

Mailmerge Level 1 – 06971 Summer 2011

A good standard of work was produced by most candidates. The most frequent problem incurred was changes to initial capitalisation.

Document 1

The datafile amendments were undertaken correctly by most candidates. A few candidates did not always use initial capitals when amending items in the STREET field (MC 1.7).

Document 2

A change to the initial capitalisation of words was the most common fault in this document. The most frequent changes were to 'Ref' and 'Progress Slogan Competition'. The date was omitted by some candidates (MC 2.1). The merge selection was undertaken well. A few candidates moved '(Miss)' to before the signatory's name, removed one or both of the brackets (MC 1.2), or omitted the word completely (MC 2.1).

Document 3

The most common error was changes to capitalisation. An MC 4J fault was incurred by changes to initial capitalisation of the EVENT and/or TIME fields. The second words in the TITLE field were sometimes keyed in lower case (MC 1.7). A few candidates inserted spaces in the hyphenated word 'one-to-one' (MC 1.2). Some candidates did not follow copy for times.

Document 4

The most common fault was not following initial capitalisation of 'Careers Office' and 'Floor' (MC 1.7). Some candidates had inserted Returns inappropriately in the datafile causing merging problems in this document. A small number of candidates used a letterhead (MC 4H).