

Vocational Qualifications (QCF, NVQ, NQF)

Business Presentations

Level 2 Certificate Business Presentations – **06977**

OCR Report to Centres September 2014

OCR (Oxford Cambridge and RSA) is a leading UK awarding body, providing a wide range of qualifications to meet the needs of candidates of all ages and abilities. OCR qualifications include AS/A Levels, Diplomas, GCSEs, Cambridge Nationals, Cambridge Technicals, Functional Skills, Key Skills, Entry Level qualifications, NVQs and vocational qualifications in areas such as IT, business, languages, teaching/training, administration and secretarial skills.

It is also responsible for developing new specifications to meet national requirements and the needs of students and teachers. OCR is a not-for-profit organisation; any surplus made is invested back into the establishment to help towards the development of qualifications and support, which keep pace with the changing needs of today's society.

This report on the examination provides information on the performance of candidates which it is hoped will be useful to teachers in their preparation of candidates for future examinations. It is intended to be constructive and informative and to promote better understanding of the specification content, of the operation of the scheme of assessment and of the application of assessment criteria.

Reports should be read in conjunction with the published question papers and mark schemes for the examination.

OCR will not enter into any discussion or correspondence in connection with this report.

© OCR 2015

CONTENTS

Vocational Qualifications (QCF, NVQ, NQF)

Level 2 Certificate Business Presentations – **06977**

OCR REPORT TO CENTRES

Content	Page
Level 2 Certificate Business Presentations 06977	4

Level 2 Certificate Business Presentations 06977

General Report and Review of Paper

Please note that extra time for candidates is no longer allowed, unless (in exceptional circumstances) by arrangement with OCR. A copy of such authority must accompany the relevant submission sheet.

Some software may format items automatically. Centres and candidates should be aware of this and amend the formatting as necessary to meet the assessment criteria specified in this unit.

Almost all candidates completed the four documents.

Most candidates produced the correct documents in the specified formats.

The majority of penalties were incurred through typographical errors.

Analysis

Document 1

Display of this document was generally good. Specified fonts and sizes were often incorrect and there were instances of inconsistent sizes of headings across the slides (MC 2.3) and some candidates confused serif with sans serif (MC 2.3). A few candidates neglected to left align/italicise the headings (MC 4F/2.3). In a few instances the company name was omitted (MC 2.1) or not printed in the same default font as the candidate details and date (MC 2.3). Occasionally the Centre Number or date was omitted from the footer (MC 2.3). Several candidates used the American style of date eg 4.22.12 (MC 2.1). In a few instances the headings were superimposed on the logo (MC 1.6).

In Slide 4 there were a few instances of <Type Title Here> appearing in the chart (MC 2.2). There were instances of text not aligned consistently across the boxes (MC 4I). There were instances of initial capitals not as copy (MC 1.7/4J).

In the Outline View candidates frequently left inconsistent line spacing between items (MC 4I). In some instances an extra bullet appeared at the end of the bulleted items, caused by a hard return (MC 2.1). In some instances the date, although correct on the whole page slides, was automatically displayed in American style in Outline View (MC 4L). There were many instances of the Outline View not being printed and a few where the Outline View had been printed but not the whole page slides (MC 2.2).

Frequent spelling and typographical errors in this document were *HYBIRD* for *HYBRID*, *Phillip* for *Philip*, *MANAGMENT* for *MANAGEMENT*, *breaking* for *braking* and *electronic* for *electric*.

Document 2

This document was generally well executed with most candidates carrying out the required amendments, although the most common error was failure to change the bullet style (MC 2.3). A number of candidates printed the unamended slides (MC 2.2). Several candidates used the wrong format for audience notes or only printed 3 slides, and many omitted the single sheet printout of Slide 2 (MC 2.2). In a few instances the date, although correct on the whole page

slides, was automatically displayed in American style (MC 4L). In Slide 1 many candidates failed to centre the sub-bullets and a few inserted them in the wrong position (MC 3.1). Many candidates neglected to use serif font or the font size as instructed (MC 2.3). In Slide 2 a few candidates failed to amend the text in the boxes (MC 2.1).

Document 3

Many candidates carried out this document to a high standard. A few candidates printed each slide separately on a full page (MC 2.2).

In Slide 6 some candidates added superfluous main headings to the chart (usually *Numbers* or *Injuries*) (MC 2.1). The only main heading that should have appeared on Slide 6 was *ACCIDENTS REPORTED LAST YEAR*, in the same position and formatting as the other slide headings. Many candidates omitted the axis labels (MC 2.3).

In Slide 5 many candidates neglected to import a clipart picture (MC 2.3) and some had not used the amended bullet style (MC 2.3).

Frequent spelling errors in this document were *brusing* for *bruising* and *SAFTEY* for *SAFETY*.

Document 4

Some candidates produced accurate work, although many incurred heavy penalties through typographical errors and additional, omitted or substituted words (MC 1.1 and 2.1). There were many instances of the slide order not being changed (MC 2.3) and of the note headings not being emboldened (MC 4D) or being omitted (MC 2.1). Several candidates did not leave a clear line space after the note headings (MC 4B).

The most common errors were substituted or omitted words and punctuation. The most common spelling and typographical errors were *desiring* for *designing*, *omissions* for *emissions*, *applicants* for *applications*, *addition* for *edition*, *manager's* for *managers*, *SAFTEY* for *SAFETY* and omitting the *full stop* after *25%*.

OCR (Oxford Cambridge and RSA Examinations)
1 Hills Road
Cambridge
CB1 2EU

OCR Customer Contact Centre

Skills and Employment

Telephone: 02476 851509

Fax: 02476 421944

Email: vocational.qualifications@ocr.org.uk

www.ocr.org.uk

For staff training purposes and as part of our quality assurance programme your call may be recorded or monitored

Oxford Cambridge and RSA Examinations
is a Company Limited by Guarantee
Registered in England
Registered Office; 1 Hills Road, Cambridge, CB1 2EU
Registered Company Number: 3484466
OCR is an exempt Charity

OCR (Oxford Cambridge and RSA Examinations)
Head office
Telephone: 01223 552552
Facsimile: 01223 552553

© OCR 2015

