

## **Mailmerge Level 1 – 06971 Spring 2010**

A high standard of scripts was produced by the majority of candidates.

### ***Document 1***

The datafile was amended and printed accurately by most candidates. The amendment on the Shardlow record was sometimes missed, or the *T* left in.

### ***Document 2***

The merge selection was carried out accurately by most candidates. The most frequently-occurring penalties were incurred for amending the OCR template (MC4H), omitting the date (AC3.1) and omitting the final full stop (MC1.2).

### ***Document 3***

Most penalties were incurred on this document. Changes to initial capitalisation of text in the SEASON/HOLIDAY fields were penalised as MC4J. Common typographical errors included *Strafford*, *Guilford*, *Austraalia*, *Sweedden*, *Scandanavia*, *hoilday* and *Honk Konk* (MC1.1/1.2).

### ***Document 4***

This document was keyed and merged accurately on most occasions. Some candidates emphasised the paragraph instead of the specified sentence incurring an MC4D penalty. A few candidates did not include a printout of the standard document (MC2.2).