

Mailmerge Level 2 – 06994 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/.

Many candidates produced excellent scripts and the merging of the standard documents with the datafiles was executed well.

Document 1

This document was generally well done. The most common error was to key the postcode 'CM9 0PQ' as 'CM9 OPQ' or 'CM9 0PG'. 'Chilton' was sometimes keyed as 'Chiltern' (MC 1.2). Very few errors were incurred in the *TYPE* field.

Document 2

The omission of words was the most common fault in this document: 'a' was omitted from 'a food hall' and 'then' from 'I will then arrange' (MC 2.1). The word 'nominal' at the end of paragraph three was often keyed as 'normal' (MC2.1).

Document 3

Most candidates printed the selected labels correctly.

Document 4

Generally, most errors occurred in this document. The word 'overlooking' was often keyed as 'over looking' and 'sea view' as 'seaview' (MC 1.2). 'Moreton' was keyed as 'Morton', 'Severn' as 'Seven' and 'harbour' as 'habour' (MC 1.2).

Document 5

This document was keyed in accurately by many candidates. A common error was a typographical error in the heading *ANNOUNCEMENT* (MC 1.2). The initial capitals on 'Open Day' in the first paragraph were keyed as lower case letters (MC 1.7). The final full stop was often omitted (MC 1.2).