

Text Processing (Business Professional)

Text Production (Level 2) – 06975, and Text Production - Screen Reader (Level 2) - 00004 Autumn 2008

Most candidates completed all three documents, but the standard of work was generally lower than the previous scheme, with fewer candidates achieving the higher grades. The majority of candidates who incurred penalties showed little evidence of good proofreading skills, which is a requirement of the scheme. Typographical errors, omitted and additional words, failure to expand abbreviations correctly and failure to present capitalisation as shown on the draft accounted for the most penalties. Centres may find the following guidance helpful:

Only the abbreviations listed under Marking Criterion 2.3 of the unit specification should be expanded. Other commonly used abbreviations such as: etc, eg, ie, plc and Ltd must be retained. Penalties were incurred for the expansion of the abbreviation Ltd (2.1).

OCR supplied templates, from the current exam disk (C290), must be used for documents 1 and 2. These may be printed for use with typewriters. Centres must not make any alterations or amendments to the material supplied by OCR – failure to use the supplied templates in their original format is penalised (4H).

Candidates are required to correct errors of agreement and apostrophe errors which will be circled in the draft. They must also locate and correct errors in the draft which will not be indicated. These will include typographical errors (words containing extra, omitted and transposed letters and extraneous symbols), punctuation errors (omitted full stop and omitted initial capital at the start of a sentence) and spelling errors which will only be tested in the words listed in 2.4 of the unit specification. The errors may appear in any document.

Candidates should key in text exactly as presented in the draft. Initial capitals must be keyed as presented in the draft. One fault will be incurred for each initial capital drafted that has been keyed in as a lower case character. Use of initial capitals where initial capitals were not presented in the draft incurs one fault (4J).

Document 1:

A few candidates failed to use the OCR supplied letterhead template or modifications had been made to this (4H). Candidates are required to leave a clear linespace before and after separate items within a document and many failed to leave a clear linespace below the letter heading (4B). Failure to insert today's date on the letter as instructed on the front page of the question paper incurred a fault (2.1). Some candidates omitted the special mark URGENT (3.1); where this was inserted it was occasionally presented with an initial capital (4J) and/or no clear linespace below (4B). Initial capitals must be keyed as presented in the draft and several errors were incurred for not presenting initial capitals for some or all of the

following; 'Chief Executive', 'Chamber of Trade', 'Building Project' and 'Christmas' (1.7 per instance). Some candidates failed to underline the text 'bespoke hampers'; a few emboldened this instead or the underline extended under the space following the text (2.3). The abbreviation 'Ave' was often retained; 'co' was occasionally expanded to 'corporate' and orgs was often expanded to 'organisers' or 'organisation'. The new abbreviation 'mtg' caused no problems but the commonly used abbreviation 'Ltd', which should be retained, was often expanded. Many candidates failed to remove the apostrophe in the circled word 'customers', either retaining or moving it. The unidentified punctuation error of the omitted full stop after 'suited' was occasionally not corrected (2.4). Other errors included 'MIDDLESBROUGH' keyed as 'MIDDLESBOROUGH', 'Supplies' as 'Suppliers', 'Isaac' as 'Issac', 'Manager' as 'Manger'. A small number of candidates indicated an enclosure where no enclosure was implied (2.3).

Document 2:

Several candidates failed to use the OCR supplied press release template as instructed on the front of the examination paper and a few candidates presenting this document as a memo (4H). The abbreviation 'mfr' was frequently expanded to 'manufacture' instead of 'manufacturer' (2.3) and 'temp' as 'temporally' instead of 'temporary' (2.3); Ltd was occasionally expanded to 'Limited'. The unidentified error in the spelling of 'business' and the omitted initial capital at the start of the sentence 'These will include...' were corrected well, as was the identified apostrophe error in 'its'. The horizontal transposition text in the balloon was occasionally misplaced (3.1). Other common errors include 'Champagne' keyed as 'champagne', 'Jonathan' as 'Jonathon', 'Foods Ltd' as 'Food Ltd'.

Document 3:

Candidates found this the most challenging document and poor proofreading skills were particularly evident here. The headings CARSTAIRS FOODS LTD and/or DRAFT INTERNAL REPORT were occasionally omitted, as was the heading MARKETING above the vertical transposition. Few candidates failed to present the continuation sheet on plain paper (4H), but several omitted page numbers from the continuation sheet (2.3). A number of errors were incurred for not presenting initial capitals as in the draft for some or all of the following; 'Champagne', 'Payable', 'Board' and 'Human Resources Department'. Generally the unidentified typographical errors were corrected well but 'definitely' was often presented as 'defiantly' instead of 'definitely'. The apostrophe in 'customers' details' was occasionally deleted or moved, but this was correct and should not have been changed; apostrophe errors will be circled in the draft. A few candidates displayed inconsistent spacing between the paragraphs in double linespacing or after the side headings (4I). The vertical transposition of the paragraphs caused some problems with candidates misplacing the interim paragraph (3.1). Other common errors included 'from' as 'form', 'Supplies' as 'Suppliers', FOODS LTD' as 'FOOD LTD', Ltd expanded to Limited.