

Audio-Transcription Intermediate

31 January – 8 May 2011

Many candidates produced work of a good standard. Most of the candidates completed all documents with a reasonable standard of accuracy but poor proofreading led to uncorrected typographical errors. All of the documents were well presented.

Some candidates failed to follow the capitalisation as shown on the Candidate Information Sheet.

Document 1

This document was usually well displayed. The letterhead template was sometimes altered by candidates. (Marking Criteria 4H) Some candidates did not follow the capitalisation given on the Candidate Information Sheet in particular Safe and Secure Alarms. (MC 1.7) Only a few candidates omitted the date. (MC 2.1) A few candidates input "Mrs" for "Miss". (MC 2.1) The heading was occasionally entered in closed capitals instead of initial capitals and underlined. (MC 4J) The word "utmost" was sometimes keyed-in as "upmost". (MC 2.1) Some candidates put Enc instead of Encs. (MC 2.3) Some candidates only printed one extra copy instead of the two copies required. (MC 2.2) This may be because they did not put the word "file" on the destination details which is acceptable but could be the reason for the omitted copy.

Document 2

This document was well presented. The numbered paragraphs posed some problems as they were sentences and therefore required punctuation and initial capitals. Some candidates failed to leave a clear line space between the numbered paragraphs. (MC 4B) Several candidates keyed-in customer service department with initial capitals and although they were not on the Candidate Information Sheet they were accepted. However, it should be noted that the information on the Candidate Information Sheet displays those words where it is expected that capitals should be used.

Document 3

This document was reasonably well presented. The vertical space of at least 40 mm was generally well done with only a few candidates failing to carry out the instruction. (MC 4E) Some candidates did not produce the table in double linespacing. (MC 4C) When candidates chose to use decimal points some failed to align the decimal points. (MC 4Q) Occasionally, when candidates chose to use gridlines an empty row followed the headings. (MC 4L) The word "CVs" caused some problems being rendered as "CV's". (MC 1.2) When the document went onto two pages some candidates failed to number the second page. (MC 2.3)