

## Text Production Entry Level 3 – 06964, and Text Production – Screen Reader Entry Level 3 – 00003 Summer 2009

The work submitted was of a good standard and well presented by most candidates.

Section 4 faults apply to all documents, so by displaying the heading of Documents 2 or 3 not at the left margin candidates incur a 4A fault. Inconsistent linespacing will be penalised under 4I.

Changing the order of the lines on Document 2 will incur faults. Adding pictures and using specific fonts may incur faults.

Careful proofreading would have prevented some candidates incurring errors for typographical errors or omitted words.

The circled word **ac%tions** on Document 3 was accepted if it was corrected to **action** or **actions**.

The word **judgment** was accepted as **judgement**.

The most common errors incurred by candidates were:

### **Document 1:**

- Date omitted
- The words **very much** not transposed
- **China** displayed with a lower case **c**
- The word **air** omitted
- The word **cost** displayed as **costs**
- The abbreviation **necy** displayed as **nice**
- The full stop omitted at the end of the third paragraph

### **Document 2:**

- Some candidates added extra words, eg **Starter, Main Course, Dessert**
- Many candidates centred the heading incurring a 4A fault

### **Document 3:**

- Typographical errors in the word **GUIDELINES** in the heading
- Many candidates did not interpret the new paragraph sign correctly
- The word **an** displayed as **and**
- The circled word **collaegue** was often incorrectly amended to **college**
- The word **out** added after **find**
- The underscore on **Remain** omitted or extended
- **Calm** displayed as **clam**
- The word **the** added before **facts**