

## Mailmerge Level 1 – 06971 Autumn 2011

Centres should ensure that the revised unit specifications are used in future. This document can be found in the *Units* section of the Text Processing pages on the OCR website: [http://www.ocr.org.uk/qualifications/type/qcf/text\\_pro/bp\\_l1\\_cert/documents/](http://www.ocr.org.uk/qualifications/type/qcf/text_pro/bp_l1_cert/documents/).

A high standard of work was produced by many candidates.

### Document 1

This task was undertaken accurately by the majority of candidates. A few candidates did not always use an initial capital when keying 'Way' in the ADDRESS field (Marking Criteria 1.7).

### Document 2

Omission of the date was a common fault (MC 2.1). Some candidates added the word 'can' before 'confirm' at the beginning of paragraph one (MC 2.1). The instruction to carry out emphasis of specified words was undertaken well. The initial letter of 'sincerely' was sometimes changed to a capital (MC 4J). 'Hartshorne' was sometimes keyed as 'Harthorne' (MC 1.2).

### Document 3

Candidates are reminded that changes should not be made to the field titles - some candidates changed the title of the *FNAME* field to *FIRSTNAME* or *FIRST NAME*. 'Shrewsbury' was sometimes keyed as *Shrewbury* or 'Shewsbury' and 'Knutford' as 'Knutford' (MC 1.2).

An MC 4J fault was incurred by changes to initial capitalisation of the *TRIP* field. In the *DATE* field, months were keyed without initial capitals, particularly 'May'.

### Document 4

A few candidates used the letter template for this document (MC 4H). A common fault was the omission of the comma after the *SURNAME* field (MC 1.2). The word 'now' was often omitted from 'The trip has now been reduced ...' (MC2.1). The final full stop was sometimes omitted (MC 1.2).