

## **Text Production (Entry Level 3) – 06964, and Text Production Screen Reader (Entry Level 3) – 00003 Summer 2011**

### ***General:***

The documents produced by the majority of candidates were of a good standard, showing close attention to detail and the ability to follow instructions.

Abbreviations continue to be problematic for some candidates; centres are advised to study the list of abbreviations in the current unit syllabus (pages 2 and 6) and give their candidates an opportunity to practise using them in business documents.

As with the autumn and spring papers, a significant number of candidates centred all lines in Document 2 and therefore incurred a fault under Marking Criterion 4A. The centring of text is not required and will therefore be penalised.

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

This document was generally well displayed, with good layout and few errors.

Common errors included:

- omission of date
- failure to use closed capitals for *Sheffield*
- errors in postcodes
- failure to expand abbreviations (particularly *Cres* and *St*)
- *Street* keyed in with lower case 's'
- New paragraph started at '*As plots are ...*'

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

The main error within this document was the failure to align all text with the left margin.

Common errors included:

- inconsistent line spacing between items
- misspelling of *AUCTION*, *Wygate*, *Crescent* and *Sheffield*

**Document 3:**

In general the report was well presented. Candidates keyed it in mainly in double line spacing, but sometimes in single line spacing (both displays are acceptable). None of the circled words presented any difficulty to candidates.

Errors included:

- omitted or extended underscore on *average*
- failure to follow instruction for new paragraph ([ sign)