

# Candidate 2 evidence

22/03/2020

Print Script

**Circus in the Sky**  
**16 Robertson Street**  
**Glasgow**  
**G2 8DU**

E-mail: [circus.sky@voho.co.uk](mailto:circus.sky@voho.co.uk)  
Web: [www.circusinthesky.co.uk](http://www.circusinthesky.co.uk)  
Social media: @cits



Task 1

Quest for Adrenaline!

22/03/2020

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**Circus in the Sky**

As the Admin Assistant, you will regularly use electronic communication when helping organise the Circus in the Sky tour.

**Terminology:**

Favourites	Where you can save website you use frequently so they are easy to find.
Intranet	
Search Engine	Where you can search for any website and you are given a selection of websites related to your search.

**Word Processing/Desktop Publishing Software:**

1	One Feature is lots of information can be stored in one place.
2	Another feature is it can be accessed by multiple different people.
3	Another feature is it can be updated by anyone who has been given access.

Customer Service is a priority for us. If good customer service is not provided, there may be significant consequences:

Example	<i>The organisation spends time dealing with customer issues, leading to reduced productivity.</i>
1	The company will spend more money employing new employees meaning profit may go down.
2	The company will gain a bad reputation as unhappy will talk about their experiences.
3	The company may lose loyal, long serving customers as they may become dissatisfied with the company.

Task 2

22/03/2020

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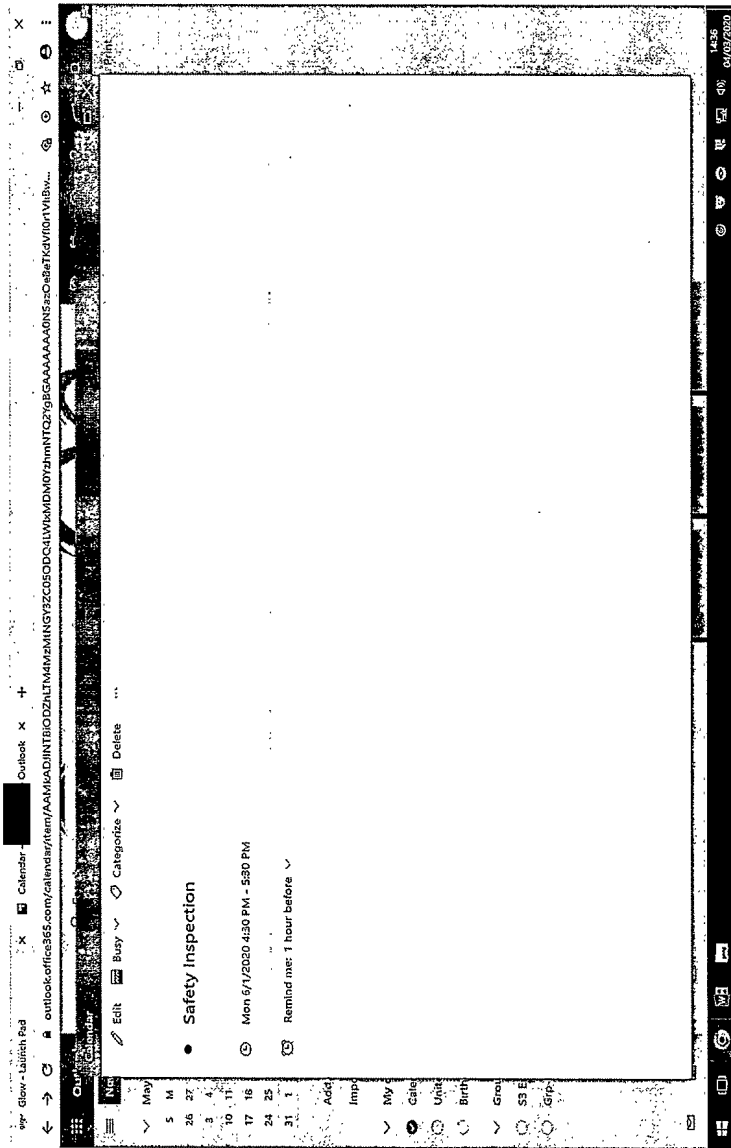
The screenshot displays the Outlook calendar interface. At the top, there are navigation buttons for 'Outlook', 'Calendar', and 'Search'. The main area shows a weekly view for June 2020, with days from Sunday to Saturday. Events are listed in a grid format. A task bar at the bottom indicates 'Task 3'.

Day	Time	Event
Monday, June 1	12p - 1p	Primary School Acrobatic Skills
Tuesday, June 2	5p - 6p	Safety Inspection
Wednesday, June 3	7p - 8p	Show Day
Thursday, June 4	7p - 8p	Show Day
Friday, June 5	7p - 8p	Show Day
Saturday, June 6	7p - 8p	Show Day

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22/03/2020

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task 3


22/03/2020

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5/17/2020 to 5/23/2020

 Calendar

**Sunday, May 17, 2020**

  
Sun 5/17/2020 8:00 AM - 8:30 AM

**Monday, May 18, 2020**

Posters Collected  
Mon 5/18/2020 8:00 AM - 8:30 AM

task 3



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# Acrobatic Skills Workshop

Workshop Stations	Details
Juggling	Learn the art of juggling by starting with scarves and moving on to beanbags. This activity is excellent for hand-eye co-ordination. Participants will develop basic throwing and catching skills.
Happy Hula	Learn the art of hula hooping. Participants will cover waist hooping, lifts, vortexes, body rolls, throws, jumps and more. This provides a solid foundation for participants to develop their own style.
Tightwire	Learn the art of balance by walking along a suspended broad beam. Participants start with ground balancing activities, then move on to broad beam assisted walking, working towards unassisted walking.
Ezee Trapeze	Learn the art of trapeze, including rope and aerial skills. Kids will enjoy an adrenaline-filled activity with self-confidence rewards.
AcroBalance	Learn the art of balancing on and with other to create different shapes. Participants will improve core strength and flexibility as well as learning teamwork and trust.
Stilt Walking	Learn the art of walking on mini-stilts. Participants will move comfortably in each direction on their "legs". This activity is a great tool to build body awareness and balance.

## What to Wear

Wear comfy, layered, snug clothing. Wear socks and have legs covered. Don't wear skirts or shorts, unless these are over leggings. All jewellery will need to be removed.

Benefits		
EDUCATION	SOCIAL	PHYSICAL
Improves: <ul style="list-style-type: none"> <li>• Mathematic Skills</li> <li>• Physics</li> <li>• Performance</li> <li>• Concentration</li> <li>• Creativity</li> <li>• Problem Solving</li> </ul>	Improves: <ul style="list-style-type: none"> <li>• Confidence</li> <li>• Self Esteem</li> <li>• Teamwork</li> <li>• Communication</li> <li>• Patience</li> <li>• Persistence</li> </ul>	Improves: <ul style="list-style-type: none"> <li>• Co-ordination</li> <li>• Flexibility</li> <li>• Reflexes</li> <li>• Rhythm and Timing</li> <li>• Balance</li> <li>• Body Orientation</li> </ul>

task 4

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RF/EF

Wednesday 4<sup>th</sup> March 2020

Head Teacher  
Marystone Primary School  
Benadrove Road  
Marybank  
HS2 0CH

Dear Head Teacher

**FREE ACROBATIC SKILLS WORKSHOP**

We are touring Scotland this year with our 2020 Circus in the Sky show. We will be in Stornoway delivering one show-stopping, acrobatic performance per night in our big tent between 2-4 June 2020 at Lews Castle.

We realise the important and challenging job a Primary Teacher has in order to cultivate the potential of each young person in their care, particularly in such financially demanding times. This is why we would like to use our skills, while in Stornoway, to help.

Circus in the Sky will be holding a free Acrobatic Skills Workshop for young people between 5-10 years of age on Monday 1 June 2020 from 12.30 pm to 3.30 pm. Young people will meet our team of performers and listen to a highly motivational and inspiring talk from our Ring Master. They will then rotate around 6 workshop stations, where they will learn different acrobatic skills.

Please find enclosed a flyer providing details of the activities at each workshop station. It also outlines the educational, social and physical benefits for participants and details of appropriate clothing they should wear to ensure both comfort and safety.

We hope Marystone Primary School will be able to take advantage of this opportunity and join us for this unique and exciting event. We have a range of videos on our website that showcase our previous tours and free acrobatic skills workshops. Feel free to watch these to give you an idea of the skills our acrobatic team have and how effective our workshop is.

Task 5

22/03/2020

Print Script

Our dedicated team will ensure that your young people have an experience they will never forget.

If you are able to attend, please e-mail us at [circus.sky@yoho.co.uk](mailto:circus.sky@yoho.co.uk) by 18 May 2020 and provide us with approximate numbers of participants.

We look forward to hearing from you and hopefully meeting you on the day.

Yours sincerely

Rosa Fedigan  
Tour Manager

[REDACTED]  
EXAMREFERENCE

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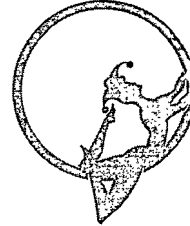


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RF/EF

Wednesday 4<sup>th</sup> March 2020

«Job\_Title»  
«School\_Name»  
«Address\_1»  
«Address\_2»  
«Postcode»

Dear Head Teacher

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22/03/2020 Print Script

Outlook - Launch Pad X Mail X Outlook X +

Outlook - Google Chrome  
outlook.officeappscentral.com/mail/launch?version=2020022803.158&popup=1&lanboobstrap=1

Reply all Delete Junk Block ...

**Re: Flyer**

This message was sent with High Importance.

Wed 3/4/2020 3:09 PM

Flyer.docx  
3 KB

Dear Rosa and Mitchell,  
Here is a copy of the updated flyer for you.  
Yours sincerely  
Admin Assistant

**From:** [redacted]@s.org.uk  
**Sent:** Wednesday, March 4, 2020 2:57 PM  
**To:** [redacted]@s.org.uk  
**CC:** [redacted]@s.org.uk  
**Subject:** Re: Flyer

Dear Rosa and Mitchell,

Last month  
Frip  
Ehs  
frip first.draft

Mon 2/17

Here is a copy of the updated flyer for you.  
Yours sincerely  
Admin Assistant

15:01  
04/03/2020

Task 6 [redacted]

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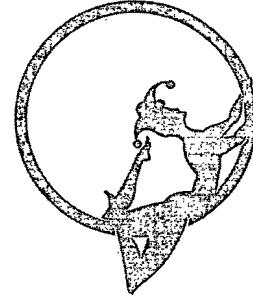
22/03/2020

Print Script

# **Circus in the Sky**

## **Tour in**

### **Stornoway**



**Ticket cost-**

**Adults- £18**

**Concessions-£14**

**Ticket enquiries-**

**E-mail: [circus.sky@yoho.co.uk](mailto:circus.sky@yoho.co.uk)**

**Date- 2<sup>nd</sup> to 4<sup>th</sup> June  
2020**

**Time- 7pm to 9pm**

**Location- Lews Castle  
Stornoway**

**Our Details**

**E-mail: [circus.sky@yoho.co.uk](mailto:circus.sky@yoho.co.uk)**

**Web:**

**[www.circusinthisky.co.uk](http://www.circusinthisky.co.uk)**

**Social Media: @cits**

## **Quest for Adrenaline!**

Task 7

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# Circus in the Sky

## Lews Castle Stornoway

2<sup>nd</sup> - 4<sup>th</sup> June

7pm - 9pm



Task 8

### Circus in the Sky Tour Dates

VENUE	DATES
Benbecula	9-12 June 2020
Inverness	16-19 June 2020
Kirkwall	23-26 June 2020
Aberdeen	7-10 July 2020

With special thanks to our Ringmaster - Mr Magnus Fields.

#circusinthesky

Task 8

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**ACT ONE**

Phillipe Kovac  
*(Tightrope Walker)*

Martin Lopez  
*(Aerial Silk Artist)*

Roberto Lecini and Salvatore Spaan  
*(Acrobatic Aerial Artist and Drummer)*

Luca Fasano  
*(Stunt Performer)*

Act One Finale

**ACT TWO**

Laney Duda  
*(Juggler)*

Yann Garric  
*(Flame Thrower)*

Mabel the Marvel  
*(Trapeze Artist)*

Juan Carracedo and Mindy Boyer  
*(Hula Hoop Trapeze Artists)*

Act Two Finale

Task 8

Task 8


Task 8

Task 8

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05/03/2020



**Circus In The Sky**

2<sup>nd</sup> – 4<sup>th</sup> June 2020  
Lews Castle, Stornoway  
7pm-9pm

Quest for Adrenaline! 05/03/2020

**Welcome**

Welcome to 'Circus in the Sky', an adrenaline-fuelled stunt action show that is sure to wow our audiences!

Before the show begins, please pay attention to the following important messages about our performance and venue.

Quest for Adrenaline! 05/03/2020







**Cafe**

Please visit our cafe before the show starts or at the interval. We have a range of food/drinks on offer including:

- Variety of soft drinks
- Bottles of water
- Ice cream
- Popcorn
- Candy floss
- Hot dogs
- Nachos

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**Headline Performers**

Magnus Fields <i>Ringmaster</i>		Martin Lopez <i>Aerial Silk Artist</i>	
Phillipe Kovač <i>Tightrope Walker</i>		Yann Garric <i>Flame Thrower</i>	
Mabel the Marvel <i>Trapeze Artist</i>		Laney Duda <i>Juggler</i>	

Quest for Adrenaline! 05/03/2020

**Where Next?**

Venue	Dates
Berbecula	9-12 June 2020
Inverness	16-19 June 2020
Kirkwall	23-26 June 2020
Aberdeen	7-10 July 2020

Quest for Adrenaline! 05/03/2020

**Important Information**

- Keep all personal belongings with you at all times.
- Report concerns immediately to staff member.
- Identify your nearest emergency exit.
- If you fire alarm sounds leave via your nearest emergency exit.

Quest for Adrenaline! 05/03/2020

Stornoway 2020

1

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7 min (1.7 miles)  
via Matheson Rd/B9027  
Fastest route

**Stornoway Lewis Ferry Terminal**  
Stornoway HS1 2AE

Take Shell St to James SV/A666 in Scotland  
2 min (0.3 mi)

At the roundabout, take the 2nd exit onto James SV/A666  
50 x (0.2 mi)

At the roundabout, take the 1st exit onto Matheson Rd/B9027  
2 min (0.5 mi)

At the roundabout, take the 2nd exit onto Maccaulay Rd/A657  
10 x (1.0 mi)

Drive to your destination  
2 min (0.5 mi)

**Lewis Castle**  
Lewis Castle Grounds, Stornoway HS2 0XP

These directions are for planning purposes only. You may find that conditions to deliver from this map are not suitable for your needs, and you should plan your route accordingly. You must have an internet connection to use this feature.

REMEMBER ME LATER REVIEW

The Skyper for Business Browser Helper add-on from Microsoft Corporation is ready for use.

Enable Don't enable

09:31 05/03/2020

Y task 10



22/03/2020

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22/03/2020

Print Script

task 10

22/03/2020

0844 05/03/2020

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**Contact Us**

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HS1 2DE  
01851 702687

AEROSPACE INSPIRED  
CARBON FIBRE

Trending

1 Council leaders face code of conduct hearing on March 18

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0844 05/03/2020

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Round trip · 8.1 · Economy

## Stormoway ↔ Benbecula

Selected flights

Departing flight · Fri, 5 Jun

- 15:05 · Stormoway Airport (SYV)
- Travel time: 30 m
- 15:35 · Benbecula Airport (BEB)

Loganair · Economy · S448 5F 940 · LH 155

Total price from  
**£197**

[Share](#)

task 10


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Glasgow ↔ Stornoway


Round trip · 1 · Economy


Selected flights


**Departing flight · Mon, 1 Jun**

10:35 · Glasgow Airport (GLA) ✈️ Average legroom (79 cm)  
 Travel time: 1 h 5 m  
 11:40 · Stornoway Airport (SYR)

Loganair · Economy Embraer E175 LM 472

 Share  
**Total price from**  
£205

 Change flight

task 10