

Audio Transcription Level 3 – 03933

Summer 2009

General

In general the standard of work was quite poor with a large number of candidates not achieving a pass. There was a high incidence of spelling and typographical errors, including, in many cases, names which were on the Candidate Information Sheet. There appears to have been a general lack of proofreading which is something which should not occur at this level.

Document 1:

Some candidates failed to take two extra copies of the letter. One of the most frequent errors was the misspelling of "Terence", which was on the Information Sheet. Many candidates had difficulty with the word "topography" – variations which occurred included "typography", "petrography", "epigraphy" and even "apothecary". Another word which caused problems was "tandem" which was sometimes rendered as "tendon" or "tedium". Many candidates omitted the apostrophe from "Hospital's". Candidates should also be aware that the enclosure note should indicate if there was more than one enclosure (Encs rather than Enc). Some candidates incurred penalties for making alterations to the OCR supplied letterhead by changing the font style or size.

Document 2:

This document also appeared to cause problems for some candidates. There appeared to be a problem with paragraphs 5 and 6. Several candidates misheard "offer" as "are for", and "the price is all-inclusive" for "the prices ...". If the dictation is not clear to the candidate they should, at this level, be able to distinguish when something does not appear to make sense. "Are for" was penalised, but candidates who inserted the word "are" after prices were not penalised. There were also several instances of the capital initials being omitted from the cruise names, although, again, these were on the Information Sheet. Spelling errors included "site seeing" for "sightseeing" and "world wide" as two words. The apostrophe in "ship's" was often omitted.

Document 3:

This document was generally well done but there were still a high number of spelling errors, in particular "chief" for "chef" and "sight" for "site". Other spelling errors included "loosing" for "losing", "outright" as two words and "on to" as one. There were several instances of no clear linespace being left between the paragraphs in single linespacing. In the table the figures in columns 2 and 3 were often not aligned with their headings, incurring a penalty under 4P. Many candidates did not appear to be familiar with the term "covers" and the figures in this column were often presented as sums of money, sometimes with decimal points. Some candidates omitted the page number from the second page. "you" or even "U".