



**Vocational Qualifications (QCF, NVQ, NQF)**

**Text Production (Business Professional)**

Level 1 Text Production - **06966**

**OCR Report to Centres Autumn 2016**

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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.

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# Level 1 Text Production - 06966

## 1. Overview:

This unit introduces candidates to basic business documentation giving them an understanding of documentation layout and construction.

## 2. General Comments

Candidates continue to perform well at this level and successfully achieve the qualification. The major reason for a candidate being unsuccessful is the lack of proofreading of their work. It is also evident that candidates who rely on the computer program's spellcheck to locate errors are not aware that, unless program settings are changed, the spellcheck does not locate typographical errors in continuous capitals. The inability to understand the correct use of the apostrophe also remains a problem.

## 3. Comments on Individual Units

Some candidates are not familiar with the necessity to expand abbreviated words, or they expand the words incorrectly, such as 'option' for 'opp' instead of 'opportunity', and 'tell' for 'tel' instead of 'telephone'.

Omission of small words such as 'a' or 'the' are also frequently-occurring errors, along with omission of initial capitals.

## 4. Sector Update

This qualification is being withdrawn after the Autumn 2017 series. No replacement qualification is being made available.

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