

## **Document Production Level 2 – 06978 Spring 2010**

### *General:*

Documents 1 and 3 were generally of a high standard with more faults being incurred in Documents 2 and 4. However, candidates are continuing to improve their presentation of both these documents.

### ***Document 1:***

In the second paragraph "celebrations" was frequently typed as "celebration" and "Owing" sometimes typed as "Owning". The shading in the text box did not always fill the box and "Chair" was sometimes typed as "chair". The WordArt was generally produced in the correct size typeface and moved to the correct position, but candidates were penalised if they changed the shape by stretching or squeezing the word horizontally.

### ***Document 2:***

Some candidates failed to copy the display of "Our ref" exactly as shown. Use of incorrect capitalisation or additional punctuation here was penalised. A common fault in this document was the omission of the word "to" in the phrase "to gain a qualification". The tear-off slip was produced with fewer errors than in previous papers, although there were instances of the following errors. The dashes indicating the tear-off portion stopped at the margins instead of extending to within 10 mm of the page edges; some candidates typed other characters instead of the dashes required (Marking Criteria 2.3). Some candidates failed to leave a clear line space below the tear-off line or between the dotted lines of the form (MC 4B). The headings were sometimes typed in closed capitals and not with initial capitals as shown in the draft. A space was not always left between each heading and its associated line of dots and the dotted lines were not always accurately aligned at the right margin. Candidates are expected to use a right or leader tab to do this and should not rely on lining the dots up by eye as this is not sufficiently accurate. The bottom margin of this document was still sometimes greater than 4 cm although the incidence of this was also reduced.

### ***Document 3:***

This document was usually typed well. In some cases the top margin was correct on the first page, but greater than 5 cm on subsequent pages. The header was not always spelled correctly and did not always appear on all pages. Some candidates omitted the heading completely, incurring 4 faults. "Over the past six months" was sometimes changed to "Over the last six months" and "premises" not always changed consistently to "site" throughout the document. The change in line spacing and the right margin justification was generally done well. There were occasional spelling mistakes in the organisation chart (Manger/Manager,

Nick/Mick, Saftey/Safety) but again there were some pleasing displays of this part of the document. The subscript and superscripts characters were generally typed correctly, but a few candidates failed to use the figure "1" and added an "s" to "requirement" in "They did not satisfy the minimum requirement of 11m<sup>3</sup> space per person." "11m<sup>3</sup>" was not accepted. Most candidates correctly deleted the words after "Mick Newbold" in the penultimate paragraph. The telephone symbol at the end was usually correctly inserted with a space following it as shown in the draft. Additional and/or inconsistent line spacing above and below the final three lines was accepted, but candidates who used single line spacing were penalised (MC 4C).

#### ***Document 4:***

Part 1 of this document was usually well-presented. A few candidates are still not taking the relative widths of the columns into account. Some candidates extended the vertical line in the top third of the form into the EMPLOYMENT RECORD line and some did not ensure that the horizontal position of this line was the same for the final two lines. The following words were sometimes spelled incorrectly: MAETERLINCK, AVAILABILITY, QUALIFICATIONS, PREFERENCES and SUBJECT(S) was typed as SUBJECTS(S) or SUBJECT (S).

In Part 2, "Leamington Spa" was sometimes spelled incorrectly. The style used for DATE OF BIRTH was not always the same as for DATE (MC 4L). A few candidates typed the SESSION, COURSE AND SUBJECT(S) TAUGHT details into the EMPLOYMENT RECORD section and some were inconsistent in the use of a hyphen ("-") or dash ("—") in the SESSION column (MC 4L). There were a number of initial capitals in this document and some candidates did not type them all correctly. Initial capitals shown in the draft are considered to be essential capitals and incur one fault for each occurrence. Some candidates were unsure of what to include under TEACHING PREFERENCES. Candidates are not expected to paraphrase this information but to type the copy as shown. However, to ensure that candidates who did paraphrase were not too heavily penalised, this was accepted provided that all key information was included.