

Document Production Level 2 – 06978 Summer 2010

General:

Many of the scripts submitted showed a big improvement over previous papers, particularly in their use of layout and style, but the frequent omission of words and inclusion of superfluous words indicates that candidates are sometimes looking away from the copy as they type and not taking enough care to return to the correct point before continuing.

Document 1:

This document was well typed on the whole. Some candidates omitted "Sunday" in the first paragraph and some inserted "the" before "park boundaries" and/or "track". The word "are" was sometimes inserted before "available" in the final paragraph. Some candidates inserted a shaded text box and a number failed to change the font style. It is not sufficient to use bold or italics or a larger version of the existing font style.

Document 2:

A few candidates typed the full date instead of the month and year only as requested. "Speckley" was sometimes typed as "Speckly". Candidates continue to improve in their presentation of the tear-off slip, but there are still too many losing marks here. The tear-off line of dashes must extend to within 10mm of both edges of the paper. There should be at least one character space between the headings and the lines of dots. The dotted lines should be in double linespacing and each line must end at exactly the same point – approximations are not acceptable and candidates will need to use a right or leader dot tab to achieve this. The final line of the tear-off slip must be no more than 4mm from the bottom edge of the paper.

Document 3:

This document was very well produced by most candidates with few errors being incurred. Some candidates lost marks by leaving a space before the superscript or subscript characters. Occasionally the organisation chart extended too far into the margin areas incurring a penalty under 4A. The replacement of "bikes" with "bicycles" was not always done on all 3 occasions it appeared. The full stop after "Flatland" was not always included. Some candidates misspelt "practised" in the final paragraph and the linespacing between this paragraph and the previous one was not always consistent with earlier spacing (4I). Page numbering was also omitted by some candidates.

Document 4:

Part 1 of this document was generally well done, most candidates correctly equalising the widths of the columns as shown in the draft. Some candidates inserted a vertical line after PREVIOUS COMPETITIONS which was not shown in the draft and the spelling of BICYCLE was not always correct.

In Part 2, not all candidates removed the gridlines as instructed. The three dates were not always presented in the same style, for example "2 February 1995" but "08 June 2010" or 8th June 2010", incurring a penalty under 4L. The line "Midlands Regional BMX Race" was

frequently omitted. An initial capital was sometimes used for "carbon" under HELMET DETAILS, whereas "Assault" was frequently typed with an initial lower case, despite being the first word under CLOTHING DETAILS. In the penultimate line, the word "jump" was sometimes omitted.