

Text Production Level 1 – 06966, and Text Production – Screen Reader Level 1 – 00004 Summer 2010

General:

There were many excellent scripts with very few instances of candidates being unable to complete all three documents. Centres are reminded that the OCR letterhead (in this case *Progress Housing*) designed for the specific qualification/series must be used for the letter (Assessment Criteria 3.1). In addition, although some centres supplied candidates with the correct letterhead, a minority of candidates made amendments to the display/font/font size.

Document 1:

A number of common errors marred the accurate production of this document. Candidates incorrectly keyed the recipient's name as *Brindly* instead of *Brindley*, omitted the final 'd' in *landscaped* (Marking Criteria 1.2), failed to expand or incorrectly expanded *Cres* and *mtg* (AC 3.6), moved the apostrophe in *clients'* to read *client's* instead of removing it (AC 3.6) and replaced *home* in paragraph 2 with *house*.

Document 2:

This document was undertaken well by the majority of candidates. The main error incurred was no initial capitalisation of *Travel Centre* (MC 1.7). The word *TIMETABLE/timetable* was sometimes rendered as two words (MC 1.2). The word *apologies* was changed to *apologise* (MC 1.1).

Document 3:

Many candidates omitted occurrences of *the* and *a* (MC 2.1) or added *s* where not a plural or leaving out the plural (MC 1.2). *Info* was not expanded (AC 3.6), *agency* was replaced with *agents* in paragraphs 1 and 5 (MC 2.1), *still* was omitted from the final paragraph (MC 2.1) and the circled error *property* was either not amended or amended incorrectly (AC 3.6).