

Mailmerge Level 2 – 06994 Spring 2010

A high standard of script was achieved by many candidates.

Some candidates produced accurate datafiles but incurred penalties for faults in the merged documents, such as typographical, capitalisation and spacing.

Document 1

The additional field and amendments were undertaken accurately by most candidates. Common errors included keying *1* at the beginning of the postcode *IP22 8BD* (MC1.1), omitting the amendment from *1510* to *1126* in the CODE field and not changing *Mrs* to *Ms* on the Podmore record (MC2.1).

Document 2

Use of the OCR template, emphasis of sentence and selective merge were undertaken well. Common typographical faults included: *advice* for *advise* (MC1.1) and *exiting* for *exciting* in paragraph 1 (MC1.2), *d* omitted in *first served* (paragraph 3) (MC1.2) and one *t* in *Matthew* (MC1.2). Some candidates did not use full justification (MC4D).

Document 3

The labels sheet was prepared accurately by most candidates. Some candidates did not include a printout showing the merge codes (MC2.2). Candidates who printed all labels instead of the specified records incurred a maximum penalty of 4 (MC2.8).

Document 4

FIRSTNAME or *FIRST NAME* was accepted on this document. Some candidates did not follow draft for initial capitalisation of words incurring either MC4J or MC1.7 penalties. Common errors included omission of *s* from the end of words (MC1.2), omission of commas, adding extra *l* to *Philips*, missing the *r* in *Construction* and keying *satellite* as *satallite* or *satelite*.

Document 5

Many candidates changed the OCR template by deleting the reference line (MC4H). A frequently-occurring error was to omit the comma and/or the word *Store* from the first line. Some candidates did not select records for printing on 2 criteria (*Chris Pearson* and *8% or more*) (AC3.8).