

## **Mailmerge (Level 1) – 06971 Autumn 2008**

The majority of candidates for this examination were able to merge documents satisfactorily and produce documents with few errors.

**Document 1:** This document caused no problems for candidates and it was well done.

**Document 2:** Incorrect initial capitalisation of the word 'Senior' (MC4J) incurred a penalty for many candidates. A fewer number of candidates ignored the initial capitalisation of 'Progress Games'.

Many candidates made changes to the template, incurring a MC4H fault.

**Document 3:** A number of candidates inserted a space after the PORT field entries, which resulted in a penalty when they were merged in Document 4. Frequently-occurring spelling/keying errors included 'Harwich' and 'raspberry'. A number of candidates omitted the 'a' in 'Hungary'.

**Document 4:** Generally well done by most candidates. It is a requirement that times are presented in the same format as the copy but a number of candidates incurred faults by making changes. Some candidates omitted the word 'soup' from after the SOUP fieldname.