

Text Production Entry Level 3 – 06964, and Text Production – Screen Reader Entry Level 3 – 00003 Autumn 2009

General:

The work submitted by candidates was of a good standard and well presented by most.

Section 4 faults apply to all documents; therefore failure to display the heading at the left margin in Documents 2 or 3 incurs a fault (Marking Criterion 4A). Inconsistent line spacing will be penalised under MC 4I.

Careful proofreading would have prevented some candidates incurring errors for typographical errors, omitted words or omitting full stops at the end of sentences, this is a common occurrence on Documents 1 and 3.

Document 1:

The abbreviations on Document 1 were expanded correctly by most candidates.

The most common errors incurred by candidates were:

- date omitted
- *WARMINSTER* displayed as *WARMINISTER*
- the *s* omitted on *Sirs*
- *bought* displayed as *brought*
- the word in each balloon was transposed to the wrong position
- *info* not expanded
- the words *a place* omitted

Document 2:

Many candidates incurred a 4A fault for displaying this document centred.

Changing the order of the lines will incur faults, as will adding pictures and using non-readable fonts.

The most common errors incurred by candidates were:

- many candidates centred the heading, or displayed the document centred (MC 4A)
- *in to* displayed as one word
- *Bath* displayed as *bath*

Document 3:

The most common errors incurred by candidates were:

- the word *the* was often omitted in ... *with the site staff*.
- the circled word *thier* was incorrectly amended to *there*
- the word *specified* was often displayed as *specific*
- many candidates did not interpret the new paragraph sign correctly
- the underscore on valuables was omitted or extended by a few candidates
- the circled word *facilties* amended to *faculties* by some candidates