



## **BUSINESS PRESENTATIONS BASIC**

9 May – 12 August 2011

Document 1: This document was well done although a few candidates used the wrong slide for Slide 1 ie a title slide instead of a bulleted slide. On the master slide “Today’s Date” and the Slide Number were sometimes omitted. (Marking Criteria 2.3) The date was sometimes rendered in the American format. (MC 2.1) Some candidates typed SAVING for SAVINGS on the heading for Slide 3. (MC 1.2)

Document 2: Occasionally the bullet was not demoted and sometimes the bullet symbol was deleted. (MC 2.3, 1.2) There was inconsistent spacing on the outline view. (MC 4I) The date was sometimes rendered in the American format. (MC 2.1)

Document 3: This document was very well done. Some candidates failed to insert the Clip Art image. (MC 2.3)

Document 4: Incorrectly keying-in text caused most errors in this document. (MC 1.1, 1.2) Some candidates did not emphasise the headings in bold as instructed. (MC 4D) The capitalisation of the headings on the Speaker’s Notes was not followed by some candidates. (MC 4J)