



Before issuing an assignment it must be IV'd.

A copy of the IV report for this assignment

## OCR LEVEL 1 NATIONALS IN BUSINESS & ICT ► Assignment Front Sheet

<b>Programme: OCR Level 1 National Certificate in Business &amp; ICT</b>	
<b>Unit 3: Practical Business Skills</b>	<b>Assessor Name: Fiona Moore</b>
<b>Assignment Title: 3 EMAIL</b>	
<b>Date issued: 5 October 2005</b>	<b>Submission Date: 2 November 2005</b>
<b>Student Name:</b>	

You and **only you** are required to sign that assessment work has been handed in to the person marking your work. When handing it in make sure you hand it to the unit teacher. Other members of staff will not accept work for that unit teacher. It is your responsibility to make sure your work is signed in. If it is not signed in and goes missing then the Business Section and College take no responsibility for it.

<b>Assignment objectives:-</b>	<b>Criteria met</b>
AO3 Use electronic communications for business purposes  AO6 Understand the importance of accuracy in business documents and check the accuracy of documents produced	
<b>Tasks: Please see attached assignment</b>	
<b>Grading: -</b>  AO1 Below Pass <input type="checkbox"/> Pass <input type="checkbox"/> Merit <input type="checkbox"/> Distinction <input type="checkbox"/> AO6 Below Pass <input type="checkbox"/> Pass <input type="checkbox"/> Merit <input type="checkbox"/> Distinction <input type="checkbox"/>	

<b>Key Skills Evidence</b>	
<b>Communication</b>	
<b>AON</b>	
<b>IT</b>	
<b>WwO</b>	
<b>IOLP</b>	
<b>PS</b>	
<b>External Assessment Method</b>	

**Assessor Feedback**

**Signatures**

I confirm that this work and all work related to the assessment of this unit is my own.

Candidate: ..... Date: .....

Assessor: ..... Date: .....

Internal Verifier ..... Date: .....



## OCR Level 1 National Certificate in Business & ICT

### Unit 3: Practical Business Skills

#### Assignment 3: (AO3)

For this assignment you have to show that you can send and receive emails and send a fax. You will achieve the email part of this assessment objective by sending and receiving emails during the year. Your teacher will help you decide which emails will provide you with the best evidence.

To achieve a *PASS GRADE* you must show that you can:

- Send simple emails to individuals;
- Open and reply to received emails;
- Forward emails to individuals.

To achieve *MERIT GRADE* you must show that you can:

- Send emails to more than one person and copy it to others;
- Receive emails with attachments and deal with them appropriately.

To achieve *DISTINCTION GRADE* you must show that you can:

- Send emails to more than one person and copy it to others;
- Recognise when to send a blind copy of an email;
- Send emails with attachments and deal with these appropriately.

Remember to check your emails for accuracy before you send them. (AO6)

You must also show that you can send a fax.

To achieve *PASS GRADE* you must

- Send a single page fax message (with support).

To achieve *MERIT GRADE* you must

- Send a single page fax message independently.

To achieve *DISTINCTION GRADE* you must

- Send multiple page faxes independently, and recognise the importance of indicating the number of pages being sent.