

Business Presentations Basic – 06968 Summer 2010

General:

The majority candidates produced work of a high standard. Most of the candidates completed all documents with a reasonable standard of accuracy but poor proofreading led to uncorrected typographical errors. All of the documents were very well presented.

Document 1:

This document was well done although a few candidates used the wrong slide for Slide 1 ie a title slide instead of a bulleted slide. On some of the slides the image and heading text overlapped. (Marking Criteria 1.6) The word “metres” was sometimes rendered as meters in one or on both occasions. (MC 1.2) On the third slide the word REQUIREMENTS in the heading was sometimes keyed in as REQUIRMENTS or REQUIREMENT (MC 1.2) On the master slide “Today’s Date” was sometimes omitted. (MC 2.3)

Document 2:

Occasionally the bullet was not demoted and sometimes the bullet symbol was deleted and some candidates moved the text beyond the left hand margin. (MC 2.3) The word “Principles” was sometimes rendered as “Principals”. (MC 1.2) There was inconsistent spacing on the outline view. (MC 4I)

Document 3:

This document was very well done. Some candidates failed to insert the Clip Art image. (MC 2.3)

Document 4:

Incorrectly keying-in text caused most errors in this document. (MC 1.1, 1.2) Some candidates did not emphasise the headings in bold as instructed. (MC 4D) The capitalisation of the headings on the Speaker’s Notes was not followed by some candidates. (MC 4J) A few candidates decided to start a new paragraph for each new sentence instead of following the copy. (MC 3.3)