

Document Presentation Level 3 (03934) Summer 2011

The majority of the candidates completed all four documents. The standard of performance was generally good and there were some excellent scripts.

Many of the candidates' errors could have been detected and corrected if they had carefully checked their work against the draft. Errors such as missing, wrong or superfluous words, punctuation and paragraphing cannot be identified by use of spellcheckers. Reliance on spellcheckers is proving to be one of the major reasons candidates are not awarded a Distinction or a Pass.

Some candidates produced documents that contained errors within headings and headers/footers displayed in all capitals. Centres are advised to check that the Autocorrect options candidates use are appropriate; for example, that the option "Ignore words in UPPERCASE" is unchecked so that the spellchecker will identify typographical errors that occur in words displayed in all capitals.

Document 1

Some candidates incurred penalties under MC 2.3 because they changed the font style and/or size of the recalled text, although they had not been instructed to do this and some did not follow the house style shown in the Resource Sheet. The majority of the candidates inserted a shaded text box with the correct fill effect (dots) and used a different font style **and** size within the text box, but some candidates did not ensure that the text box was positioned in the centre of the page (Marking Criterion 2.3). Almost all candidates inserted the correct accent in "Höhner" but some used an incorrect font (MC 2.3). A few candidates deleted the words "Buying the essential tools first" but then did not key the replacement words "Purchase basic garden equipment initially." (MC 2.1). Some candidates incorrectly changed the headings "Progress Garden Centre" and "Allotment Fact Sheet" to all capitals (MC 4J).

Document 2

Most of the candidates used Century Gothic 11 font, as instructed, but some did not ensure that this font was also used for the text in the unshaded text box (MC 2.3). A small number of candidates did not insert **decorative** horizontal dividers; they simply keyed in a few symbols (MC 2.3) and did not ensure a clear line space above and below both dividers (MC 4B). Almost all candidates produced a screenprint; however, some screenprints did not include evidence of the column widths (MC 2.3). Almost all candidates inserted the correct accent in "Gallé", but some inserted "Gallè" (MC 1.1). A number of candidates incorrectly inserted a space between "Molina" and the special character "™" (MC 1.2). The 'Created on' automatic field was not inserted by a few candidates (MC 2.3).

Document 3

The majority of the candidates retained the Trebuchet MS 11 font throughout. Almost all candidates inserted a full-page border on the first page only, as instructed. A few candidates did not insert the even-page header “FACT SHEET⁶” at the left margin; those that did frequently inserted a space between the word “SHEET” and the superscript character (MC 2.3). There were some instances where the page number had not been positioned correctly in the centre, as instructed and some page numbers appeared in the footer area instead of the header area, as instructed (MC 2.3). Candidates continue to have difficulty in inserting lines in the diagram; some were too short and others too long (MC 2.3). Centres are advised to research the options available within the software used by candidates when inserting lines and shapes, such as “Send to back”. A number of candidates incurred faults because of typographical errors in the words in capitals in the headers and footers (MC 1.2/2.1) and did not align the bullets at the left margin (MC 4A).

Document 4

A large number of candidates amended the margins and column widths and used a smaller font size so that the document printed on one page (MS 2.3). The automatic filename and path was correctly inserted in the footer area by the majority of the candidates, but there were a few candidates who did not insert this automatic field at all, or who inserted the filename only, or who used the original filename “HISTORY” (MC 2.3). Some candidates did not use the correct page number style “Page x of y” in the header area and inserted the incorrect symbol – they inserted $\frac{x}{y}$ instead of $\frac{x}{y}$ (MC 2.3). Occasionally, the filename and path and page number were inserted in the footer area (MC 2.3). The word “Conwy” was frequently keyed as “Conway” (MC 2.1), the words “some time” were occasionally keyed as “sometime” (MC 1.4) and the final paragraph was omitted by a few candidates (MC 2.1).