

**Text Production Level 3 – 03932, and Text Production  
– Screen Reader Level 3 – 00007  
Summer 2011**

***General:***

Most candidates completed the paper. There appeared to be fewer errors relating to missing, wrong or superfluous words or paraphrasing, suggesting that more candidates are paying attention to proof-reading and copying more carefully as they type.

***Document 1:***

A great many candidates failed to correct *are* to *is* in the second paragraph and somewhat fewer, although still a good number to change *is* to *are* in the fourth. The majority of candidates inserted the correct date in the body of the letter. A minority failed to expand *mfr* correctly to *manufacturer*, typing *manufacture* instead. Most inserted the correct information from the resource sheet, although some either omitted the hyphen in *five-door* or inserted a hyphen in *hatchbacks*. Most correctly removed the superfluous apostrophe in *terms* and corrected *day* to *days* in the final paragraph. The majority of candidates correctly identified that there was a single enclosure with the letter.

***Document 2:***

The vertical transposition was generally performed correctly. Some candidates wrongly expanded *Chair* to *Chairman*. The missing apostrophe in *month's* was frequently not inserted. The underline beneath *four* was sometimes extended beyond the word, and a few candidates completely omitted the ballooned insertion. Most correctly selected *course* to replace *session* as indicated and also identified *Thursday* as the missing word to be inserted from the resource sheet. Some candidates were unsure about whether to treat *staff* as a singular or plural noun, for example, typing *four temporary staff is needed* or *The staffs needed are*. It should be noted that grammatical faults other than apostrophes are not tested in Document 2. Very few candidates failed to expand *temp* to *temporary* or *asap* to *as soon as possible* and most correctly emphasised the whole paragraph. The horizontal transposition was also usually correctly made.

**Document 3:**

Both footnotes were generally typed in the correct place, although some changed the initial letter of both footnotes to a capital letter.

On the first page, a few candidates failed to transpose the ringed headings correctly. Most correctly selected *Poolle* from the resource sheet, although a few typed *1981* instead. Some omitted the ballooned insertion. The first sentence of the paragraph under *VIEWING* was nearly always correctly underlined.

The section in single line spacing on the second page was generally typed correctly, but a number of candidates omitted either the heading above this section, *ON THE DAY OF THE SALE* or the one below it, *THE HIGHEST BIDDER*. Some candidates typed *on the day of sale*, omitting the second *the* in one or both of the two occasions it appeared on this page. A number of candidates inserted the word *in* after *interested* in one or both of the second two paragraphs. In the paragraph under *THE HIGHEST BIDDER*, a significant number of candidates typed *gravel* instead of *gavel*. Most candidates correctly expanded *immed* to *immediately*.

On the third page the horizontal transmission was generally well done, as was the inset from the left margin in the following paragraph. Some candidates inserted the word *then* before *arrange* in the phrase *We can arrange for a member of our staff ...*

On the final page, a few candidates failed to insert the correct words, *qualified chartered surveyor*, from the resource sheet, many typing *charted* instead of *chartered* and some failed to correct *Joans' supervision* to *Joan's supervision*.