

## Document Presentation (Level 2) – 06978 Autumn 2011

### *General:*

Centres should ensure that the revised unit specifications are used in future. This document can be found in the *Units* section of the Text Processing pages on the OCR website: [http://www.ocr.org.uk/qualifications/type/qcf/text\\_pro/bp\\_l2\\_cert/documents/](http://www.ocr.org.uk/qualifications/type/qcf/text_pro/bp_l2_cert/documents/).

Most failures were a result of poor proof-reading. The standard of presentation was generally very pleasing.

### *Document 1:*

This document was usually very well done. In some cases a superfluous full stop was inserted after **2012** in the text box.

### *Document 2:*

**Dear Customer** was sometimes typed as **Dear customer**. Most candidates correctly emboldened the required text although some omitted the word **to** before **raise a large sum or money** or **that** before **as many people as possible**. Candidates sometimes typed **salesroom** instead of **saleroom**. Typing of the email address was not always accurate and sometimes lacked the full stop required for the end of the sentence. The scissors symbol was generally correctly inserted, although some candidates inserted a different style of scissors to the one shown. More candidates are extending the line to within 10mm of the edge of the paper as required and correctly aligning the dotted lines at the right margin, although not all leave a space between the line of dots and the text and a few are still leaving more than 4 cm between the last line and the bottom edge of the paper.

### *Document 3:*

This document was very well done by most candidates with few errors being incurred. The top and left margins were generally amended to the required size as was the indented paragraph. The word **INFORMATION** was sometimes omitted from the footer, and page numbering was sometimes omitted. The text following **television** was not always deleted and the following paragraph was sometimes run on as a consequence. The telephone symbol at the end was not always the one shown in the draft and the line spacing under the heading **CONTACT US** was not always consistent with that below the previous headings.

**Document 4:**

Part 1 of this document was generally well done, the majority of candidates correctly reflecting the widths of the columns shown in the draft.

In Part 2, the majority of candidates removed the gridlines as instructed. Some candidates omitted the word **Mrs** before Andrea **Steenburg**. A few candidates copied the full stop after the email address when extracting the information for the form. Most candidates inserted the correct date at the foot, but not all used the same style of presentation for the date throughout the document and thus incurred a penalty under Section 4L.