

## Text Production Level 1 – 06966, and Text Production - Screen Reader Level 1 – 00004 Summer 2009

### **General**

The majority of candidates completed the examination. Many candidates incurred faults due to added/omitted text or typographical errors. Emphasis, such as bold, underscore, centring, etc, or borders should not be added to any document unless specifically requested.

### **Document 1:**

Many candidates did not use the resource sheet to locate the word for G \_\_\_\_\_ and chose a random word instead. Some candidates extracted the correct word but missed the initial capital. The initial capital from *Progress* was frequently omitted, and an initial capital for *sincerely* was used. The stet instruction was often misinterpreted and *excellent* was keyed instead of *superb*. The circled word *colleagues* was changed to *colleges* instead of *colleagues*. *Enc* should be keyed exactly as given in the draft.

### **Document 2:**

This document was generally well done. Frequent errors were: no initial capital for *Progress*, the exclamation mark omitted at the end of the document, the paragraph emphasised instead of the sentence and the hyphen of *No-claims* presented as a dash.

### **Document 3:**

Many candidates incurred penalties for keying incorrect words – *setting* for *settling*, *policies* for *polices* and *aboard* for *abroad*. A penalty was also incurred for inconsistent spacing between similar items (ie before or after headings). Some candidates added the text of the resource sheet to the end of the document, incurring a penalty for each word.