

Mailmerge Level 1 – 06971 Autumn 2009

The mailmerge function was undertaken well by candidates. Faults incurred were mainly accuracy and presentation.

Document 1

Although very few candidates incurred errors in this document, occasionally *Row* was keyed as *row*, incurring a Marking Criteria 1.7 fault.

Document 2

The date was omitted by some candidates incurring a fault under MC2.7. The letter was produced without use of the letterhead template (MC4H).

Changes to the initial capitalisation of the text – *Mayfield Chamber of Commerce*, *Christmas* and *Chamber of Commerce* – incurred faults under MC1.7. The full stop at the end of the final paragraph was sometimes omitted (MC1.2).

Document 3

This document incurred the most faults. The 's' was omitted from *greetings* and an 's' was added to *chip* (MC1.2). *Michael* was changed to *Micheal* and *Kamudu* was changed to *Kamuda* or *Kamadu* (MC1.1). Times were rendered inconsistently incurring an MC4L penalty.

Document 4

This document was produced accurately by most candidates. A small number of candidates incorrectly used the letterhead template (MC4H) or emphasised all the final paragraph instead of the specified words (MC4D). *INVITATION* sometimes contained a typographical error (MC1.1 or MC1.2).