

Text Production Level 3 – 03932, and Text Production – Screen Reader Level 3 – 00007 Spring 2011

General:

Most candidates completed the paper. Failures were most often the result of paraphrasing, resulting in missing, superfluous or wrong words being typed instead of the text as drafted. Careful proof-reading against the draft would improve the work of many candidates.

Document 1:

The majority of candidates used the correct letterhead, but some candidates failed to display the words **Our ref** and **Your ref** exactly as copy, either using initial caps for **ref** or adding a colon after it. Some candidates typed **4MP** instead of **4NP** in the postcode. The word **college** was frequently typed with an initial capital (Marking Criterion 4J). A few candidates typed **successful candidate** instead of **right person** as indicated by the dotted underline. The superfluous apostrophe after **expenses** was not always removed and **work for four days** was frequently typed as **work four days**. The majority of candidates correctly identified that there were no enclosures with the letter.

Document 2:

The hyphen in **above-named** was sometimes omitted. Some candidates added punctuation to the end of the first paragraph, although none was drafted. The numbered paragraphs were correctly reordered, but occasionally typed with initial capitals for the first word of each item. The abbreviation **emp** was often not correctly expanded to **employment**. In the ballooned insertion, some candidates changed **applicants** to **applications**. Some candidates used initial capitals for the second column of the table, although lower case was used in the draft. The horizontal transposition of **each year** and **in February** was nearly always done correctly. The underline beneath **ten** was sometimes extended beyond the word, and the superfluous apostrophe after **days** was not always removed. Some candidates wrongly expanded **Chair** to **Chairman**. Most correctly identified **Conference** as the missing word to be inserted from the resource sheet. However, some wrongly thought that the Terms of Reference should be typed as a memo from Kevin Anderson to Sally De Souza.

Document 3:

Both footnotes were generally typed in the correct place and with the correct capitalisation, although a few typed both at the end of the document, incurring one fault for each misplaced footnote. Some candidates failed to number the continuation pages of this document.

On the first page, most candidates correctly selected **1992** from the resource sheet, although a few typed **2005** instead. The second **a** in **learning a trade or a skill** was frequently omitted. A few candidates did not understand the instruction to transpose the headings STAFF PROFILE and BACKGROUND on this page, and transposed the associated paragraphs as well. The word **GCSEs** was sometimes typed as **GCSE's**. The final comma after the caret insertion , **or are undertaking**, was frequently omitted.

The ballooned amendment on the second page was occasionally omitted and the "close up" amendment sign in **upturn** was sometimes misinterpreted as a transposition, with the candidate typing **turn up** instead. The paragraph beginning **However**, was sometimes indented as well as the previous paragraph (MC 4U). In the phrase **a further growth in the School of Professional Skills**, the word **a** was frequently omitted and **School** was typed with an initial lower case letter. In the first single line spaced paragraph **In the light of** was often typed as **In light of**. The missing apostrophe in **Director's** in the following paragraph was frequently not inserted and one or both of the commas round **as a result** were sometimes omitted.

On the final page, most candidates correctly inserted **curriculum and equality** from the resource sheet. A number of candidates typed **a change of management consultant** instead of **a change management consultant** in the underlined portion of text. Very few candidates failed to expand **asap** to **as soon as possible**.