

Audio Transcription (Level 3) – 03933

Spring 2009

General

In general the standard of work was very varied. There were several instances of unnecessary penalties being incurred through misspelling of words which were given on the Information Sheet. However, most other instructions were accurately carried out.

Document 1

A surprising number of candidates failed to take two extra copies of the letter. "Jayne" was often misspelled, which indicated that candidates had not referred to the Information Sheet. Other frequently occurring errors were "principle" for "principal" and the apostrophe in "country's" either being omitted or the word spelled as "countries". Some candidates keyed in £50,000 as £50.000.

Document 2

This document (Minutes) was one of the new document types which have been introduced into the revised scheme. To candidates who were familiar with meetings terminology it posed no problems. However, the expression "taken as read" appeared to be unfamiliar to many and was frequently rendered as "taken as red". Likewise the word "quorum", variously appeared as "corium", "corem", "decorum" and even "Koran". "Company's" was often misspelled as "companies". Chairman was sometimes not given a capital initial despite appearing on the Information Sheet. The instructions to leave at least 25 mm vertical space and to embolden were usually correctly carried out.

Document 3

This document was generally well done. In some instances the instruction to use closed capitals for the heading was not followed. "Counterparts" was often rendered as two words and "horticulture" appeared to cause problems, being frequently rendered as "haughty culture". There were several instances of no clear line space being left between the paragraphs in single linespacing, and of omission of the full stop at the end of each one. The table often incurred penalties under Marking Criterion 4P for incorrect alignment of the columns and 4Q for non-alignment of decimal points. "Yew" appeared to be an unfamiliar word to many candidates, and was variously rendered as "ewe", "you" or even "U".