

Audio Transcription Level 1 – 06967 Spring 2010

General:

The work produced by candidates was of a good standard and the majority of the candidates completed all documents but poor proofreading led to many uncorrected typographical errors. All documents were well presented.

Some candidates failed to follow the capitalisation as shown on the Candidate Information Sheet. A number of candidates decided to insert initial capitals that were not on the Candidate Information Sheet. The change from double linespacing to single linespacing and the emphasis of the paragraph were generally well done. Some candidates omitted full stops at the ends of sentences.

Document 1:

This document was generally well displayed. Some candidates omitted the date. (Marking Criteria 2.1) "Mr" was sometimes omitted in the address. (MC 2.1) The heading was sometimes entered using initial capitals instead of block capitals. (MC 4J) The word "licence" was frequently keyed-in as "license" and "post" sometimes became "host". (MC 2.1) Some candidates failed to indicate the enclosure. (MC 2.3)

Document 2:

Again another document generally well displayed. Some candidates presented the heading in block capitals instead of using initial capitals and underlining). (MC 4J) Some candidates keyed-in "guidelines" as two words. (MC 1.2) A few candidates keyed-in "prier" for "prior". (MC 1.1) Some candidates decided to use initial capitals for the words "staff" and "managers", as these were not shown on the Candidate Information Sheet, they were not required. (MC 4J)

Document 3:

This document was well presented with candidates only incurring a few keying-in errors. The majority of candidates coped with the change of linespacing. The homophone "their" caused a problem for some candidates who keyed it in as "there". (MC 2.1) The words "any time" were sometimes presented as one word and "Lightweight" was frequently keyed-in as two words. (MC 1.1 and 1.2)