

Text Production Level 2 – 06975, and Text Production - Screen Reader Level 2 – 00005 Summer 2009

General

The standard of work was generally high and most candidates completed all three documents. Typographical errors, omitted words and failure to expand abbreviations correctly continue to be the main faults. Punctuation must be keyed exactly as shown on the draft and there were a noticeable number of commas and hyphens omitted by candidates on this paper.

Document 1:

The majority of candidates used the correct OCR-supplied letterhead, although some incurred a fault for making alterations to this such as changing alignment, font size or removing emphasis and a few kept the company name but changed the address details completely (4H). The special mark was correctly entered and displayed in capitals, although a small number presented this below the salutation - the reference, date, special mark and name and address may be presented in any order but must appear above the salutation (2.1). Some failed to underline the text 'fast and efficient'; a few emboldened this instead or the underline extended under the space following the text (2.3). Faults were incurred for the incorrect expansion of abbreviations; the abbreviation 'Dr' was often retained, 'gntee' was either retained or expanded to 'grantee', 'mtg' as 'mortgage' even though this did not make sense and 'tel' expanded to 'tell'. The word 'decor' was accepted as 'décor' but this was frequently expanded to 'decoration', although it is not one of the listed abbreviations for expansion. A few candidates incurred a fault for indicating an enclosure where no enclosure was implied in the draft (2.3) and a few missed the new paragraph correction sign or typed a bracket instead of starting a new paragraph (3.3). Dates must be presented in a consistent style throughout the document; some candidates used ordinals in the post-dating but not in the date of the letter or vice versa incurring a fault for inconsistent presentation (4L). Some candidates keyed 'questions' instead of 'queries' in the stet instruction (2.1). Other common errors included the omission of the comma after 'Martin' in the address details (1.2), the word 'fluent' presented with an initial capital (4J), 'new build' keyed as 'new built' or 'newly built' (1.1) and the word 'our' omitted from 'member of our staff'.

Document 2:

This document caused few problems with many candidates producing error-free work. Most candidates correctly recalled the OCR-supplied press release template and retained the layout and formatting. However a small minority recalled the memo template and attempted to modify this to accommodate the press release information thereby incurring faults. Candidates should be aware that Document 2 may be a memo, press release or file note. Candidates must recall the correct template from material provided for the individual exam, which will be given in the rubric at the top of the document. The most common faults were errors in the quotation marks with single quotes instead of double and the incorrect positioning of the associated punctuation at the ending quotation marks (1.2). A few

candidates omitted the ballooned text incurring 5 faults (2.1), some incorrectly moved the apostrophe in 'clients' rather than deleting it, 'Abroad' occasionally keyed as 'Aboard' and 'excited' as 'exited'.

Document 3:

This document was generally well done although errors were incurred for omitted or additional words and typographical errors. Commas and hyphens shown on the draft must be keyed as displayed but these were frequently omitted. The abbreviation 'INFO' in the heading was often not expanded and 'INVESTING' was keyed as 'INVESTIGATING'. A few candidates failed to display all three paragraphs within the bracket in single linespacing with the third paragraph often reverting to double linespacing (4C). The comma after 'countryside' was occasionally omitted as were the commas after 'Costs' and 'mortgage'. The vertical transposition of the headings caused some problems with candidates incorrectly moving the paragraphs with the headings (3.1). The new paragraph at the top of page 2 'Pont Royal offers a world-famous...' was frequently joined to the previous paragraph (3.3) and the close up correction sign caused some difficulty with the words being transposed to 'room bed' instead of removing the space to 'bedroom'. Other common errors included 'situted' corrected to 'suited' instead of 'situated', '40 minutes' as '40 miles', 'Pont' as 'Port' or 'Point', 'dining' as 'dinning', 'golf' as 'gold', 'fine' as 'finest' and 'the surrounding hills and the forest' keyed as 'surrounding hills and forest'. Some candidates failed to number the continuation sheet (2.3).