

# KNOWLEDGE (worth 40%)

Enter your candidate number here:

## Instructions for KNOWLEDGE (K) part

Enter your candidate number in the box above.

SAVE the document with your 5-digit candidate number (**not** your name) in the filename.

*Example:*

If your candidate number is 12345, save the document as: 2020\_K\_12345.pdf

The sample KNOWLEDGE part contains 7 questions (the actual exam will have 10 questions).  
Answer **any 4 questions**.

- Each question is worth 20 marks. The maximum mark possible is 80. Your total out of 80 for the 4 questions is divided by 2 to produce a part score out of 40.
- Unless a report, letter or specific communication of some kind is asked for, all answers can be provided in note form. Ensure your notes are complete and clear.
- Avoid the use of abbreviations unless you explain them clearly.
- You are not expected to check errors of fact in any of the editing exercises in this part of the exam.
- See the [Keystroke guidelines](#) for how to apply formatting such as italics, insert special characters and to cut, copy, paste or undo.
- You should be able to write your answers in the space provided. If you feel you need more space for a particular question, use the spare text boxes provided in the [Answer\(s\) continued](#) section at the end of the paper – remember to make a note of this in the answer box for that question.

Use the [links](#) to navigate within the document.

Before you finish, check you have indicated which questions you have done in the [KNOWLEDGE Questions – Summary List](#) on the next page.

Make sure you SAVE your document regularly.

[Go to Questions – Summary List](#)

[Go to Keystroke guidelines](#)

## KNOWLEDGE Questions – Summary List

### **Instructions:**

Indicate which 4 questions you answered by selecting the box to the left of that question.

- **Note:** If you change your mind, make sure you deselect the old question before selecting the new question.
- Click on a question number to go to that question.

- ☐ [Question 1](#) **Style**  
Answer any 4 of 5 sub-questions on style.
- ☐ [Question 2](#) **Referencing**  
Answer 3 sub-questions on bibliographic entries and referencing.
- ☐ [Question 3](#) **Legal and ethical issues in editing (1)**  
Answer 3 sub-questions on copyright and permissions issues.
- ☐ [Question 4](#) **Copyediting for structure**  
Answer 4 sub-questions on headings, transition words and lists.
- ☐ [Question 5](#) **Legal and ethical issues in editing (2)**  
Answer 3 sub-questions on identifying and handling a specific issue.
- ☐ [Question 6](#) **Picture research brief**  
Answer 3 sub-questions on approaches to picture selection and captions to illustrate a text.
- ☐ [Question 7](#) **On-screen editing in Microsoft Word**  
Describe pros and cons of 3 features of Microsoft Word.
- ☐ [Answer\(s\) continued](#) **Extra writing space**  
Select this option if you used this space to complete any of the questions.

## Keystroke guidelines

### ***Undoing mistakes***

If you make a mistake, **undo** by typing: **Ctrl + Z** (PCs) or **Cmd + Z** (Macs).

### ***Cut, copy and paste text in this PDF***

- **Cut** text by selecting the text and typing **Ctrl + X** (PCs) or **Cmd + X** (Macs).
- **Copy** text by selecting the text and typing **Ctrl + C** (PCs) or **Cmd + C** (Macs).
- **Paste** text by positioning the cursor where required and typing **Ctrl + V** (PCs) or **Cmd + V** (Macs).

### ***Formatting in this PDF***

To apply or remove **bold**, *italics* or underline to text, select the text and type the following keystrokes:

	PC users:	Mac users:
• <i>Italics</i> :	• <b>Ctrl + I</b>	• <b>Cmd + I</b>
• <b>Bold</b> :	• <b>Ctrl + B</b>	• <b>Cmd + B</b>
• <u>Underline</u> :	• <b>Ctrl + U</b>	• <b>Cmd + U</b>

### ***Special characters in this PDF – dashes, hyphens, apostrophes***

To type an **en rule** (—):

- (PC and Mac users) type two hyphens (--); or
- (Mac users only) type **Option + -** (hyphen).

To type an **em rule** (—):

- (PC and Mac users) type three hyphens (---); or
- (Mac users only) type two en rules (—) using the method above; or
- (Mac users only) type **Shift + Option + -** (hyphen)

Insert spaces either side if required.

The following will be ignored in awarding marks:

- apostrophes and quotation marks that are straight ( ' " ), not curly ( ' , “ ” )
- your choice of particular style (e.g. your style for showing a dash), provided its use in a single passage is consistent.

## Question 1. Style

**Answer 4** of the following 5 parts (1.1–1.5) of this question. (Total 20 marks)

- 1.1 Edit 10 expressions into a less wordy form. (5 marks)
- 1.2 Correct 4 sentences and identify their common problem. (5 marks)
- 1.3 Correct 4 sentences and identify their common problem. (5 marks)
- 1.4 Correct 4 sentences and answer 1 multiple-choice question. (5 marks)
- 1.5 Edit numbers and units in 10 sentences. (5 marks)

**1.1** Rewrite each of the following 10 expressions (a–j) into a less wordy form, entering your answer in the box below each phrase. (5 marks)

**a.** There are some people who argue that ...

Note: marks will not be deducted for leaving off the ellipsis in the answer

**b.** In the month of June ...

**c.** If there is any further information that you would like, ...

**d.** We are not yet at a point where we are ready to ...

**e.** The resulting outcome was ...

**f.** Ensure that you have an adequate number of ...

**g.** We are in receipt of ...

**h.** Owing to the fact that ...

- i. It is to be hoped that ...

- j. The various parties are collaborating together to ...

- 1.2 The following 4 sentences (a–d) share a common flaw. Correct the flaw by editing the text in the box below YOUR EDIT, and then define the flaw in 1.2(e). (5 marks)

- a. Everyone is in a state of shock, but amid the grief comes questions.

YOUR EDIT:

Delete 's'

- b. Each of the 28 member states bring their own agendas to the table.

YOUR EDIT:

Add 's'; change 'their' to 'its'; delete 's'.

- c. Fifty minutes are way too long to have to wait between trains.

YOUR EDIT:

Change "are" to "is". Note: the verb is singular because the singular subject "a time" (too long a time) is understood.

- d. The range of entries were really impressive.

YOUR EDIT:

Change "were" to "was".

- e. The flaw in sentences a–d above is:

- 1.3 The following 4 sentences (a–d) share a common flaw. Correct the flaw by editing the text in the box below YOUR EDIT, and then define the flaw in 1.3(e). (5 marks)

- a. To survive in this hot weather, be sure to water your seedlings every morning.

YOUR EDIT:

In this question, alternative edits are acceptable as long as they fix the flaw without completely rewriting.

[Go to Keystroke guidelines](#)

[Go to Questions – Summary List](#)

[Go to Answer\(s\) continued](#)

- b. Rich in historic character, hosts Nino and Jo look forward to welcoming you to Arden Manor.

**YOUR EDIT:**

- c. With a population of nearly 2 billion, Australia has a keen interest in the South Asia region.

**YOUR EDIT:**

- d. Only 14 years old, Oxford University accepted her as a student in 1982.

**YOUR EDIT:**

- e. The flaw in sentences a–d above is:

- 1.4 Edit the following 4 sentences (a–d) so that words are only capitalised where necessary. Do not edit the sentences in any other way. Answer 1.4(e) by selecting the best option (A, B, C or D). (5 marks)

- a. Our Head Office is at the corner of Elizabeth and King Streets. We're on the Ground Floor.

**YOUR EDIT:**

- b. The First World War took place in the Second Decade of the Twentieth Century.

**YOUR EDIT:**

- c. The Library Staff at Vision Australia can help you to access a wide range of Audio and Braille books.

**YOUR EDIT:**

- d. The Commonwealth Government is at odds with the Governments of Victoria and NSW on this, but has the support of all other State Governments.

**YOUR EDIT:**

- e. Which of the following is the best description of **sentence case** for a heading?

- A o Capitalise all words in the heading.  
B o Capitalise all significant words in the heading, excluding prepositions, articles and conjunctions.  
C o Capitalise the first word and any proper nouns in the heading.  
D o Capitalise only the first word of the heading.

- 1.5** Check the way numbers and units are presented in the following sentences **a–j**. If you believe the numbers or units are presented correctly, click on the box next to the word **OK**. If you believe they are *not* presented correctly, make the corrections by editing the sentence in the box below **YOUR EDIT**. Do not edit the sentences in any other way. (5 marks)

- a. The train travels at an average speed of 85 klms/hr.

**OK** or **YOUR EDIT:**

Alternatives: "kph" or spell out "kilometres per hour".

- b. On the death of King William 3rd, his daughter Wilhelmina became queen.

**OK** or **YOUR EDIT:**

- c. The new library cost \$65 million to build.

**OK** or **YOUR EDIT:**

- d. The fire destroyed twenty nine houses.

**OK** or **YOUR EDIT:**

Alternative: use numerals: 29

- e. The school day finishes at three 15.

**OK** or **YOUR EDIT:**

Alternatives:  
3.15  
3:15

[Go to Keystroke guidelines](#)

[Go to Questions – Summary List](#)

[Go to Answer\(s\) continued](#)

- f. An adult male fur seal has an average weight of about 125 kgs.

OK

or

YOUR EDIT:

Alternative: spell out "kilograms".

- g. Each tank holds 600 L of water.

OK

or

YOUR EDIT:

Alternative: spell out "litres".

- h. The pen's tip is very fine, at just .25 mm.

OK

or

YOUR EDIT:

- i. The proposal has the support of 3 in five people.

OK

or

YOUR EDIT:

Alternative: 3 in 5

- j. The foreword is on page vii of the book.

OK

or

YOUR EDIT:

*End of Question 1.*

*Return to start of [Question 1](#)*

*or use the links at the bottom of the page to navigate to another part of the document.*



## Question 2. Referencing

**Answer all 3 parts** (2.1–2.3) of this question. (Total 20 marks)

2.1 Copyedit bibliographic entries. (11 marks)

2.2 Write queries for bibliographic entries. (4 marks)

2.3 Answer 5 multiple-choice questions on referencing. (5 marks)

Marks for 2.1: For each entry, start with **2 marks** and **deduct 0.25 marks** for each discrepancy between the candidate's edit and the model edit shown in the answer box.  
Award 1 mark for correctly arranging the entries in alphabetical order.

**2.1** Copyedit the following reference list using the author–date system. You must edit the text and neither rewrite it nor convert it to another reference style. Make the corrections by editing the list in the box below YOUR EDIT. (11 marks)

J Collins [2015]: *Igniting the entrepreneurial passion of newly-arrived refugees in Sydney*; UTS business school/Settlement Services International; Sydney.

Markus, A and Kirpitchenko, L (2007) "Conceptualising social cohesion", pages 21–32 in J Jupp, J Nieuwenhuysen, E Dawson (ed.) *Social cohesion in Australia*, Cambridge University Press, Port Melb., Victoria

Department of Home Affairs 2019, *Australia's migration trends 2018–19 highlights*, looked at on January 24th 2020, [https://www.homeaffairs.gov.au/research-and-stats/files/migration-trends-highlights-2018-19].

Wilkinson, R.G. and K Pickett: 'The Spirit Level: Why Equality Is Better For Everyone', 2010 Penguin Books, London.

Hugo, G. *The economic contribution of humanitarian settlers in Australia*, *International migration*, volume 52, 2013, number 2, p. 39–45.

**YOUR EDIT:**

**Note:** If you accidentally delete the text in the answer box, first try 'undo'. Or you can start again by copying the text above and pasting it into the answer box.

[Go to Keystroke guidelines](#)

[Go to Questions – Summary List](#)

[Go to Answer\(s\) continued](#)

**2.2** For each bibliography entry (a–d), list 1 query that you would need to clarify with the author or from some other source. Do not edit these entries. Type each query in the box below the bibliography entry. (4 marks)

- a.** Green, K & Woehler, E 2006 *Heard Island: Southern Ocean sentinel*, Surry Beatty & Sons.

- b.** Shaw, J ‘Southern Ocean islands invaded: conserving biodiversity in the world’s last wilderness’, in L Foxcroft, P Pysek, D Richardson & P Genovesi (eds), *Plant invasions in protected areas: patterns, problems and challenges* (pp. 449–470) Springer, Dordrecht, The Netherlands.

- c.** Thost, D & Truffer 2008, ‘Glacier recession on Heard Island’, *Arctic, Antarctic, and Alpine Research*, vol. 40, no. 1, pp. 199–214.

- d.** Williams, P & Timmins, S 2002, ‘Economic impacts of weeds in New Zealand’, in D Pimentel (ed.), *Biological invasions: economic and environmental costs of alien plant, animal, and microbe species* (pp. 184–75) CRC Press, Boca Raton, USA.

**2.3** Answer the following 5 multiple-choice questions (a–e). (5 marks)  
Select the best option (A, B, C or D) by clicking on the button beside that option.

**a.** Which of the following best defines a bibliography?

- A** ☐ a list of the sources an author cites in a work
- B** ☐ a list of the sources used in developing a work and any other sources the author thinks might be useful or interesting to readers
- C** ☐ a list of sources that relate to the subject of the work but not actually cited by the author
- D** ☐ an in-text citation of a source

**b.** In which of the following fields is the Vancouver referencing system most likely to be used?

- A** ☐ economics
- B** ☐ fine arts
- C** ☐ health sciences
- D** ☐ law

**c.** In the author–date system, which of the following in-text citations is correct?

- A** ☐ Luisi (cited in Pham 2018, p. 71) explains the role volunteers play in refugee resettlement.
- B** ☐ Luisi (op. cit. Pham 2018, p. 71) explains the role volunteers play in refugee resettlement.
- C** ☐ Luisi (see Pham 2018, p. 71) explains the role volunteers play in refugee resettlement.
- D** ☐ Luisi (viz. Pham 2018, p. 71) explains the role volunteers play in refugee resettlement.

**d.** In the author–date system, which of the following in-text citations is correct?

- A** ☐ Fedor, V, Gee, J, O’Keefe, P, Park, K, and Sousa, S, (2016, p. 9) point to a range of factors.
- B** ☐ Fedor, V etc., 2016, p. 9, point to a range of factors.
- C** ☐ Fedor, V et al., 2016, p. 9, point to a range of factors.
- D** ☐ Fedor et al. (2016, p. 9) point to a range of factors.

**e.** What is EndNote?

- A** ☐ a manual for referencing
- B** ☐ a referencing style
- C** ☐ an interactive website showing how to use common referencing styles
- D** ☐ reference management software

*End of Question 2.*

*[Return to start of Question 2](#) or use the links below.*

*[Go to Keystroke guidelines](#)*

*[Go to Questions – Summary List](#)*

*[Go to Answer\(s\) continued](#)*

## Question 3. Legal and ethical issues in editing (1)

**Answer all 3 parts** (3.1–3.3) of this question. (Total 20 marks)

3.1 Answer 3 questions about use of pictures in the scenario. (8 marks)

3.2 Answer 2 questions about use of personal details in the scenario. (4 marks)

3.3 Supply correct terms for 8 definitions. (8 marks)

Sub-questions 3.1 and 3.2 are based on the following scenario. You may answer in note form.

### Scenario

You are working as a freelance editor, editing mainly technical documents and reports for scientists and researchers. A report comes to you from a researcher who asks you to give the report a thorough edit because they are considering having the report printed, bound and sold via their organisation's website.

The first thing you notice when you skim through the report is the large number of pictures. Most of the pictures have a caption that includes the website from which the picture was taken.

You begin to edit the research report and notice that an appendix contains a list of people's names, residential addresses and personal contact numbers.

**3.1** Answer all 3 questions (a–c) in relation to the above scenario.

**a.** Explain the legal and compliance problem associated with the pictures in the report. (2 marks)

**b.** As the editor of the report, what is your responsibility with regard to the problem identified in question a above? (2 marks)

Note: 0 marks for saying the editor must obtain the permissions – that is the author's responsibility.

0 marks for saying the editor must ensure copyright is not infringed – that is the publisher's and the author's responsibility.

**c.** List 4 things you could do to help the author resolve the legal and compliance issue identified in question a above. (4 marks: 1 mark for each of c.1–c.4)

**c.1**

[Go to Keystroke guidelines](#)

[Go to Questions – Summary List](#)

[Go to Answer\(s\) continued](#)

c.2

c.3

c.4

Alternative answers to 3.1.c are provided in the Answers Continued pages.

**3.2** Answer both of the following short-answer questions (a and b) in relation to the scenario on the previous page.

**a.** Explain the legal and compliance problem associated with the list of people's names and personal contact details in the appendix of the report. (2 marks)

Note: the answer must include the word 'privacy' to get full marks. Even a single word 'privacy' receives full marks. Answers about needing permissions or ethics receive 0 marks unless the word 'privacy' is used. An answer about contact details becoming dated receives 0 marks.

**b.** Explain 2 options you might suggest to the report author to resolve the issue. (2 marks: 1 mark for each of b.1 and b.2)

**b.1**

**b.2**

Alternative answers:

– Check the Office of the Australian Information Commissioner [or for New Zealand, the Office of the Privacy Commissioner] for specific guidelines on privacy issues.

– Ask the author to supply proof that permission has been obtained from each and every person, as required by the relevant legislation.

- 3.3** Supply the correct term for each of the definitions in a–h below.  
(8 marks: 1 mark for each correct term)

	Definition	Term
a.	An attempt to pass off another author's work as one's own	
b.	An author's right to prevent others from using their material without permission	
c.	The allowable use of part another author's work without permission, for certain purposes, such as research, criticism or parody	
d.	The rights of an author be credited as the author of their work and not have their work altered in a way that would harm their reputation	
e.	The legal term describing a written or spoken statement that damages someone's reputation in the eyes of reasonable people	
f.	The publication of material that is likely to jeopardise the fair trial of a person charged with a crime	
g.	A statement added to a work to limit the publisher's liability for subsequent use of the information contained in the work, for example by warning about its general nature	
h.	A name, catchphrase, logo or jingle that identifies a particular product or service, and can be registered to protect its use	

*End of Question 3.*

*Return to start of [Question 3](#)*

*or use the links at the bottom of the page to navigate to another part of the document.*

[Go to Keystroke guidelines](#)

[Go to Questions – Summary List](#)

[Go to Answer\(s\) continued](#)

## Question 4. Copyediting for structure

**Answer all 4 parts** (4.1–4.4) of this question. (Total 20 marks)

- 4.1 Edit headings for sound hierarchy and parallel wording. (5 marks)
- 4.2 List five points to consider for sound headings. (5 marks)
- 4.3 Add transition words to clarify relationships between sentences. (5 marks)
- 4.4 Convert text to a vertical list. (5 marks)

**4.1** Edit this outline of the headings in a report so that the hierarchy is sound and the wording is parallel. (5 marks)

<A> Australia's main agricultural exports: an overview

<B> Introduction

<B> Meat

<B> Beef

<C> Lamb and mutton

<C> Goat meat ~~for export~~

<B> Wool

<C> ~~The cotton industry~~

<B> Grain

<C> Wheat

<C> Barley ~~(for feed/malting)~~

<C> Pork

<B> Rice

<B> Dairy products, ~~cheese etc.~~

<B> ~~Australian wine to the world~~

<B> Sugar

<C> Fruit

**YOUR EDIT:**

10 marks at 0.5 mark per edit (allocated as shown below) = 5 marks.

[Go to Keystroke guidelines](#)

[Go to Questions – Summary List](#)

[Go to Answer\(s\) continued](#)

**4.2** List 5 points that need to be considered when writing or evaluating headings in a document or book. (5 marks)

a.

b.

c.

d.

e.

More alternative answers provided in Answers continued.

**4.3** In each pair of sentences in a–e below, add a transition word or phrase at the start of the second sentence (adjusting punctuation appropriately) to make the relationship between the 2 sentences clearer. Do not join the sentences. Do not edit the sentences in any other way. (5 marks)

- a. On Anchor Island the kakapo enjoys a predator-free habitat. The island provides very limited food resources for the bird.

**YOUR EDIT:**

- b. One of Sam's goals for the year was to enhance her business network. She joined the National Society of Accountants, the professional organisation in her field.

**YOUR EDIT:**

Alternative: So she ...

- c. Our funding from the government has been cut significantly in this year's budget. We will need to reprioritise our research goals.

**YOUR EDIT:**

Alternatives:  
As a result, we ...  
So we ...  
Therefore, we ...

[Go to Keystroke guidelines](#)

[Go to Questions – Summary List](#)

[Go to Answer\(s\) continued](#)



- d. The report contains numerous inaccuracies. Its style is inappropriate for the intended audience.

Alternatives:  
 Furthermore, its ...  
 Moreover, its ...

**YOUR EDIT:**

- e. Massage therapy is good for you in so many ways. It can speed the healing of soft tissue injuries.

Alternative: For instance, it ...

**YOUR EDIT:**

- 4.4 Convert the run-on list below into a vertical list with bullet points and an appropriate introductory phrase or sentence. To indicate a bullet, type a hyphen or dash.

Wear clothes that you are happy to get wet in on the kayaking excursion (e.g. shorts and T-shirt), shoes that are sturdy enough for clambering up the riverbank – no slip-ons or thongs, and bring hat, don't forget sunscreen, sunglasses, attach a strap in case they fall off, water bottle, a small towel often comes in handy too. Snacks if desired – our trip lasts for about three hours.

**YOUR EDIT:**

*End of Question 4.*

*[Return to start of Question 4](#)*

*or use the links at the bottom of the page to navigate to another part of the document.*

[Go to Keystroke guidelines](#)

[Go to Questions – Summary List](#)

[Go to Answer\(s\) continued](#)

## Question 5. Legal and ethical issues in editing (2)

Answer **all 3 parts** (5.1: 4 marks; 5.2: 8 marks; 5.3: 8 marks) of this question.  
 (Total 20 marks)

A publisher has asked you to copyedit a new novel by a successful fiction writer. As you work through the manuscript you come upon passages that are familiar, and you realise they have been taken word for word from a foreign-language translation you have recently read. You know this book is unavailable in Australia because you had to have it imported specially.

**5.1** Describe the problem you believe you have discovered. (4 marks)

See comments on marking for this question on next page.

**5.2** What is the best way to manage this situation, knowing that you were commissioned to do the edit by a publisher? Would you, for instance, call the author immediately and ask for an explanation? State what you would do and give your reasons. (8 marks)

[Go to Keystroke guidelines](#)

[Go to Questions – Summary List](#)

[Go to Answer\(s\) continued](#)

- 5.3** Would you manage the problem differently if you were commissioned to do the edit by the author? State what you would do and give your reasons. (8 marks)

**MARKING NOTES FOR Q5.**

The sample answers are quite detailed to give full information, but candidates are not expected to reproduce the wording or even all the detail. Assessors will look for a candidate's:

- recognition of where their responsibility lies, and that in working for the publisher especially they may not have full knowledge of the history of the manuscript or of the publisher's working relationship with the author
- awareness of the seriousness of the problem
- awareness of the need to tread warily when raising the issue with both publisher and author, by being straightforward but not alarmist or accusatory.

*[Return to start of Question 5](#)*

*[or use the links at the bottom of the page to navigate to another part of the document.](#)*

## Question 6. Picture research brief

Answer **all 4 parts** of this question (6.1: 6 marks; 6.2: 6 marks; 6.3: 4 marks; 6.4: 4 marks).  
(Total 20 marks)

A publisher has engaged you to edit an extract from an illustrated history book, *The Age of Sail* (provided at the end of this question: [go to start of the unedited extract](#)).

The publisher plans to use the extract to produce an illustrated sample for overseas buyers. The author has provided a wish list of 10 images for this part of the book, and indicated where the first three could be placed in the extract.

The publisher has asked you to guide the picture researcher by commenting on the relevance and suitability to the extract of the author's list of images and recommending other types of pictorial material that might be suitable.

### Author's wish list of images

1. **Frederick Schiller Cozzens, 'Flying Cloud', Watercolour, 1909.** Portrait of the three-masted clipper ship depicted in a broadside view fully rigged with the mainsail half furled.
2. **Map of clipper route** showing China ports, then passage from South China Sea to the Indian Ocean, around the Cape, the Atlantic crossing and entry into the English Channel, with larger detail of Thames Estuary and East India Docks. May need to engage cartographer for this – available maps lack clarity.
3. **John S. Smith painting, 'Cutty Sark racing Thermopylae'.** Lively oil painting with a Victorian feel, but may be of a later date. Artist appears to hold copyright.
4. **JMW Turner's painting of HMS Victory at the Battle of Trafalgar in 1805.** Copyright: The National Maritime Museum, London. Such a beautiful painting – hope we can include it.
5. **'A street of ships',** b&w photo of clippers ships moored at the wharfs of an American town in the nineteenth century. In the collection of South Street Seaport Museum.
6. **Photo of Cutty Sark's figurehead.** This wooden figurehead is of Nannie, the young and beautiful witch from Robert Burns's famous poem, *Tam O'Shanter*, wearing only her 'cutty sark', or short shift. This and her wild dancing are what captures Tam's attention in the poem and it is the inspiration for the clipper's name.
7. **Aerial photo of the Cutty Sark's fire-damaged hull, 21 May 2007.** I saw this at [www.solarnavigator.net/history/clipper\\_ships.htm](http://www.solarnavigator.net/history/clipper_ships.htm)
8. **Chinese tea bound for London. Photo of vintage tea chest, 1957.** A lovely rustic wooden chest emblazoned with Chinese characters. I saw this at [http://chawu.blogspot.com/2007\\_06\\_01\\_archive.html](http://chawu.blogspot.com/2007_06_01_archive.html)
9. **Painting of Cutty Sark by a Chinese artist, c. 1870s.** An interesting cross-cultural angle. Don't know who holds copyright. I saw it at [www.cuttysark.org.uk](http://www.cuttysark.org.uk)
10. **Map of the Voyages of Zheng He, 1405–1433.** Beautiful watercolour map depicting the routes followed by this neglected Chinese adventurer, many of which were also used by the tea clippers. Collection of University of California.

[Go to Keystroke guidelines](#)

[Go to Questions – Summary List](#)

[Go to Answer\(s\) continued](#)

- 6.1** Comment on the relevance and suitability of images 1–3, which the author has mentioned in the extract. Indicate whether their placement in [the extract](#) is appropriate. (6 marks)

2 marks per image: 1 mark for comment on relevance and suitability; 1 mark for placement.



- 6.2** Select 3 other images from the author's list (refer to images by number) and comment on the suitability of each for inclusion in terms of relevance, appeal and potential problems, if any. (6 marks)

Maximum of 2 marks per image: 1 mark for each good reason.



- 6.3** Write captions for 2 of the images you have recommended for inclusion (in 6.1 or 6.2 above). (4 marks)

2 marks per caption: 1 mark for a well-written caption; 1 mark for enhancing the information in the text.



[Go to Keystroke guidelines](#)

[Go to Questions – Summary List](#)

[Go to Answer\(s\) continued](#)

**6.4** Suggest 2 images (a general description is sufficient) that are not listed by the author that you would like to include with the extract. (4 marks)

3 example answers are given; only 2 are needed.

2 marks per image: 1 mark for naming appropriate image,  
 1 mark for giving a good reason.

Unedited extract from *The Age of Sail*.

**[PLEASE NOTE: This extract is full of errors, as it would be if received from an author. This question provides practice in following a brief, in particular by focusing on the editorial task – in this case, advising on picture selection and placement – and not on text editing.]**

### Greyhounds of the Sea

For less than 30 years in the 19th century the great clipper ships of Britian and US speed across the oceans making fortunes for their owners and galvanizing the public imaginaition. Built for speed, at the very end of the age of sail these trim sleek greyhounds of the ocean were loved for their beauty as much as for the excitement of the the great annual Tea races of the mid nineteenth century.

(illustration – Frederick Schiller Cozzens, 'Flying Cloud', watercolour, 1909)

### Description

**Origins** Until 1834 the East India Company had held a monopoly over the tea trade from China, and it sailed massive ships called 'East Indiamen', to bring tea to London. These ships could carry massive amounts of cargo, up to 1,200 tons by 1800, but they were slow. The journey out to China and back took 2 full years

In 1845 an American launched on of the first clipper ships, the 'Rainbow', for the tea-trade. She made the journey from Canton to New York in just 102 days –slicing more than 2 weeks from the previous record. Then in 1849 America boats gained the right to transport tea from China to London. The first to arrive on 3rd December 1850 was the 'Oriental'–just 97 days after leaving Hong Kong...three times faster than the East India men and British merchants were horrified; with many thinking that British shipping was doomed now that the Americans joined the China trade.

The British maritime fraternity were not prepared to give up quiet so easily however. In 1850 the first British tea clipper 'Stornaway' was launched, and the race was on.

(map of Clipper route here?)

The annual tea races rarely took off in 1853 when new ports closer to the tea producing areas were opened up, such as Fouchow. The annual race capture the imagination of Londoners. Telegrammes sent *en route* kept every one posted on the progress of each ships, and crowds lined the thames to see the final stages of the race. Vast sums were wagered on the outcome – by the ships owners, their crews and the betting folk of the city. Most famous of all the tea clipper races was the Great Tea race of 1866. For most of the

[Go to Keystroke guidelines](#)

[Go to Questions – Summary List](#)

[Go to Answer\(s\) continued](#)

journey the ten clippers which left Foochow on 28 May remained insight of each other, but when they reached the channel Ariel and Taeping pulled away. When they entered the Thames luck took a hand- the Taiping happened to get the faster tug and docked a mere twenty minutes ahead of Ariel– 99 days after they had left China. The race was declared a dead heat and the ship owners decided to share the winners' premium, and the ships crews shared their winners bonus.

box Racing for profit

The Victorians believe the fresher the tea, the better it was, and the first tea to arrive in London each year attracted a substantial premium for the ship owner. The cargo of the winning ship could earn a premium of as much as 6d. a pound

### **Two rivals–cutty sark and thermopylae**

(illustration – John S. Smith painting, 'Cutty Sark racing Thermopylae')

#### **The Cutty Sark**

On the afternoon of Monday, 22 November, 1869, a beautiful little clipper ship displacing 963 tonnes was launched at from Scott and Linton's ship yard at Dumbarton, on the Clyde. She bcarried a name that was to become famous through out the world and was destined to win a place in British hearts second only to Nelson's immortal Victory. Her name was the Cutty Sark.

The *Cutty Sark* was built for John 'Jock' Willis whose greatest wish was for her to win the annual tea race from China. Sadly it only carried tea until 1877 and never beat her greatest rival The Thermopylae.

#### **Thermopylae**

The *Thermopylae* was an extreme clipper built in 1868 in for the China tea trade. On her maiden voyage, Captained by Robert Kimball, *Thermopylae* broke the made a record crossing from Gravesend to Melbourne in 63 days and continues to record many other startling performances. In 1872, *Thermopylae* left Shanghai with a cargo of tea for London in company with the *Cutty Sark*, after racing each other for two weeks the Cutty Sark lost her rudder after having passed the Sunda Straits. *Thermopylae* finally arrived in London only seven days ahead of her rival. Though the *Cutty Sark*made some good performances she never managed to outrun the *Thermopylae*.

#### **The End of an era**

The decline of the great era of the clipper ships was firstly due to the economic crisis of 1857 and 2ndly due to the gradual intorduction of the steamship. Although clippers could be much faster than early steam ships, they depended on the vargaries of the wind, while steamers' could keep to a schedule.. In the end The final blow was the opening of the Suez canal in 1869 which provided a great short cut for steamships between Europe and Asia and gave them the advantage of greater efficiency. They swiftly took over the China tea trade, though these plodding workhorses never captured the pubic imagination as the beautiful clippers have done.

*End of Question 6.*

[Return to start of Question 6](#)

*or use the links at the bottom of the page to navigate to another part of the document.*

[Go to Keystroke guidelines](#)

[Go to Questions – Summary List](#)

[Go to Answer\(s\) continued](#)

## Question 7. On-screen editing in Microsoft Word

Answer **all 3 parts** (7.1: 10 marks; 7.2: 6 marks; 7.3: 4 marks) of this question, which asks you to describe the pros and cons of features in Microsoft Word. (Total 20 marks)

Your description should be in terms of general functionality only; for example, what the feature is useful for in the editing process.

You are not expected to be familiar with a particular version of Word, but if you specify tools used to access the feature, please indicate the Word version that has those tools.

**7.1** Describe the pros and cons of Track Changes in Word. (10 marks)

2 marks for each appropriate point. Only 5 appropriate points are needed to gain full marks. Extra points included in example answer.



**7.2** Describe the pros and cons of Word's Headers and Footers feature. (6 marks)

2 marks for each appropriate point. Only 3 appropriate points are needed to gain full marks. Extra points included in example answer.

**7.3** Describe the pros and cons of using the Macros feature in Word. (4 marks)

2 marks for each appropriate point. Only 2 appropriate points are needed to gain full marks. Extra points included in example answer.

*End of Question 7.*

*Return to start of [Question 7](#)  
or use the links at the bottom of the page to navigate to another part of the document.*

## Answer(s) continued

Use the box below and on the next page to provide any further information to a question or questions. Remember to indicate which question number the extra information is for. Remember to select this option in the [Questions – Summary List](#) too.



*End of KNOWLEDGE part.*

Before you close this document, ensure that you have:

- entered your [CANDIDATE NUMBER](#) in the box provided under the main heading of the document; AND
- checked each question you answered in the [Question Summary List](#); AND
- SAVED the document using your candidate number.