Audio Transcription (Advanced)
Spring 2011

General

Although there were a few excellent scripts, and a few candidates gained a distinction, the standard of work generally was not very good. A great many candidates do not seem to be aware whether a word should be one word or two – use of a good dictionary would clear this up, but unfortunately there appears to be too much reliance on the spellchecker which does not help in this situation.

Document 1

The most common errors in this document were the omission or misplacement of the apostrophe in the final paragraph and taxpayer keyed as two words. The routing was correctly carried out in most instances but penalties were incurred by candidates who did not indicate that there was more than one enclosure ("encs" rather than "enc"). Some candidates omitted the courtesy title "Mr" from the addressee's name and misspellings of Peterborough and Caldwell indicate that candidates had not referred to the Candidate Information Sheet. Other errors were "seize" or "sees" for "cease" and per cent as one word.

Document 2

Most candidates seemed to be aware of how to lay out minutes. However, some centred the heading when not instructed to do so, and did not centre Minutes even though there was an instruction. Some also used closed capitals for Minutes when not requested. Typographical errors in this document were "differed" for "deferred", "boarders" for "borders" and misplacement or omission of the apostrophe in the penultimate paragraph.

Document 3

This document was generally well done. Errors were mainly incurred from splitting words such as "greengrocer", "doorstep", "shopkeepers", "wholesale" and "footprint". "Revolt" was often spelled "revote" and "decade" as "decayed". Several candidates incurred a penalty under 4P for not aligning the headings in the table with the longest item in the column and under 4Q for not aligning the decimal points. In the numbered paragraphs section several candidates lost marks by omitting the full stops. It should be noted that the instruction "paragraph" at the end of a numbered paragraph indicates that a full stop should appear, and if this is omitted a penalty is incurred every time.