STAGE 2

INFORMATION PROCESSING AND PUBLISHING

ASSESSMENT TYPE 1: PRACTICAL SKILLS

STUDENT RESPONSE 1

BUSINESS LOGO AND MAIL MERGE

koko

C H O C O L A T I E R

The Parade | NORWOOD SA 5023 | (08) 8364 700 | sales@ |

23 March 2012

Mr D

　　　　　Rundle Mall
ADELAIDE SA 5000

Dear Mr

RE: QUIZ NIGHT SPONSORSHIP

As you are no doubt aware, Koko Chocolatier is a passionate supporter of World Vision, and each year host a number of events that generate awareness and raises funds.

In our meeting on 14 February 2012, you expressed an interest in　　　　　　supporting our next function.

Koko Chocolatier is hosting a Quiz Night on 24 April 2012 and is perhaps our most effective fundraiser of the year. We are seeking the donation of prizes – in return, we will promote　　　as a major sponsor of the evening and encourage all attendees to support your business.

If you would like to discuss this any further, or if there are any other opportunities for us to engage each other, please contact me on (08) 8364 7　　or at　　　@

Thank you in anticipation for your support.

Kind Regards

Director

koko

CHOCOLATIER

23 March 2012

Ms   B

North
TUSMORE SA 5065

Dear Ms B

RE: QUIZ NIGHT SPONSORSHIP

As you are no doubt aware, Koko Chocolatier is a passionate supporter of World Vision, and each year host a number of events that generate awareness and raises funds.

In our meeting on 18 February 2012, you expressed an interest in   supporting our next function.

Koko Chocolatier is hosting a Quiz Night on 24 April 2012 and is perhaps our most effective fundraiser of the year. We are seeking the donation of prizes – in return, we will promote   as a major sponsor of the evening and encourage all attendees to support your business.

If you would like to discuss this any further, or if there are any other opportunities for us to engage each other, please contact me on (08) 8364 7   or at   @

Thank you in anticipation for your support.

Kind Regards

Director

koko

C H O C O L A T I E R

| The Parade | NORWOOD SA 5023 | (08) 8364 70 | sales@ | |

23 March 2012

Mr N

Super   Road
THEBARTAN SA 5031

Dear Mr

RE: QUIZ NIGHT SPONSORSHIP

As you are no doubt aware, Koko Chocolatier is a passionate supporter of World Vision, and each year hosts a number of events that generate awareness and raises funds.

In our meeting on 4 February 2012, you expressed an interest in   supporting our next function.

Koko Chocolatier is hosting a Quiz Night on 24 April 2012 and is perhaps our most effective fundraiser of the year. We are seeking the donation of prizes – in return, we will promote   as a major sponsor of the evening and encourage all attendees to support your business.

If you would like to discuss this any further, or if there are any other opportunities for us to engage each other, please contact me on (08) 8364 7   or at   @

Thank you in anticipation for your support.

Kind Regards

Director

koko

CHOCOLATIER

The Parade | NORWOOD SA 5023 | (08) 8364 70 | sales@ |

23 March 2012

Dr

PARKSIDE SA 5063

Dear Dr

RE: QUIZ NIGHT SPONSORSHIP

As you are no doubt aware, Koko Chocolatier is a passionate supporter of World Vision, and each year hosts a number of events that generate awareness and raises funds.

In our meeting on 8 February 2012, you expressed an interest in supporting our next function.

Koko Chocolatier is hosting a Quiz Night on 24 April 2012 and is perhaps our most effective fundraiser of the year. We are seeking the donation of prizes – in return, we will promote as a major sponsor of the evening and encourage all attendees to support your business.

If you would like to discuss this any further, or if there are any other opportunities for us to engage each other, please contact me on (08) 8364 700 or at @

Thank you in anticipation for your support.

Kind Regards

Director

koko

CHOCOLATIER

The Parade | NORWOOD SA 5023 | (08) 8364 7 | sales@ |

23 March 2012

Mr

    The Parade
NORWOOD SA 5067

Dear Mr

RE: QUIZ NIGHT SPONSORSHIP

As you are no doubt aware, Koko Chocolatier is a passionate supporter of World Vision, and each year host a number of events that generate awareness and raises funds.

In our meeting on 16 February 2012, you expressed an interest in   supporting our next function.

Koko Chocolatier is hosting a Quiz Night on 24 April 2012 and is perhaps our most effective fundraiser of the year. We are seeking the donation of prizes – in return, we will promote   as a major sponsor of the evening and encourage all attendees to support your business.

If you would like to discuss this any further, or if there are any other opportunities for us to engage each other, please contact me on (08) 8364 700 or at   @

Thank you in anticipation for your support.

Kind Regards

Director

23 March 2012

«Title» «First_Name» «Last_Name»
«business_name_»
«Address_Line_1»
«Address_Line_2»

Dear «Title» «Last_Name»

RE: QUIZ NIGHT SPONSORSHIP

As you are no doubt aware, Koko Chocolatier is a passionate supporter of World Vision, and each year host a number of events that generate awareness and raises funds.

In our meeting on «date_of_meeting», you expressed an interest in «business_name_» supporting our next function.

Koko Chocolatier is hosting a Quiz Night on 24 April 2012 and is perhaps our most effective fundraiser of the year. We are seeking the donation of prizes – in return, we will promote «business_name_» as a major sponsor of the evening and encourage all attendees to support your business.

If you would like to discuss this any further, or if there are any other opportunities for us to engage each other, please contact me on (08) 8364 7   or at   @

Thank you in anticipation for your support.

Kind Regards

Director

Evaluation:

This task involves the process of taking a generic letter and presenting it with personalised details to suit different clients, which is displayed on a letter head. Using the tool "Mail Merge" on M

this has enabled me to apply these details on one specific letter by inserting a range of "Mail Merges" throughout. It was important for me to ensure that all details, spelling and grammar were all presented correctly including person information. "Mail Merge" reduced time in writing these inconsistent letters as I didn't have to edit each individually.

Challenges that occurred throughout creating these letters were making sure that all personal details were correct and consistent. This was evident in filling in the recipient list as details such as full names or just the initials were provided. The layout and consistency of information was difficult to get correct. These margins had to be adjusted to avoid the information from being printed on the page layout design. Things found easy were transferring the information into a document and completing the recipient list. Overall this task enabled me to develop new techniques and skills that will be beneficial to me in the future and possible careers.

Assessment Comments

This response is illustrative of an A- grade.

Development and Application

DA1   **Selection and use of appropriate hardware and software in the completion of text-based communication tasks**

- Created own logo and letterhead
- Used appropriate software for keying in documents and mail merge as well as selecting software for letterhead and logo creation
- Font style is easy to read

DA2   **Application of manipulative and organigational skills in the use of information-processing**

- Understands mail merge function as evident with merge fields
- Spelling check used

***Note** that all detail at the top of the document was present on the original document, however some detail has been lost in copying

DA3   **Application of layout and design principles to the production of text-based documents or presentations**

- Contrast
- Bold text to indicate subject of letter
- Letterhead – reverse text used
- Repetition – of brown colour in shape with contact details below
- Repetition of reverse text in letterhead shapes
- Alignment – left alignment of letter text
- More space needed between date and address (3-5 returns)
- Letter needs to be vertically aligned
- More spacing could be left for signature
- Contact details - space on either side is even
- Proximity – vertical lines used in contact details to separate information
- Line spacing has been used to separate sections within the letter

DA4   **Application of the design process in planning and producing text-based products**

- To achieve final product it is evident that investigation has occurred otherwise they would not provide the detail that is evident in letterhead design and set up of merge fields
- Evident that they have a good understanding of the design principles and application of document layout
- Merge fields provided as evidence
- Final product

Analysis and Evaluation

AE2   **Evaluation of text-based products and the design process useX**

- Please note that this response was created in 2012 prior to the amendment to specific feature AE2. For a more current response for assessment of AE2, please ¦^-^¦ ȡ Ùč å^} ơÜ^•] [} •^ HÈ

Please note, the master document and data source document were not available for exemplification, however they were submitted with the original response.

Performance Standards for Stage 2 Information Processing and Publishing

	Understanding	Development and Application	Analysis and Evaluation
A	Comprehensive understanding of the most appropriate hardware and software for the completion of text-based communication tasks. Comprehensive understanding of the design process in planning, producing, and evaluating text-based products. In-depth understanding of the impact of social, ethical, and/or legal issues related to information-processing and publishing technologies.	Discerning selection and highly proficient use of appropriate hardware and software in the completion of text-based communication tasks. Highly proficient application of manipulative and organisational skills in the use of information-processing technology. Consistent and thoughtful application of layout and design principles to the production of text-based documents or presentations. Comprehensive and well-considered application of the design process in planning and producing text-based products.	Perceptive and thorough analysis and evaluation of the impact of social, ethical, and/or legal issues most closely related to information-processing and publishing technologies. Discerning and thorough evaluation of text-based products and the design process used.
B	Well-informed understanding of appropriate hardware and software for the completion of text-based communication tasks. Well-informed understanding of the design process in planning, producing, and evaluating text-based products. Well-considered understanding of the impact of social, ethical, and/or legal issues related to information-processing and publishing technologies.	Well-considered selection and proficient use of appropriate hardware and software in the completion of text-based communication tasks. Proficient application of manipulative and organisational skills in the use of information-processing technology. Thoughtful application of layout and design principles to the production of text-based documents or presentations. Well-considered application of the design process in planning and producing text-based products.	Well-considered analysis and evaluation of the impact of social, ethical, and/or legal issues closely related to information-processing and publishing technologies. Well-considered evaluation of text-based products and the design process used.
C	Informed understanding of appropriate hardware and software for the completion of text-based communication tasks. Competent understanding of the design process in planning, producing, and evaluating text-based products. Informed understanding of the impact of social, ethical, and/or legal issues related to information-processing and publishing technologies.	Considered selection and use of appropriate hardware and software in the completion of text-based communication tasks. Competent application of manipulative and organisational skills in the use of information-processing technology. Competent application of layout and design principles to the production of text-based documents or presentations. Competent application of the design process in planning and producing text-based products.	Considered analysis and evaluation of the impact of social, ethical, and/or legal issues related to information-processing and publishing technologies. Competent evaluation of text-based products and the design process used.
D	Some recognition of hardware or software for the completion of basic text-based communication tasks. Some understanding of basic aspects of the design process in planning, producing, and evaluating text-based products. Awareness of some impacts of social, ethical, or legal issues that are partly related to information-processing and publishing technologies.	Partial use of basic hardware or software in the completion of basic text-based communication tasks. Some application of basic manipulative and organisational skills in the use of information-processing technology. Some application of basic layout and design principles to the production of text-based documents or presentations. Basic application of some aspects of the design process in planning and producing one or more text-based products.	Some awareness of the impact of one or more social, ethical, or legal issues related to information-processing and publishing technologies. Some basic assessment of text-based products, with some reference to the design process.
E	Identification of aspects of hardware or software related to text-based communication tasks. Some recognition of limited aspects of the role of the design process in planning, producing, and evaluating text-based products. Limited consideration of any issues that may be related to information-processing and publishing technologies.	Attempted use of basic hardware or software in attempting text-based communication tasks. Limited application of manipulative and organisational skills in attempting to use information-processing technology. Attempted use of elements of layout and design principles in the attempted production of a text-based document or presentation. Attempted application of one or more aspects of the design process in planning and attempting to produce a simple text-based product.	Emerging awareness of one or more aspects of the impact of a social, ethical, or legal issue related to information-processing and publishing technologies. Attempted description of one or more text-based products, with limited reference to the design process.