

Text Production Level 3 – 03932, and Text Production – Screen Reader Level 3 – 00007 Spring 2010

General:

Nearly all candidates were able to complete the paper in the time allowed. Failures were generally a result of poor proof-reading, inability to correct grammatical errors or errors in the use of the apostrophe.

Document 1:

Some candidates incurred a penalty under 4L as the style of date at the head did not agree with the style used for post-dating, for example 9 April coupled with 13th May, although the post-dating itself was generally correct. Some candidates omitted the heading, although most correctly included the special mark **URGENT**. A number did not insert the missing apostrophe in **your father's eightieth birthday celebration** and a few changed **eightieth** to **eighteenth**. In the second sentence, **is** was not always changed to **are** in **These arrangements is satisfactory**. In the penultimate paragraph, a majority of candidates failed to change **would be suitable** to **will be suitable** but **include food** was usually correctly changed to **includes food**. In the final paragraph, the commas after **me, urgency, and 224** were sometimes omitted and **contract** was changed to **contact**. A small number of candidates typed **telephone** instead of **contact** in the stet amendment. **Most** candidates indicated an enclosure, but not all indicated that there were actually 2 enclosures with this letter. Candidates who omitted the ballooned insertion which mentioned the enclosures were not penalised further for omitting **Encs**.

Document 2:

The details beside the fax headings were generally typed accurately, although there were some instances of **Joanne** instead of **Joanna**. Some candidates typed **Page 1 of 1** although the rubric stated this was a 2-page fax and the enclosure was mentioned in the text. The transposition of the final 2 lines of the table was generally performed well, but a great many candidates also transposed the figures **24** and **11** which were not included in the transposition instruction. Some candidates omitted the ballooned insertion. The missing apostrophe in item 6, **Abseiling the company's building in Matford Place** was not always inserted and some candidates typed **companies** instead. Not all expanded **PI** correctly to **Place**. There were frequent errors in the spelling of **manufacturer** and **exciting** and occasionally a typing error was made by inputting **or** as **of**. The underline beneath colourful was sometimes extended into the following space, and **tee shirts** was also changed to a variety of alternatives, of which only **T-shirts** was accepted. Some candidates emphasised the whole of the penultimate paragraph instead of just the first sentence as requested.

Document 3:

Both footnotes were generally typed in the correct place candidates did not always follow copy accurately with regard to initial capitals and final punctuation. The abbreviations were generally expanded correctly and most of the typographical errors were corrected.

On the first page, some candidates mistakenly inserted an apostrophe into **DJs** and some typed the whole word in closed capitals. The faulty apostrophe in **Lawrences'** was frequently left there or omitted altogether. The words **need to** were sometimes omitted from **The rest of the funds required will need to be from external sources.** The vertical transposition of the 2 circled paragraphs was generally done correctly, but many candidates also moved the intervening paragraph to the end of the page instead of leaving it between the other 2. Some candidates changed **specified** to **specific** and many changed **repayments** to **payments**.

On the second page, **The Prince's Youth Trust** was generally inserted correctly from the Resource Sheet and the amendments in the second paragraph were usually made as required. In the section in single line spacing, **legal** was sometimes changed to **legally** and in the third paragraph **arrangement** sometimes changed to **agreement**.

In the second paragraph of the third page, **lose the amount** was typed as **loose the amount** and in the following paragraph **in** was omitted from **than in a partnership**. Some of the commas in the inset portion of text were omitted, particularly the one after **and**. A few indented the heading as well as the following text, although this was not included in the instruction. The run-on instruction was generally followed, as was the horizontal transposition, although in some cases the middle **as** was changed to **and**. Some candidates typed **brought** instead of **bought**.

On the final page, the hyphen was sometimes left out of **START-UP COSTS** and occasionally the whole of this heading was omitted. **There is a wide variety** was sometimes changed to **There are a wide variety**.