

# Word Processing Techniques Essential

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



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

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**Centre no**

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**Date**

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**Time allowed:** 1 hour  
(excluding printing time)

You work as a Personal Assistant to Debbie Fields who is  
Regional Co-ordinator for Fitness for Life.

Carry out the tasks attached, following any instructions given.  
Take care to proof-read and correct any errors. Save your  
documents for printing later.

You may carry out the tasks in any order you think appropriate.  
However, please collate the printouts in the correct sequence.

## For examiner's use only

Production	Accuracy	Format/Layout

## TASK 1

(Candidate's Name)

Please key in the attached letter. Date for today.

Debbie

Mrs Patience Rowley  
Plot 123a  
East Abuja Road  
LAGOS  
Nigeria

Dear Mrs Rowley

Thank you for your enquiry about our Yoga for Stress courses. I have enclosed some details of the courses that are running in your area together with details of contact names.

Yoga is an ancient system of movement developed over 2 000 years ago. The breathing techniques, gentle movement and deep stretching involved in yoga help to calm the body. Yoga also helps to release tension in the muscle groups.

Our organisation has been delivering hatha yoga sessions in this region for the past 20 years. During this time we have helped many people of all ages to improve their lifestyle through these ancient systems. Yoga is a philosophy of life that you can continue throughout your life - regardless of age. Not only will it help you achieve a well-toned body but it will also help you gain strength and clarity of mind.

I thank you for your interest in our courses and look forward to meeting you at one of our sessions.

Yours sincerely

Debbie Fields  
Regional Co-ordinator

TASK 2

(Candidate's Name)

Please complete the form by deleting the enter points and inserting the following information.

Debbie

	(1) Lagos
	(2) Tuesday
	(3) 7.30 pm
	(4) Introductory
	(5) Mrs Patience Rowley
	(6) Plot 123a
	East Abuja Road
	LAGOS
	Nigeria
	(7) 4763814
	(8) \$3.00 per session

TASK 3

(Candidate's Name)

Please make the amendments shown and fully justify.

Debbie

WHAT IS STRESS? ← bold

close up Stress is not always a bad thing as a certain amount gives us a challenge and excitement. However, there is a point when stress becomes unhealthy and it is not always easy to tell when that point has been reached. and even dangerous

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

of trs People who suffer from stress often also suffer from 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.

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

run on NP 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 1 line space here

trs Regional Co-ordinator  
Debbie Fields

It is no wonder we suffer from stress.

## TASK 4

(Candidate's Name)

This document has already been started. Please check carefully and complete.

Yoga for Stress ← CAPS, 16pt, serif and centre for heading  
 leave 2 line spaces

It's no secret that the pressures 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 dealing with challenges in life that can cause stress.

The popularity of yoga has soared in recent years because people are 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. It is aimed at the complete beginner. You will experience the peace and relaxation that can be found in yoga. You will be introduced to the breathing techniques, gentle movements and deep stretching that helps yoga create a sense of inner calm.

Some of the movements, postures and techniques you will experience are given below:

u/s and italics for headings		
<u>Energy boosters</u>	<u>Relaxation</u>	<u>Meditation</u>
Side twists	Head rolls	Breathing
Back bends	Knee twists	Chakras
Forward stretches	Shoulder stands	Pranayama

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END OF EXAMINATION