

Text Production (Level 2) – 06975, and Text Production - Screen Reader (Level 2) - 00005 Summer 2010

General:

The majority of the candidates completed all three documents and the standard of performance was generally good. The main faults continue to be superfluous, omitted or incorrect words, failure to key punctuation as shown on the draft, retention or incorrect expansion of abbreviations and failure to follow capitalisation as shown on the draft.

Document 1:

The most common fault in this document was failure to indicate multiple enclosures (Marking Criterion 2.3). Some candidates inserted a full stop after Encs incurring a fault for inconsistent use of open punctuation within the document (MC 4M). The style of the post-dating was occasionally inconsistent with the letter date (MC 4L) and some omitted the comma after the post-date (MC 1.2). A few candidates keyed 'main' instead of 'local' in the stet amendment (MC 2.1). One or both instances of 'signatories' were often keyed as 'signatures'. The display of initial capitals was not always as shown on the draft, particularly for 'Form B', 'Society' and 'Change Officer' (MC 1.7). The apostrophe was often retained in the circled word *detail's*. A few candidates extended the underline to include the word 'using' (MC 2.3). Common errors included 'Pilch' as 'Pitch', 'Conservation' as 'Conversation', 'AYLSHAM' as 'ALYSHAM', 'licence' as 'license', 'black' as 'blank', 'utilities' as 'utility' and in the penultimate paragraph 'these documents' as 'three documents'. A few candidates continue to key 'sincerely' in the complimentary close with an initial capital (MC 4J) and the abbreviations 'Ave', 'ref' and 'a/c' were occasionally retained or not expanded correctly.

Document 2:

This document was completed well by most candidates. A few changed the font style and/or size of the recalled headings on the supplied Memo stationery and a few created their own stationery (MC 4H). Some errors appeared in the entries next to the template headings including 'Staff' as 'staff' (MC 1.7), 'Matthews' as 'Mathews' and the reference keyed in uppercase (MC 2.1). Any reasonable display and spacing of the 'From' details were accepted eg Alex Matthews, Managing Director. The correction of the apostrophe in *company's* was poorly done with many candidates changing this to 'companies'. The abbreviations 'temp' and 'mtg' were often retained or incorrectly expanded and the spelling of the word 'access' was occasionally not corrected. Indication of an enclosure was penalised as no enclosure was implied in the draft (MC 2.3). The horizontal transposition was well done and the ballooned text inserted in the correct position although a small number of candidates omitted these words.

Document 3:

A number of candidates did not display all four paragraphs in single line spacing as instructed on the draft (MC 4C). The vertical transposition of paragraphs caused some problems with some incorrectly positioning the intervening paragraph last (MC 3.1). The close-up correction sign was performed better on this paper but a small number of candidates incorrectly transposed the words to 'force work' rather than remove the space to 'workforce'. Very few candidates correctly expanded the abbreviation 'emp' to 'employment' with various alternatives including 'emphasis', 'empathy', 'employee' and 'employer'. A few keyed 'taken' instead of 'kept' in the stet instruction (MC 2.1) and some emphasised the complete paragraph rather than the sentence (MC 4D). Although the word was not circled, a number of candidates incorrectly moved the apostrophe in *managers* to *manager's*. Common errors included 'SAFETY' as 'SAFTEY' in the heading, 'minutes' as 'minuets', 'induction' as 'introduction', 'practice' as 'practise', 'proved' as 'proven', 'staffing' as 'staff', omitted word 'made' in 'be made aware of...' and omitted word 'form' in 'inspection report form'. Consistent use of 'noticeboard' was accepted and there was no penalty for omitting the comma after 'offices and workshops'. Some candidates failed to number the continuation sheet (MC 2.3).