

## **Mailmerge Level 2 – 06994 Summer 2011**

A high standard of work was achieved by many candidates. Some candidates did not print the required standard documents (AC 3.6) or left typographical errors in the merged documents when the standard document had been amended.

### **Document 1**

Amendments to the datafile were sometimes missed, with the change of MONTH in the Gonzalez record being the most frequent. A few candidates made recurring errors in the text of the TYPE field, including 'pluming' and 'restarant' (MC 1.2). 'McNeill' was often keyed as 'McNeil'. Some candidates did not sort the datafile into exact alphabetical order of TOWN (MC 3.7).

### **Document 2**

Some candidates did not follow copy in the reference (AC 3.1) or failed to insert the date (AC 3.1). The word 'repayments' in paragraph 2 was often rendered without the 's' (MC 1.2). The emphasis of the paragraph was undertaken well.

### **Document 3**

Most candidates printed the selected labels correctly although a few candidates either printed all the labels or full pages of each requested label, incurring a maximum of 4 faults (MC 2.8).

### **Document 4**

Many candidates undertook this task accurately. Some candidates incurred typographical errors in the field headings (MC 1.2/1.2). The registration on the Williams record was accepted as 'FS52 5PC' or 'FS52 SPC'. A few candidates keyed the registration numbers with an 'O' instead of '0' (MC 1.1). The word 'brakes' was often substituted by 'breaks' (MC 2.1). A few candidates changed each instance of 'saloon' to 'salon', incurring 3 faults (MC 1.2).

### **Document 5**

Some candidates emphasised 'at the moment whereby' instead of 'half the usual price' (MC 4D). The word 'whereby' was sometimes presented as 'where by' (MC 1.2). A few candidates printed extra invitations to those specified (MC 2.7).