

## **Business Presentations Level 1 – 06968 Spring 2010**

### ***General:***

The majority candidates produced work of a high 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 very well presented.

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

This document was well presented. A few candidates used the wrong slide for Slide 1 ie a title slide instead of a bulleted slide. Some candidates did not consistently align the information in the organisation chart. (Marking Criteria 4I) Some candidates keyed-in “canal” instead of “canals”. (MC 1.2) Capitalisation was not followed for the words “Industrial”, “Trust” and “Registered Charity”. (MC 1.7)

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

Occasionally the bullet was not demoted and sometimes the bullet symbol was deleted. Some candidates actually deleted the text instead of demoting it. (MC 2.3) The majority of the candidates managed to insert the new subordinate box. In some case there was inconsistent spacing on the outline view. (MC 4I) The name “Aimie” was sometimes input as “Aimee”. (MC 1.1)

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

If candidates change the background a penalty will be incurred. (MC 2.3) A few candidates failed to insert the Clip Art image. (MC 2.3)

### ***Document 4:***

Keying-in errors were the most common problem in this document. Some candidates did not emphasise the headings in bold as instructed. (MC 4D) The word “Trust” was sometimes input as “trust” and “Brecon Canal” was input as “Brecon canal”. (MC 1.7) The final full stop after the website address on Slide1 was sometimes omitted. (MC 1.2) The word “narrowboat” was sometimes keyed-in as one or two words inconsistently. (MC 4K)