

## Business Presentations (Level 2) – 06977 Autumn 2008

Almost all candidates completed the four documents.

Most candidates produced the correct documents in the specified formats.

The majority of penalties were incurred through typographical errors.

**Document 1:** Display of this document was generally good. Specified fonts and sizes were mostly used, although there were several instances of inconsistent sizes across the slides (MC 2.3) and some candidates confused serif with sans serif (MC 2.3). A few candidates neglected to display the heading in italics (MC 2.3) or right aligned (MC 4F). In a few instances the company name was omitted (MC 2.1) or not printed in the same default font as the candidate details and date (MC 2.3). Occasionally the centre number or date was omitted from the footer (MC 2.3). Several candidates used the American style of date eg 12.20.07 (MC 2.1). In a few instances the headings were superimposed on the logo (MC 1.6). Common keying errors were *garden* for *gardeners* (MC 1.1). The alternative spelling of *barbeque* was allowed. Several candidates did not follow capitalisation for *Bluebell Wood* and *Acer Grove* (MC 1.7).

In Slide 4 there were a few instances of *<Type Title Here>* appearing in the organisation chart (MC 2.2), and inconsistent capitalisation in the third level (MC 4J). There were also instances of the text not aligned consistently across the boxes (MC 4I). A common keying error was *programmes* for *programmers* (MC 1.1).

In the Outline View candidates frequently left inconsistent linespacing between items (MC 4I). There were several instances of the Outline View not being printed (MC 2.2).

**Document 2:** This document was generally well executed with most candidates carrying out the required amendments, although the most common error was failure to change the bullet style (MC 2.3). A few candidates printed the unamended slides (MC 2.2). Several candidates used the wrong format for audience notes and omitted the single sheet printout of Slide 3 (MC 2.2). In Slide 2 (MC 1.1) a few candidates inserted the sub-bullets in the wrong position (MC 3.1), or neglected to use serif font as instructed (MC 2.3). In Slide 3 several candidates failed to amend the text in the boxes (MC 2.1).

**Document 3:** This document was mostly carried out to a high standard, with good chart presentation. A few candidates printed each slide separately on a full page (MC 2.2).

In Slide 5 several candidates omitted or misplaced the axes labels (MC 2.3/3.1). A few candidates omitted the legend (MC 2.3). Several candidates did not follow capitalisation as shown (MC 4J). A few candidates did not show differentiation between the columns (MC 2.2). Some candidates substituted *Winter* for *Christmas* in the legend (MC 1.1).

In Slide 6 a few candidates neglected to import a clipart picture (MC 2.3). Occasionally *minced* was substituted for *mince* (MC 1.1).

**Document 4:** Many candidates produced accurate work, although some incurred heavy penalties through typographical errors and additional, omitted or substituted words (MC 1.1 and 2.1). There were several instances of the slide order not being changed (MC 2.3) and of the note headings not being emboldened (MC 4D).

The most common word errors throughout this document were the substitution of *flowing* for *flowering* and *advice* for *advise*. *Organisation and* were frequently misspelled (MC 1.1) and *Christmas* in Slide 5 notes was sometimes keyed in lowercase.