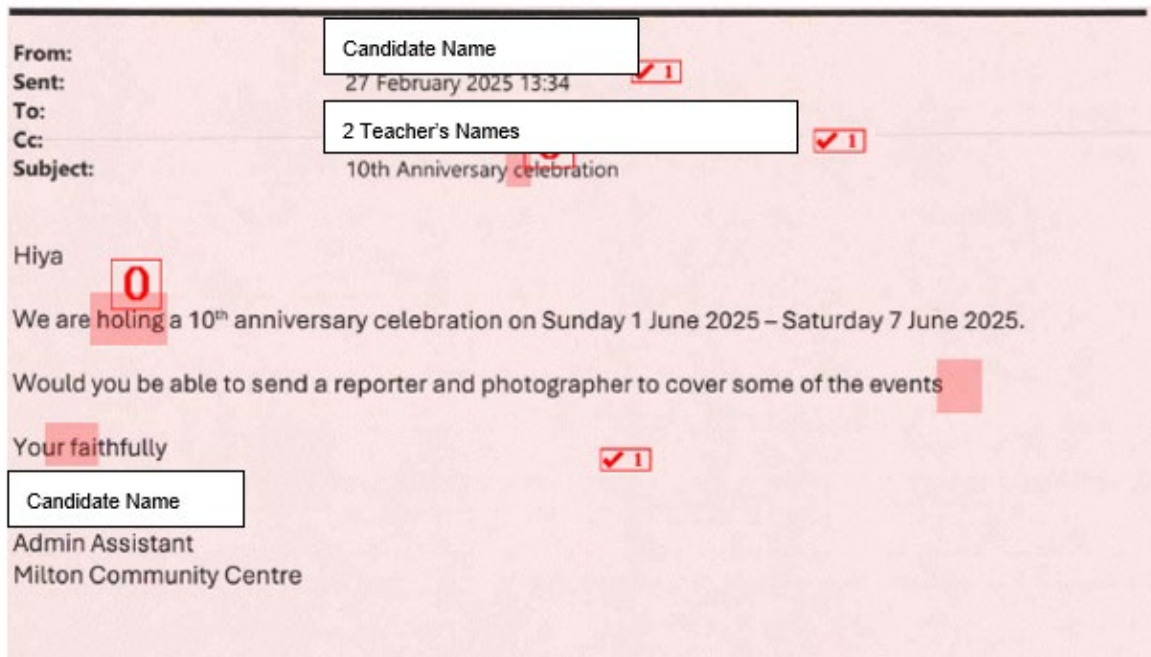


E-mail evidence

Candidate 1 – task 7

The candidate is awarded **3 out of 5 marks**.



Candidate 2 – task 7

Anniversary Celebrations
1 message

Candidate Name 5 March 2025 at 10:35

2 Teacher's Names ✓ 1 ✓ 1


0 Hi, I am emailing you to inform you that the Milton Community Centre are hosting a 10th Anniversary Celebrations from Sunday 1 June 2025 to the Saturday 7 June 2025. I was wondering if you are able to send an available reporter and photographer to cover some of the events. 0

Yours Sincerely ✓ 1

Candidate Name
Administrative Assistant
Milton Community Centre
Audrey McIntyre

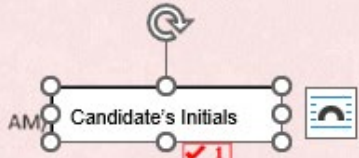
Word Processing evidence

Candidate 1 – task 8



Milton Community Centre
 21 Old Mill Road
 Milton
 Invergordon
 IV18 0PU

Tel: 07846902745
 E-mail: miltoncommunity@mail.com



AM Candidate's Initials ✓ 1

27 February 2025

Mr Felix Kirk
 Milton Watersports Club
 Shore Road
 Invergordon
 IV18 0RE

Dear Felix Kirk 0

10TH ANNIVERSARY CELEBRATION 0

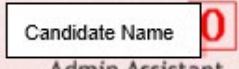
You may not realise it, but we are celebrating our 10th anniversary this year. To commemorate this wonderful milestone, the committee is busy organising a range of events including a Scavenger Hunt, Quiz Night, Litter Picks and a Family Fun Day to help bring the local community together.

We are looking for local businesses to support our week of events. We are hoping that you may be able to contribute financially, by sponsoring one of the events or by donating a prize for the raffle at the Family Fun Day.


0 Appreciate that you must receive many similar requests. However, any support you are able to offer us will be gratefully received - all monies raised will go back into our community.


If you require additional information, please do not hesitate to contact me. Thank you in advance.


Yours sincerely




Candidate Name 0
 Admin Assistant







Candidate 2 – task 8



Milton Community Centre
21 Old Mill Road
Milton
Invergordon
IV18 0PU

Tel: 07846902745
E-mail: miltoncommunity@mail.com

AM/ Candidate's Initials

5 March 2025 ✓ 1

0 Milton Watersports Club
Shore Road
Invergordon
IV18 0RE 0

Dear Mr Felix Kirk 0 0

You may not realise it, but we are celebrating our 10th anniversary this year. To commemorate this wonderful milestone, the committee is busy organising a range of events including a Scavenger Hunt, Quiz Night, Litter Picks and a Family Fun Day to help bring the local community together.

We are looking for local businesses to support our week of events. We are hoping that you may be able to contribute financially, by sponsoring one of the events or by donating a prize for the raffle at the Family Fun Day.

I appreciate that you must receive many similar requests. However, any support you are able to offer us will be gratefully received - all monies raised will go back into our community.

If you require additional information, please do not hesitate to contact me. Thank you in advance 0

Yours sincerely

Candidate Name
Administrative Assistant

0 0