

Level 1 Audio-Transcription

31 January – 25 March 2011

Many candidates produced work of a good standard. Most of the candidates completed all documents with a reasonable standard of accuracy but poor proofreading led to uncorrected typographical errors. All of the documents were well presented.

Some candidates failed to follow the capitalisation as shown on the Candidate Information Sheet.

Document 1

This document was generally well displayed. Some candidates omitted the date. (Marking Criteria 2.1) The heading was sometimes entered using initial capitals instead of block capitals. (MC 4J) "Philip" was occasionally keyed-in as "Phillip". (MC 1.2) The word PERSONAL as sometimes keyed-in as PERSONNEL. (MC 1.2, 2.1) Some candidates failed to indicate the enclosure. (MC 2.3)

Document 2

This document was exceptionally well presented with only a few incurring keying-in errors. A few candidates presented the heading in block capitals instead of using initial capitals and underlining). (MC 4J) The word personal was sometimes keyed-in as personnel. (MC 1.2, 2.1)

Document 3

This document was well presented with candidates only incurring a few keying-in errors. The majority of candidates coped with the change of line spacing although a few failed to notice that the article should have been keyed-in with double line spacing except where indicated. The majority of candidate emphasised the sentence as instructed but a few continued the emphasis to the end of the paragraph. (MC 4D)