

## **Text Production Entry Level 3 – 06964, and Text Production – Screen Reader Entry Level 3 – 00003 Summer 2010**

### ***General:***

The work submitted by some candidates was of a very high standard and well presented, however it is evident that some candidates are not aware of the assessment criteria and therefore incurred many faults.

Section 4 faults apply to all documents; therefore failure to display the heading at the left margin in Documents 2 or 3 incurs a 4A fault. Inconsistent line spacing is penalised under 4I.

Many candidates incurred typographical errors and omitted words, careful proof-reading is necessary to avoid these mistakes.

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

The abbreviation *co* was not expanded correctly to *company* by many candidates.

The most common errors incurred by candidates were:

- *Harmison* displayed as *Harrison*
- the postcode *LS6* displayed as *L56*
- *£13000* displayed as *£1300*
- *telephone* displayed as *phone*
- the word *at* omitted in the last paragraph

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

Many candidates incurred a 4A fault for displaying this document including the heading centred.

Changing the order of the lines will incur faults as will adding pictures and using non-readable fonts.

The most common errors incurred by candidates were:

- *SUITE* displayed as *SUIT*
- omitting one line

**Document 3:**

Many words were omitted:

- *used* in the first paragraph
- *a* in the second paragraph
- *as* in the third paragraph

The most common errors incurred by candidates were:

- *haven* displayed as *heaven*
- *hosepipes* not amended correctly to *hosepipe*
- the word *the* added before grass in the second paragraph
- *than* displayed as *then*
- failure to interpret the new paragraph sign, therefore new paragraph not applied and a square bracket inserted
- *encourage* not underlined or extended underlining