

Word Processing Level 3 – 03938 Summer 2009

Candidates generally followed instructions carefully but poor proofreading resulted in unnecessary errors.

Candidates should not make any alteration to the font style/size of recalled text unless instructed otherwise.

The comments given on the analysis of the faults in each document are intended to give help in pointing out errors which occur frequently.

Document 1

Candidates generally followed instructions on the font style and size required for the header and footer (Assessment Criterion 3.1, Marking Criterion 2.3). However, some candidates changed the size of the font and/or font style of the recalled text (AC3.1, MC2.3). Both left and right margins must be adjusted to achieve the specified line length (AC3.1, MC4T). Pages were numbered correctly but occasionally the page number was missing on the first page (MC2.3). In most cases, paragraphs were copied and moved correctly (AC3.1, MC3.5 and 3.6). Candidates generally inserted “appropriate” page breaks ensuring widow/orphan control (AC3.1, MC2.3). The text box was generally inserted correctly within the paragraph (MC2.3) and was sized exactly (MC4E). However, the text box was not always accurately centred horizontally within the paragraph and the word wrap was incorrect (AC3.1, MC2.3). Text must wrap round the text box on all sides. Not all occurrences of the word *parachuting* were replaced. The word appeared four times in the document – once in capitals, once with an initial capital and twice in lower case. The word must be replaced each time, matching case as draft (AC3.1, MC2.3). The sentence *You raise sponsorship money for your charity* was sometimes omitted (MC2.1). Spacing between the final two paragraphs (the copy paragraph and the transposed paragraph) was not always consistent with other paragraphs (MC4I).

Document 2

Most candidates correctly produced a copy of this document displaying track changes (AC3.3, MC2.3). A few candidates inserted two paragraphs of text from the Resource Sheet rather than just one paragraph as instructed. This incurred a penalty of 1 fault per word (MC2.1). The word *Champagne* was keyed in without an initial capital (MC1.7) and other keying errors included *and informal* instead of *or informal* (MC2.1), *professional instructions* instead of *professional instruction* (MC1.2), and the word *the* omitted before *chocolates they have made* (MC2.1).

Document 3

The layout of column headings must be exactly as draft, eg *DANCE CATEGORY* must be on one line and *TUTOR NAME* and *ADDRESS OF VENUE* must be on 2 lines (AC3.4, MC2.3). There should be a clear linespace after section headings and between separate items as indicated on the Resource Sheet (MC4B). Decimal points were not always correctly aligned (MC4Q). Decimal points must be correctly aligned but in addition the first figure of the longest number (in this case 106.30, 112.35 and 119.75) should be left aligned with the column heading (MC4Q). Almost all candidates followed the instruction to incorporate data from the Resource Sheet on the *Ceilidh Dancing* section only. Keying errors included *Matthew Thompson*, and *Newton Abbott*. The last sentence was sometimes omitted (MC2.1) and the final full stop very often omitted (MC1.2). Candidates added shading as instructed but did not always change the outside lines to double lines (MC2.3).

Document 4

This document was very well produced. Almost all candidates successfully copied the correct paragraphs as instructed maintaining consistent font style and size (AC3.5, MC2.3). The correct picture was inserted and sized accurately. The main fault was that when the booklet was folded the pages did not have left and right margins of at least 13 mm (MC4A). The folded booklet has a front and a back cover and two inside pages. Each inside page should have left and right margins of at least 13 mm. This also applies to the margins for the front and back covers. The layout of text must be followed as draft (MC3.2). The pages of the booklet should not be numbered. A common fault was the omission of the full stop after the telephone number *0808 526 0101* (MC1.2). The paragraph beginning *We will arrange...* was quite often omitted incurring a penalty of 1 fault per word (MC2.1).