

Word Processing Level 2 – 06999 Summer 2011

Several candidates incorrectly changed the font on all the tasks and/or had gridlines on the table. It is important that candidates proofread and check particularly that they have not omitted any words. Omitting words often caused candidates to fail this paper.

Document 1

This was generally not completed well with several candidates omitting some text. Candidates failed to right align the header so that it was lined up with the right margin (Marking Criterion 2.3) or have a consistent top margin (MC4T) of 6 cm. Some candidates did this correctly on the first page but not on subsequent pages. The deletion of “over many years” was not always done (MC2.2). Another common error was failure to copy the sentence. Candidates are now asked to copy a sentence, not several sentences as on the old scheme (MC3.5). In the transposed words, “on” was often placed before “came” (MC3.1). No space was left after the run on between “4.” and “This” (MC1.2). Several candidates, when making the new paragraph, inserted an extra character space before “All” (MC1.2) and/or joined this paragraph to the next one. The capitalisation of “Work” was often incorrect (MC1.7). A common error was omission of the input words on Page 3 “A short course ... AID” (MC2.1). The document may be printed on both sides of the paper so long as the headers and page numbers are as requested.

Document 2

This was generally completed well with the main problem being the word count and the positioning of the picture. All the candidates did a word count but a large number keyed in an incorrect number (MC2.3). There is no need to key in extra words such as “word count”. This is not penalised but must not be included in the word count. The picture should have been inserted so that the picture was to the right of the second, third and fourth paragraphs ie to the right of the square brackets. The picture was sized correctly but almost always positioned incorrectly and was placed against part of the first and fifth paragraphs (MC2.3). Some candidates keyed in “marshals” with an initial capital (MC4J). There were instances of candidates including a full stop at the end of “Other topics include” (MC1.2).

Document 3

The majority of candidates had errors on this task. The main heading was often omitted (MC2.1). The “BED-LINEN, TOWELS AND CUSHIONS” section heading very often did not span into the next column (MC2.3). The spelling of “tieback”(s) was inconsistent (MC4K). Other keying errors included “tassles”, “pillow cases”, “45.00” (MC1.1/2). In the “colours” column “or” or “and” were interchanged (MC2.1). Several candidates left less than 9 cm (MC4E). Gridlines had not been removed from the table (MC2.3). Some candidates are still failing to leave a clear line space before and after the headings (MC4B). A few candidates failed to follow the layout of the headings or text in the table, for example, having “PRICE (£)” on one line (MC2.3) and wrapping the text on to 2 lines in the “DESCRIPTION” column (MC2.3). Several candidates failed to line up so that the longest figure, which was “140.00”, started at the same point as the “P” and “£” of the heading “PRICE” and/or failed to line up

the decimal points (MC4Q). Several candidates sorted the figures into ascending order instead of descending (MC3.4). Some candidates are rekeying in the recalled text and incurring extra keying in faults or deleting the recalled text.

Document 4

The majority of candidates did this task well. The main loss of marks came from not numbering the second page, incorrect number of copies and the routing (MC2.3). There should be 3 print outs (top copy and 2 others). To save paper candidates may print the second page on the back of the first but must number the second page. "Johnson" was keyed in as "Johnston" (MC2.3). Candidates are still changing the letterhead in the font change and incurring a 4H fault. "Our Ref" was frequently keyed in as "Our ref" (MC2.1). In the first paragraph, "at the end of next month" was keyed-in as "at the end of the next month" (MC2.1). In the keyed-in bullets, the third point, final word had been keyed-in as "increase" instead of "decrease" (MC1.2). Several candidates had not justified the whole document including the bullet points (MC4J).