Examination Rules

1. The time allotted for this examination is two hours.
   You may, however, take up to 60 minutes of additional time to finish.
2. Answers entered in the Examination Booklet will not be marked.
3. Cheating on an examination will result in a mark of zero. The Ministry of Education considers cheating to have occurred if students break any of the following rules:
   - Students must not be in possession of or have used any secure examination materials prior to the examination session.
   - Students must not communicate with other students during the examination.
   - Students must not give or receive assistance of any kind in answering an examination question during an examination, including allowing one's paper to be viewed by others or copying answers from another student's paper.
   - Students must not possess any book, paper or item that might assist in writing an examination, including a dictionary or piece of electronic equipment, that is not specifically authorized for the examination by ministry policy.
   - Students must not copy, plagiarize or present as one's own, work done by any other person.
   - Students must immediately follow the invigilator's order to stop writing at the end of the examination time and must not alter an Examination Booklet, Response Booklet or Answer Sheet after the invigilator has asked students to hand in examination papers.
   - Students must not remove any piece of the examination materials from the examination room, including work pages.
4. The use of inappropriate language or content may result in a mark of zero being awarded.
5. Upon completion of the examination, return all examination materials to the supervising invigilator.

Student Instructions

1. Place your Personal Education Number (PEN) label at the top of this Booklet AND fill in the bubble (Form A, B, C, D, E, F, G or H) that corresponds to the letter on your Examination Booklet.
2. Use a pencil to fill in bubbles when answering questions on your Answer Sheet.
3. Use a blue- or black-ink pen when answering written-response questions in this Booklet.
4. Indicate in the space below which question you have selected:
   Composition Question: 4 □ or 5 □
5. Read the Examination Rules on the back of this Booklet.

Course Code = COM 12
Communications 12
SAMPLE
Response Booklet
Student Instructions

1. Place your Personal Education Number (PEN) label at the top of this Booklet AND fill in the bubble (Form A, B, C, D, E, F, G or H) that corresponds to the letter on your Examination Booklet.

2. Use a pencil to fill in bubbles when answering questions on your Answer Sheet.

3. Use a blue- or black-ink pen when answering written-response questions in this Booklet.

4. Indicate in the space below which question you have selected:
   Composition Question: 4 ☐ or 5 ☐

5. Read the Examination Rules on the back of this Booklet.
You may wish to copy the question here to refresh your memory.

Question 1:
## PART C: VISUAL DESIGN

### Checklist

**Remember to include:**  
- an appropriate title  
- an effective layout  
- a variety of text and visuals  
- appropriate graphics  
- all necessary details

### Question 2:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>2nd</td>
</tr>
</tbody>
</table>

Communications 12 – Response Booklet

Page 3
PART C: BUSINESS LETTER

Question 3:
# PART D: COMPOSITION

## Checklist

<table>
<thead>
<tr>
<th>BEFORE you write, remember to</th>
<th>AFTER you write, remember to</th>
</tr>
</thead>
<tbody>
<tr>
<td>• think of ideas on the topic</td>
<td>• reread your composition</td>
</tr>
<tr>
<td>• support your ideas with examples</td>
<td>• check for length</td>
</tr>
<tr>
<td>• organize your ideas into paragraphs</td>
<td>• check paragraph structure</td>
</tr>
<tr>
<td></td>
<td>• check that sentences are complete</td>
</tr>
<tr>
<td></td>
<td>• check word choice</td>
</tr>
<tr>
<td></td>
<td>• check spelling and punctuation</td>
</tr>
</tbody>
</table>

You may wish to copy the question here to refresh your memory.

Indicate your choice by placing a checkmark ✓ in one box below and in one box in Instruction 4 on the front cover of this booklet.

**Question 4 ☐ or Question 5 ☐:**

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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   Composition Question: 4 □ or 5 □
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