

Text Processing (Business Professional)

Audio Transcription (Level 2) – 06976 Autumn 2008

Many candidates produced work of a good standard. Most of the candidates completed all documents with a reasonable standard of accuracy, but poor proofreading led to many uncorrected typographical errors. All of the documents were well presented.

Document 1:

This document was usually well displayed, although a few candidates failed to use the OCR template (Marking Criteria 4H). A few candidates failed to leave a clear linespace after the address on the template (MC 4B). Some candidates did not follow the capitalisation given on the Candidate Information Sheet (MC 1.7). The words 'complimentary', 'champagne', 'programmes' and 'fourth' were sometimes incorrectly spelt (1.1 and 1.2). This document was well done with only a few candidates omitting the date (MC 2.1).

Document 2:

This document was very well presented. Occasionally the three numbered paragraphs were extended to four by a few candidates (MC 3.3). Some candidates did not leave a clear linespace between the numbered paragraphs (MC 4B).

Document 3:

Reasonably well presented, but some candidates did not produce the table in double linespacing (MC 4C). The candidates who decided to use a vertical space of 40 mm to 50 mm found that the document went on to two pages and consequently some failed to number the pages (MC 2.3). Some candidates did not display the measurements 50 feet and 10 metres consistently (MC 4L). A few candidates inserted hyphens into words such as re-built for rebuilt which was accepted. However, if hyphens are required in words they will be dictated.