

## **Text Production Level 2 – 06975, and Text Production – Screen Reader Level 2 – 00005 Spring 2010**

### ***General:***

The majority of candidates completed the paper. Most faults continue to be related to superfluous, missing or wrong words, failure to key commas as shown on the draft, failure to expand abbreviations correctly and failure to display initial capitals as shown on the draft.

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

Most candidates used the OCR-supplied letterhead and maintained the font style and size of this. References must be displayed exactly as shown on the draft; some expanded 'Ref' to 'Reference', inserted punctuation or failed to follow capitalisation (Marking Criterion 2.1). The special mark was inserted and displayed in capitals although a few candidates displayed this below the salutation (MC 2.1). Penalties were incurred for the expansion of the abbreviation Ltd (MC 2.1). A few candidates incorrectly expanded the word 'prompt' to 'promotion'. The incorrect spelling 'discus' was often not corrected and this reinforces the need for careful proofreading as the spell checker would not identify 'discus' as an error. The single enclosure was usually indicated. A few candidates failed to display the post-dating in the same style as the letter date (MC 4L). Common errors included 'country' as 'county', 'sincerely' keyed with an initial capital (MC 4J), 'Anderton' as 'Anderson', 'Manager' as 'Manger' and the omission of the word 'can' in 'We can also...'. The alternative spelling 'dispatch' was accepted.

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

A few candidates changed the font style and/or size of the recalled headings on the supplied file note and a few used memo stationery and attempted to amend the headings to fit the document (MC 4H). The correction of the apostrophe in *yesterdays*' was poorly done with many candidates deleting it. Common errors included 'progressing' as 'processing' and 'effect' as 'affect'. The abbreviation 'sigs' was often retained or incorrectly expanded to 'signs' instead of 'signatures' and 'cat' as 'category' instead of 'catalogue'. There was no enclosure implied in the draft so indication of an enclosure was penalised (MC 2.3).

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

The headings were often not displayed with initial capitals (MC 4J) and some candidates incurred a fault for inconsistent spacing between paragraphs or after the headings (MC 4I). A few candidates emphasised the complete paragraph rather than the sentence (MC 4D). The abbreviation 'org' was expanded to 'origination' and various expansions of the abbreviation 'emp' including 'empire', 'emphasis' 'empathy' and 'employ'. A few candidates

keyed 'phones' instead of 'telephones'. The text 'manicure and pedicure' was occasionally keyed as 'manicures and pedicures' and a few candidates correctly inserted the caret text '*facial and body treatments, waxing,*' but omitted the six remaining words on this line. The vertical transposition of headings continues to cause problems with some candidates incorrectly moving the paragraphs with the headings when only the headings were circled (MC 3.1). A few candidates incorrectly interpreted the close up correction sign and transposed the words to 'sale whole' rather than remove the space to 'wholesale'. Common errors included 'attain' as 'obtain', 'exceed' as 'succeed', 'Progress' keyed without an initial capital, '*Dates for courses*' as '*Dates of courses*' and '*hours each week*' as '*hours a week*'. The apostrophe in '14 days' was often moved or deleted – apostrophe errors will be circled on the draft and should not be changed in other words. Some candidates failed to number the continuation sheet (MC 2.3).