM(I2:I11)
=I13/D13			

(a)(i)	**=D2*E2** in next available column (**I**) **and** replicated for all shirts	**1**
(a)(ii)	**=SUM(I2:I11)** in **I13** Allow follow through for insertion of extra columns	**1**
(a)(iii)	**=I13/D13** in **F16**	**1**
(b)	Suitable labels entered in **G1**, **H1** and **I1** (e.g. TAX, PRICE INCLUDING TAX, PROFIT) Allow follow through for insertion of extra columns	**1**
	Total for Task SS3	**4**

TASK SS4

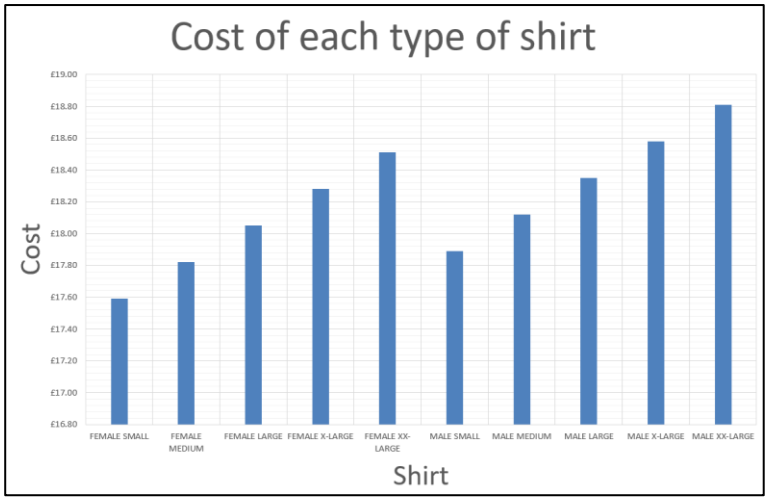
Example response

	A	B	C	D	E	F	G	H	I
1	SHIRTCODE	DESCRIPTION	COST	SOLD	PROFIT	PRE-TAX PRICE	TAX	PRICE AFTER TAX	TOTAL PROFIT
2	SHFSM	FEMALE SMALL	£17.59	1	£3.34	£20.93	£4.19	£25.12	£3.34
3	SHFME	FEMALE MEDIUM	£17.82	2	£3.39	£21.21	£4.24	£25.45	£6.77
4	SHFLA	FEMALE LARGE	£18.05	2	£3.43	£21.48	£4.30	£25.78	£6.86
5	SHFXL	FEMALE X-LARGE	£18.28	4	£3.47	£21.75	£4.35	£26.10	£13.89
6	SHFXX	FEMALE XX-LARGE	£18.51	2	£3.52	£22.03	£4.41	£26.43	£7.03
7	SHMSM	MALE SMALL	£17.89	7	£3.40	£21.29	£4.26	£25.55	£23.79
8	SHMME	MALE MEDIUM	£18.12	4	£3.44	£21.56	£4.31	£25.88	£13.77
9	SHMLA	MALE LARGE	£18.35	5	£3.49	£21.84	£4.37	£26.20	£17.43
10	SHMXL	MALE X-LARGE	£18.58	2	£3.53	£22.11	£4.42	£26.53	£7.06
11	SHMXX	MALE XX-LARGE	£18.81	4	£3.57	£22.38	£4.48	£26.86	£14.30
12									
13	TOTAL			33					£114.25
14									
15									
16		Percentage profit	19	Average profit		£3.46			
17		Sales tax percentage	20						

(a)	1	Value in **F16** is between £3.30 and £3.50	**1**
(b)(i)	1	All values in **C2:C11** and **E2:I16** consistently formatted to currency with two decimal places. Do not award if column D formatted to currency	**1**
(b)(ii)	1 2	Award 1 mark for removal of truncation Award 1 mark for any of: • suitable and consistent borders around table (ignore rows 16 & 17) • suitable enhancements to row 1 headings • centring of values in column D • enhancements to contents of row 13 (**TOTAL** row)	**2**
		Total for Task SS4	**4**

TASK SS5

(a)	1	(Example eg C16 or C17 indicates that) a constant value/range is to be used	**1**
	2	Explanation indicates that replication of formula is valid	**1**
(b)	1	One formatting action identified in **TASK SS5**	**1**
	2	Statement indicating how the action identified made the worksheet well-presented e.g. – makes headings/key information stand out, ensures all data is visible	**1**
		Total for Task SS5	**4**

TASK SS6			
Example response  			
	1	Bar or column chart	**1**
	2	Chart data includes **COST** (column C) and at least one of **SHIRTCODE** (column A) or **DESCRIPTION** (column B)	**1**
	3	Suitable title includes 'cost' and 'shirt' – ignore spelling and capitalisation	**1**
	4	Suitable axis labels e.g. Shirt, Cost – ignore spelling and capitalisation	**1**
	5	Chart is fit for purpose Must have mark points 1-4 **and** • have correct spelling and consistent appropriate capitalisation • no legend or other unnecessary information • fill one side of A4 landscape • only column C **and one** of column A or column B	**1**
		Total for Task SS6	**5**
		TOTAL FOR ACTIVITY 4	**28**

ACTIVITY 5 – USING WORD PROCESSING SOFTWARE

TASK WP1

Example response

Cruachan Badminton League
Cashel Road : Clannagh : Republic of Ireland

Telephone: 020 916 2018
Email: sammiw@cruachanbl.org.ie
Website: www.cruachanbl.org.ie

(a)	1	Logo (from **Task AG1**) inserted at top or bottom of page Ignore truncation by page/print border	**1**
	2	Contact details included – (Sammi Weston) Cruachan Badminton League, address, Telephone, Email and Website Ignore spelling and capitalisation	**1**
	3	Contact details suitably formatted and sensibly located without truncation	**1**
	4	Letterhead is fit for purpose (must have mark points 1 to 3) **and** • appropriate size for document (no more than 5 cm deep) • no truncation of logo • correct spelling/capitalisation	**1**

Date: 15 May 2018

(Enter the recipient's name and address)

Dear (enter recipient's name)

Nomination as Player of the Year

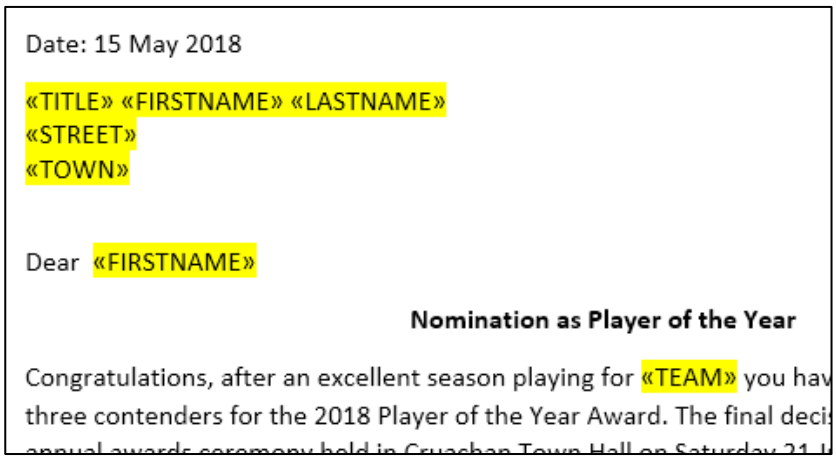
Congratulations, after an excellent season playing for (enter the Team name) you have been nominated as one of three contenders for the 2018 Player of the Year Award. The final decision will be announced at the annual awards ceremony held in Cruachan Town Hall on Saturday 21 July. The ceremony starts at 7:30pm and will include dinner and a special guest appearance from a former world champion badminton player.

The committee do hope you will make a special effort to be present at the Award Evening. I would ask that you let me know whether you will be present.

Yours sincerely

Sammi Weston

(b)	1	Date within exam window (14 – 18 May 2018) entered in a suitable location at top of page below letterhead above greeting line (above or below recipient's name and address)	**1**
	2	All text from **AWARDS** copied into **TASK WP1**	**1**
	3	A respectful complimentary close, e.g. 'Yours sincerely' – correct spelling **and** 'Sammi Weston' entered with space for signature between name and close	**1**
	4	Subject line formatted to stand out – e.g. by emboldening, underlining, centring	**1**



Date: 15 May 2018

«TITLE» «FIRSTNAME» «LASTNAME»
«STREET»
«TOWN»

Dear «FIRSTNAME»

Nomination as Player of the Year

Congratulations, after an excellent season playing for «TEAM» you hav
three contenders for the 2018 Player of the Year Award. The final deci

(c)	1 2	**Award 2 marks** for correct merge fields entered for address with appropriate spacing between elements Prompt text and brackets removed **«TITLE»** (**«FIRSTNAME»**) **«LASTNAME»** **«STREET»** **«TOWN»** Accept **«ADDRESS BLOCK»** if matched by content in merged letter **Award 1 mark** for address with one extra or missing merge field or with one spacing error or prompt text and brackets not removed	**2**
	3	Greeting line completed **Dear «TITLE» «LASTNAME»** OR **Dear «FIRSTNAME»** No spacing errors and prompt text and brackets removed Accept **«GreetingLine»** if merged letter shows correct line (do not accept duplicated 'Dear' Allow switching of **FIRSTNAME** or **LASTNAME**	**1**
	4	**«TEAM»** entered with no spacing errors and prompt text and brackets removed	**1**

Date: 15 May 2018

Mr Matt Dennis
5 Hill Street
Brosna

Dear Matt

Nomination as Player of the Year

Congratulations, after an excellent season playing for Brosna Bears you h
of three contenders for the 2018 Player of the Year Award. The final deci

(d)(i)	1	Letter printed with merged data showing	**1**
	2	Evidence of merge and no other changes made to letter(s)	**1**
(d)(ii)	1	Only **one** merged letter submitted on **one** A4 sheet	**1**
		Total for Task WP1	**15**
		TOTAL FOR ACTIVITY 5	**15**