

Audio Transcription Level 1 – 06967 Summer 2009

The work produced by candidates was of a good standard and the majority of the candidates completed all documents, but poor proofreading led to many uncorrected typographical errors. All documents were well presented.

Some candidates failed to follow the capitalisation as shown on the Candidate Information Sheet. The change from double linespacing to single linespacing and the emphasis of the sentence were generally well done. The homophone to/too was not recognised by a high number of candidates. Some candidates omitted full stops at the ends of sentences.

Document 1:

This document was generally well displayed. Some candidates omitted the date (Marking Criteria 2.1). A significant number of candidates failed to leave a clear linespace after the letterhead template (MC 4B). "Mr" was sometimes omitted in the address (MC 2.1). The heading was sometimes entered using initial capitals instead of closed capitals (MC 4J). The words "to", "tear", "patience" and "instances" were frequently keyed in as "two or too", "tare", "patients" and "instant" (MC 2.1).

Document 2:

Again, another document generally well displayed. Some candidates keyed in "Foremen" as "Fourmen" or "4 men" (MC 2.1). Some candidates decided to use initial capitals for the words Tool Room and Human Resources Department, as these were not shown on the Candidate Information Sheet, they were not required (MC 4J).

Document 3:

This document was well presented with candidates only incurring a few keying in errors. The majority of candidates coped with the change of linespacing. Some candidates started a new sentence for the three emphasized words "without driving there". The homophone "their" caused a problem for many candidates who keyed it in as "there" (MC 2.1). The word "embroidered" caused problems for a lot of the candidates who keyed it in as "embroided" (MC 1.2). Many candidates failed to correctly copy the word "Beckenreid" from the Candidate Information Sheet. The final word "vigour" caused problems for the majority of candidates who keyed in "figure" (MC 2.1).