

Text Processing (Business Professional)

Text Production (Level 1) - 06966, and Text Production - Screen Reader (Level 1) - 00004 Autumn 2008

A good standard of work was produced by many candidates. Most penalties were incurred for dealing with circled errors incorrectly, failure to efficiently check documents for keying errors, or for not following capitalisation. Centres are reminded that only the OCR templates for the letter and the memo should be used and that no changes (such as content, font, font size, alignment, etc) should be made to the template.

Document 1:

The circled apostrophe error was frequently dealt with incorrectly – removing the apostrophe instead of moving it (AC3.6). The word 'this' in 'publish this event ...' was often changed to 'the' and 'celebratory' changed to 'celebrity' (MC2.1). Some candidates did not leave a line space between the letterhead and the reference (MC4B). The location of information from the resource sheet was undertaken well by most candidates.

Document 2:

Two very frequent faults made on this document were the keying of 'OCTOBER' as 'October' (MC4J) and changing 'county' to 'country' (MC2.1). Some candidates omitted the last paragraph of the document (MC2.1). The emphasis of text was carried out accurately by the majority of candidates.

Document 3:

The circled error 'pastimes' was often changed to 'past times' instead of 'pastime' (AC3.6). The word 'the' in 'you will have the time' was frequently omitted (MC2.1) and 'new' in 'pair of new shoes' was misplaced (MC3.2). The underscore was omitted from 'may' in the final paragraph (MC2.3).