

## Text Production Level 3 – 03932, and Text Production – Screen Reader Level 3 – 00007 Autumn 2011

### **General:**

Centres should ensure that the revised unit specifications are used. 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\\_l3\\_cert/documents/](http://www.ocr.org.uk/qualifications/type/qcf/text_pro/bp_l3_cert/documents/).

Most candidates completed the paper. Candidates continue to lose marks for failure to copy the draft accurately, frequently omitting or including words such as *a, the, to, that* and *will*. The resultant sentence may still make sense, but the candidate will be penalised for each missing, changed or superfluous word.

### **Document 1:**

A great number of candidates were penalised for failure to type the words *Our Ref* and *Your Ref* with initial capitals and no following punctuation as drafted. Almost all candidates failed to correct *is* to *are* in the first paragraph and nearly as many failed to change *are* to *is* in the second paragraph. The majority of candidates inserted the correct date in the body of the letter. *Although* was sometimes changed to *All though* instead of *Although*. The abbreviation *cos* was occasionally expanded to *costumers* or *customers*. Most inserted the correct information from the resource sheet, although some did not use an initial capital for the word *The*. Most correctly removed the superfluous apostrophe in *skills* and corrected *member* to *members* in the final paragraph. Most candidates correctly identified that there were several enclosures with the letter.

### **Document 2:**

The vertical transposition was generally performed correctly although a significant number of candidates omitted the full stop after *Peter Westwell* and some failed to keep the line spacing consistent with the rest of the document. The superfluous apostrophe in *houses* was frequently not removed. Most correctly identified *stamp* as the missing word to be inserted from the resource sheet. The caret and balloon insertion and the horizontal transposition were also done correctly in the majority of cases. Some candidates did not present the spacing in *2.30 PM/2.30PM* and *4 pm/4pm* consistently, incurring a penalty under Marking Criterion 4L.

### **Document 3:**

Both footnotes were generally typed in the correct place, and nearly all candidates copied the initial lower case and lack of final punctuation correctly. The change of line spacing from single to double and back again to single was generally well done, although it was noted that a number of candidates used the Multiple, 1.15 line spacing for single, which was not acceptable.

On the first page, some candidates typed *out dated* or *out-dated* instead of *outdated*. The word *first* was also sometimes omitted in *good first impression* and the word *a* from the ballooned insertion *and of a high quality*.

On the second page *are* was sometimes substituted for *is* in *A huge range of stylish flexible units is now on the market*. A small number of candidates changed *complement* to *compliment*, and slightly more failed to expand *cats* to *catalogues* or remove the superfluous apostrophe in *seats*.

On the final page the horizontal transmission was generally well done, as was the inset from the left margin in the following 3 paragraphs. A few candidates corrected *BOard* to *board* – only the letter *O* was faulty. Only a few candidates failed to insert the correct words, *over a weekend* and *bespoke* from the resource sheet, although some typed *over the weekend* or *package* instead which were not accepted. The words *our budget* were sometimes replaced with *the budget* or just *budget* and the word *Office* was sometimes omitted from *Black Country Office Designs*.