

## **Text Production (Level 1) – 06966, and Text Production Screen Reader (Level 1) – 00004 Spring 2011**

### ***General:***

A high level of accuracy was demonstrated by many candidates. Very few candidates were unable to complete the three tasks, but the lack of careful proof-reading resulted in many candidates incurring penalties for omitted or substituted words.

### ***Document 1:***

The most frequently occurring error in this document was the failure to expand the abbreviation *cat* to *catalogue*. Although the square bracket correction sign for new paragraph was interpreted correctly by most candidates, many did not leave a clear line space between the two paragraphs, incurring a 4B penalty. The word *advice* in the second paragraph was frequently substituted by *advise*. The circled error *items'* was often dealt with incorrectly, by either moving the apostrophe to before the *s* or leaving the word exactly as the copy.

### ***Document 2:***

On many occasions, there were typographical errors in the headings. The word *retail* was often omitted from the first sentence and also the full stop after the telephone number omitted. The instruction to emphasise the sentence was often interpreted as applying to the whole paragraph.

### ***Document 3:***

The circled errors were dealt with correctly by most candidates. A common error was the omission of *to* from *help you to design* in the penultimate paragraph. The underscore of *may* was often either omitted or extended into the space before or after the word.