

## Text Production (Level 2) – 06975, and Text Production - Screen Reader (Level 2) - 00005 Autumn 2011

### **General:**

Generally a good standard of work was produced with most candidates completing the paper. Candidates should familiarise themselves with the list of abbreviations in the unit specification as many are incurring faults for expanding words which are not on the list and retaining some which are.

### **Document 1:**

Some candidates failed to use the supplied letterhead template or changed the alignment or font style/size of the heading (Marking Criterion 4H). *Our ref* was not always presented as shown in the draft (MC 2.1) and the special mark *PRIVATE* was occasionally expanded to *PRIVATE AND CONFIDENTIAL* (MC 2.3). A few candidates displayed the county instead of the town in closed capitals (MC 4J). The abbreviations *St* and *a/c* were sometimes retained and *tel* was incorrectly expanded to *tell* instead of *telephone* (MC 2.1). A number of candidates keyed one or both instances of the surname *Marriott* as *Marriot* (MC 1.2 per word). Some candidates failed to underline the text exactly as shown in the draft with a few displaying the text in bold and omitting the underline, or underlining the space after *booking* (MC 2.3). Times should be displayed consistently with or without a space preceding *am/pm* but a number of candidates presented the times inconsistently (MC 4L). Post-dating was usually correct but the date style was sometimes inconsistent with the display of the letter date (MC 4L) and where the date fell in January those candidates opting to display the year often presented this as 2011 instead of 2012. Most correctly removed the superfluous apostrophe in *guests* and corrected *week* to *weeks*. The word *sum* was occasionally expanded to *summary*. A few candidates continue to key *sincerely* in the complimentary close with an initial capital (MC 4J), *Bookings Clerk* was often keyed as *Booking Clerk* and several failed to indicate a single enclosure (MC 2.3).

### **Document 2:**

This document was well done with the main error being not following the capitalisation of the draft with words such as *south*, *board of directors*, *chief executive officer* displayed with initial capitals (MC 4J). The word *post* was occasionally expanded to *position* (MC 1.2) and *moves* keyed as *moved*. Most correctly removed the superfluous apostrophe in *members*. The horizontal transposition was usually performed correctly.

### **Document 3:**

A few candidates incurred a fault in the vertical transposition of the headings where the interim heading *MONTHLY REPORT* was no longer positioned between the transposed headings (MC 3.1). The abbreviation *misc* was often retained, misspelt or incorrectly expanded and *asap* was frequently retained (MC 2.1). The close up correction sign is sometimes misunderstood with candidates transposing the words rather than removing the space, in this instance *However* as *Ever how* made no sense. Several candidates emphasised more than the required sentence and it was common for the first two sentences or the complete paragraph to be emphasised (MC 4D). A few candidates omitted the ballooned text resulting in five missing words and some failed to key *short-term* as draft. Occasionally there was inconsistent spacing after the headings or between the paragraphs in double line spacing (MC 4I). Common errors included *Julia* keyed as *Julie*, *Allan* as *Allen*, *applications* as *applicants*, *post* expanded to *position*, *electricity* as *electric*, *contract* as *contact*, *data* as *date* and in the headings *Failures* without an initial capital or as *Failure* and *Conclusions* as *Conclusion*. Some candidates failed to number the continuation sheet (MC 2.3).