

## **Audio Transcription (Level 2) – 06976 Summer 2011**

### ***General:***

Many candidates produced work of a good standard. Most of the candidates completed all documents with a reasonable standard of accuracy but poor proofreading led to uncorrected typographical errors. All of the documents were well presented.

### ***Document 1:***

This document was usually well displayed. The letterhead template was sometimes altered by candidates (Marking Criteria 4H). Only a few candidates omitted the date (MC 2.1). A few candidates input “Ms” or “Miss” for “Mrs” and some omitted “Mrs” in the address (MC 2.1). The heading was occasionally entered in closed capitals instead of initial capitals and underlined (MC 4J). A few candidates expanded “Ltd” as shown on the Candidate Information Sheet. The words “temporarily”, “merely” and “confirmation” caused problems becoming “temporally”, “mearly” or “nearly” and “conformation” (MC1.1). The word “meantime” was often presented as 2 words (MC 1.2). Some candidates only printed one extra copy instead of the two copies required (MC 2.2). This may be because they did not put the word “file” on the destination details which is acceptable but could be the reason for the omitted copy.

### ***Document 2:***

This document was well presented. The numbered items posed some problems as they were not sentences and therefore did not require punctuation and initial capitals (MC 4J). The instruction **new line** does not mean insert a full stop and then commence the next numbered item with an initial capital. Several candidates keyed-in “damp” as “dump” (MC 1.1) The word “peeling” was frequently typed as “pealing” (MC 1.1). The word “lighthouse” was often presented as 2 words (MC 1.1). The telephone number created a problem and the accepted styles were 08457 800101 or 08457 800 101.

### ***Document 3:***

This document was reasonably well presented. The vertical space of at least 45 mm was generally well done with only a few candidates failing to carry out the instruction (MC 4E). Some candidates did not produce the table in double line spacing (MC 4C). When candidates chose to use decimal points some failed to align the decimal points (MC 4Q). Occasionally, when candidates chose to use gridlines an empty row followed the headings (MC 4L). The words “seat belts” was accepted as 1 or 2 words. When the document went onto two pages some candidates failed to number the second page (MC 2.3).