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# ICT

Level 1

## Challenge: Sing To Win

Solutions

### Task 1

You see this advertisement in one of the national newspapers and decide to apply.

You need to read the details then use the blank email template to write a brief application. Send an email which should contain:

- the producer's email address
- a subject
- a brief description of why you want to appear on the show
- your contact details and age, (real or made up)
- an appropriate close, for example, yours faithfully, sincerely, best wishes etc

Check mail   Compose   Send

**1** → **To:**   aimeejones@singtowin.co.uk

**2** → **CC:**   tomwatts@singtowin.co.uk

**3** → **Subject:**   Application for audition

**4** → Dear Ms Jones

I saw your advertisement for the 'Sing To Win' auditions. I have always wanted to sing for a living so I just knew I had to apply.  
I am 17 years old and really enjoy entering talent competitions. I recently won the best new vocalist award in a local contest.

My address is: 2 Carmel Road, Leeds, West Yorkshire, LS7 9RP.

My telephone number is: 0113 265325.

Please consider me for an audition.

**5** → Yours sincerely

Shahida Khan

✓   Copy message to sent folder   Show all contacts



## Feedback

- 1** → The 'To' box should contain the email address of the person you are sending the message to. You should always double-check that you have entered the address accurately to make sure that the message is delivered to the correct person. It's a good idea to enter the email address last after you have completed the message and checked it for any errors. Be careful not to click on the 'Send' button before you are ready!
- 2** → The 'cc' box should contain the email address of the assistant producer as requested. Again, you should always double-check that you have entered it correctly.
- 3** → People often scan the subject line to decide whether or not to open the message. To make sure that your message is seen, enter a subject that is meaningful and relevant. Don't leave this blank as many people will treat an email with no subject as junk mail and delete it without ever opening.
- 4** → To make sure you word your message appropriately, you need to recognise the difference between formal and informal text. If you are speaking to a friend, it's ok to use abbreviations and slang. More formal situations, like emailing someone you don't know very well, should have a more formal feel. If you do not know the person, address them as you would in a letter e.g. Mr, Mrs, Miss, Ms or Dear Sir/Madam. Keep the email focused. Reading on screen is more difficult than reading on paper, so all text should be short and to the point.
- 5** → Always remember to put your name at the end of your email. In a work situation, it's useful to add your job title and telephone number. Some email software will let you do this automatically.

Remember, emails are not secure. The person you are sending the message to may not be the only person who reads it. Be careful what you write and what personal information you include.



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## Task 2

Congratulations! You have been offered a place in the audition!  
You received this email from the show's producer giving further details.  
You now need to write all the details of the audition into your diary.

Check mail    Compose    Send

**To:** ab0124x@total.co.uk

**From:** aimeejones@singtowin.co.uk

**Subject:** Audition details

Dear contestant

1 ↓

Your application to take part in the 'Sing To Win' auditions has been successful.

2 → Please arrive at Wembley Arena on 06/10/09 at 11.30am.

You will need to bring with you:

- ↑ 3 two forms of identification
- ↑ 4 a publicity photograph
- ↑ 5 a sample CD

As the auditions are broadcast live, you will need to sign a form, which states that you are happy to be filmed.

If you need any further information, do not hesitate to contact us.

We look forward to meeting you.

Yours sincerely

Aimee Jones, Producer  
Singtwin Ltd



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<b>Mon 1</b> <i>Meet Jazz for lunch</i>	<b>Mon 8</b>
<b>Tues 2</b>	<b>Tues 9</b>
<b>Wed 3</b>	<b>Wed 10</b>
<b>Thurs 4</b>	<b>Thurs 11</b> <i>Tom's birthday party</i>
<b>Fri 5</b>	<b>Fri 12</b>
<b>Sat 6</b> <i>Sing To Win audition, Wembley Arena, at 11.30am</i>	<b>Sat 13</b>
<b>Sun 7</b>	<b>Sun 14</b>
<b>October 2009</b>	<b>October 2009</b>

3 →

1 ↓

2 ↓

← 5

4 →



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### Feedback

Diaries are used to record appointments and social events. When entering information always make sure you:

- 1 → include details of **what** the appointment is about
- 2 → include details of **where** the appointment is
- 3 → select the correct **date**
- 4 → select the correct **month**
- 5 → include details of the **time**

Remember to make a note of any other important information. For example, the things you need to take with you:

- two forms of identification
- a publicity photograph
- a sample CD



# ICT

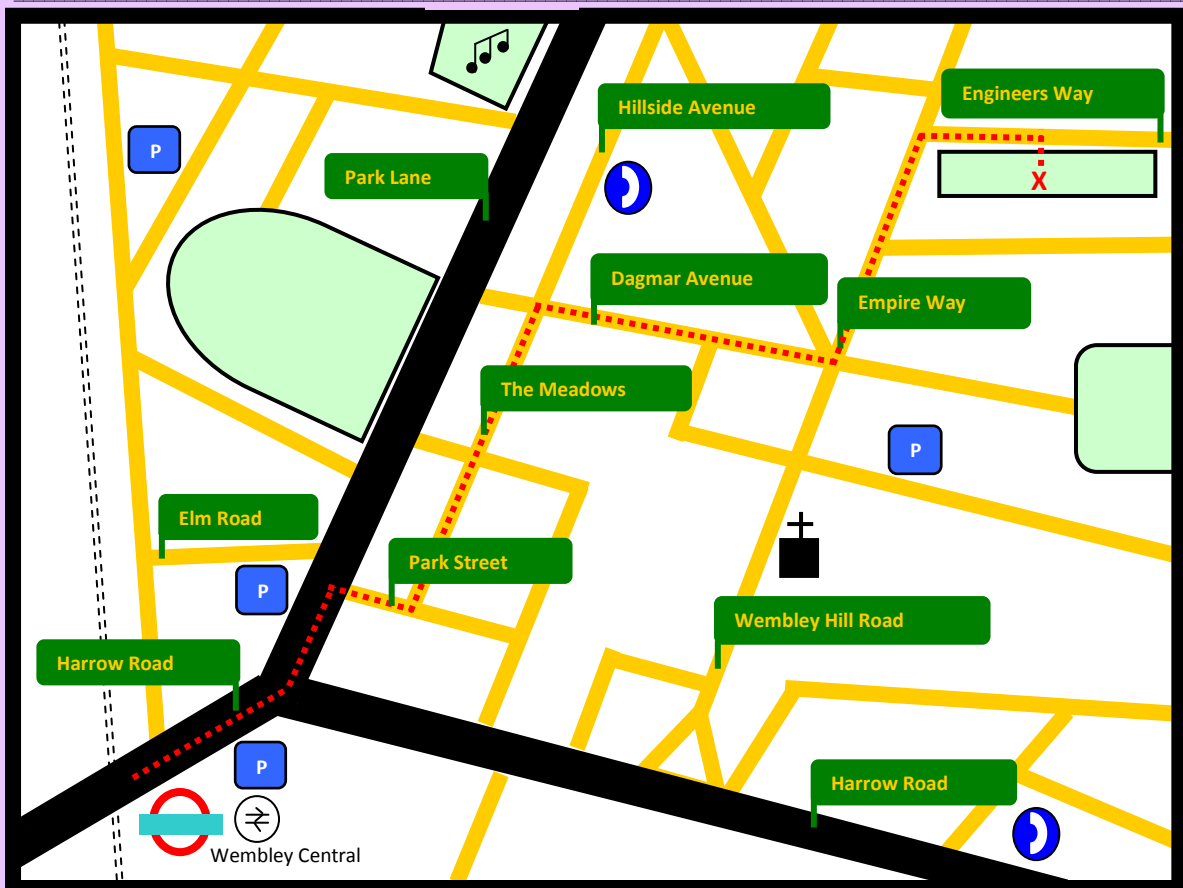
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## Task 3

You don't know how to get to Wembley Arena so you look on the internet to find out. You find some directions and a map.

Follow the directions and put a cross where you think the arena is on the map.



### Directions to Wembley Arena

1. Exit Wembley Central Station and turn right on to Harrow Road.
2. At the junction, take the left-hand fork on to Park Lane.
3. Take the first right on to Park Street.
4. Take the first left on to The Meadows.
5. At the second crossroads, turn right on to Dagmar Avenue.
6. At the junction of Wembley Hill Road, turn left on to Empire Way.
7. Take the second right on to Engineers Way.
8. You have arrived at Wembley Arena.



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**Task 4**

You now need to sort out your travel plans to and from the audition. You are travelling from Leeds train station and need to arrive at King's Cross in London by 10.30am at the latest so you can get to Wembley Arena for 11.30am.  
Look at the timetables, and then tick either 'True' or 'False' next to each statement.

Monday to Saturdays							
Leeds to London service							
Dep. Station	Leeds	Leeds	Leeds	Leeds	Leeds	Leeds	Leeds
Arr. Station	Kings X	Kings X	Kings X	Kings X	Kings X	Kings X	Kings X
Departs	06:09	06:35	06:55	07:35	08:00	08:14	08:23
Arrives	09:14	08:43	09:03	09:51	10:20	11:00	11:46
Duration	3:05	2:08	2:08	2:16	2:20	2:46	3:23
Changes	1	0	0	1	0	1	2

Monday to Saturdays							
London to Leeds service							
Dep. Station	Kings X	Kings X	Kings X	Kings X	Kings X	Kings X	Kings X
Arr. Station	Leeds	Leeds	Leeds	Leeds	Leeds	Leeds	Leeds
Departs	16:58	17:28	17:45	17:55	17:58	18:20	18:45
Arrives	19:16	19:48	20:15	20:16	20:20	22:00	21:22
Duration	2:18	2:20	2:30	2:21	2:22	3:40	2:37
Changes	1	0	0	0	0	1	1

- |   |  |   |  |             |              |  |                          |                                     |  |                                     |                          |  |                                     |                          |  |                          |                                     |
|---|--|---|--|-------------|--------------|--|--------------------------|-------------------------------------|--|-------------------------------------|--------------------------|--|-------------------------------------|--------------------------|--|--------------------------|-------------------------------------|
| <p><b>1</b> →</p> <p><b>2</b> →</p> <p><b>3</b> →</p> <p><b>4</b> →</p> | <p>The 07:35 train from Leeds arrives in London at 10:20</p> <p>The 08:00am train departing from Leeds arrives in London for the time closest to 10:30am</p> <p>The 17:58 from King's Cross is the last train that will arrive in Leeds before 21:00</p> <p>Travelling on the 17:28 from King's Cross involves one change.</p> | <table border="0"> <tr> <td></td> <td><b>True</b></td> <td><b>False</b></td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </table> |  | <b>True</b> | <b>False</b> |  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|   | <b>True</b>  | <b>False</b>  |  |             |              |  |                          |                                     |  |                                     |                          |  |                                     |                          |  |                          |                                     |
|   | <input type="checkbox"/>   | <input checked="" type="checkbox"/>   |  |             |              |  |                          |                                     |  |                                     |                          |  |                                     |                          |  |                          |                                     |
|   | <input checked="" type="checkbox"/>  | <input type="checkbox"/>  |  |             |              |  |                          |                                     |  |                                     |                          |  |                                     |                          |  |                          |                                     |
|   | <input checked="" type="checkbox"/>  | <input type="checkbox"/>  |  |             |              |  |                          |                                     |  |                                     |                          |  |                                     |                          |  |                          |                                     |
|   | <input type="checkbox"/>   | <input checked="" type="checkbox"/>   |  |             |              |  |                          |                                     |  |                                     |                          |  |                                     |                          |  |                          |                                     |

**Which train would you catch? The 08:00 from Leeds**



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- 1 → The 07:35 train from Leeds arrives in London at 09:51 **not** 10:20.
- 2 → The 08:00am train departing from Leeds arrives in London at 10:20, which is 2 hours and 20 minutes.
- 3 → The 17:58 from King's Cross **is** the last train that will arrive in Leeds without having to change trains
- 4 → Passengers on the 17:28 from King's Cross **do not** have to make a change.

You need to arrive at Kings Cross before 10.30 so the best train to catch is the 08:00 from Leeds which arrives at 10:20

You may find the following tips helpful when using paper-based information:

- use a flat edge to help guide you when looking at information in a table such as timetables or bank statements
- highlight or tick information that is relevant to you
- make a list of what you need to know and tick items off once you have found them
- break tasks up into small manageable steps