

## **Medical Word Processing (Business Professional) Level 2 - 06996 Spring 2011**

**General:** The majority of candidates completed all four documents and the standard of work was generally very good. Candidates coped well with the medical terminology in this paper and the majority are following the correction signs and carrying out the word processing functions well. Most faults continue to be related to superfluous, missing or wrong words, failure to key commas or initial capitals as shown on the draft. Some candidates continue to change the font style and size of the recalled text which should not be changed unless specifically instructed to do so.

**Document 1:** This document was well done. The main error was failure to maintain a top margin measurement of 5 cm on pages 2 and/or 3, probably due to superfluous hard returns at the top of the page (4T). A few candidates keyed the footer as a header and occasionally the footer text did not appear on the first page (2.3). A few candidates incurred a fault for changing the font style and/or size of the recalled text (2.3). Most copied just the sentence but some failed to paste this as a separate paragraph running the text on or failing to leave a clear line space these paragraphs (4B). Several failed to delete the recalled text 'during recovery' (2.2). There was an issue with the final paragraph of recalled text where the last sentence was displayed as a new paragraph which did not match the draft. In view of this the final sentence was accepted as a new paragraph or as the final sentence of the last paragraph without fault.

**Document 2:** The main problem with this document was the insertion and positioning of the image. The picture should have been inserted to the right of the first two paragraphs with the third paragraph positioned below the picture. Some had positioned the picture too high so it was in line with the heading or too low so the third paragraph was positioned alongside the picture (2.3). A few inserted the image to the left of the text. Some candidates failed to delete the text 'and nurseries' (2.2) and a few keyed 'germs' as 'gems' (1.2). The file path was occasionally omitted from the footer or the file saved with a different filename or with a space in WASHING2 (2.3). The final two paragraphs were correctly transposed but in carrying out this modification some failed to leave a clear line space between these paragraphs (4B) or left additional space resulting in inconsistency with the spacing above (4I).

**Document 3:** Many candidates continue to present the table without a clear line space after each of the column headings and/or after the section headings (4B) and some are not aligning data to the left (4P). Some incurred faults for not displaying the table exactly as shown on the draft with column widths adjusted to display the items on one line and the sub-divided column headings wrapped as shown. The column heading IMPORTANT DETAILS was often not merged to ensure it spanned both columns (2.3). The modification and sort were well done. Some faults were incurred for failure to follow the capitalisation in the NEW ADDITIONS and AUTHOR columns (1.7 per word). Some keyed 30060 as 300100. The final sentence was accepted with or without a full stop as this was missing from the recalled text and the draft.

**Document 4:** The majority of candidates recalled the supplied letterhead template although some continue to make alterations to the letterhead such as changing alignment, font style/size or removing emphasis (4H). The document was usually keyed in the correct font style and size but some failed to change the font size/style of the recalled phrases (2.3). Faults were mainly incurred for omitted words such as 'the' and 'a' ie 'of a cramping pain', 'onset of the pain', 'a tightness', 'that the pain'. Other errors included 'temporarily' keyed as 'temporary', comma omitted after 'However', 'arterial' keyed as 'atrial', 'sincerely' keyed with an initial capital in the complimentary close (4J) and the letter date omitted (2.1). Several continue to omit cc, copy or similar from the destination details.